



PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

B. ACADEMIC ADMINISTRATION



B.1 Educational Profile and Functions of academic administrators

B..1.1 Dean/Director and

CS Form No. 212 Revised 2017								
PERSONAL DATA SHEET								
<p>WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.</p> <p>READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.</p> <p>Print legibly. Tick appropriate boxes <input type="checkbox"/> and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.</p>								
I. PERSONAL INFORMATION							1. CS ID No.	(Do not fill up. For CSC use only)
2. SURNAME	MARTINEZ							
FIRST NAME	NORGE						NAME EXTENSION (JR., SR.)	
MIDDLE NAME	DAGAMAC							
3. DATE OF BIRTH (mm/dd/yyyy)	08/17/1971		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.				
4. PLACE OF BIRTH	Davao City		If holder of dual citizenship, please indicate the details.					
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female							
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS					
7. HEIGHT (m)	1.50 meters		Executive B2 3rd Block					
8. WEIGHT (kg)	68 kilos		House/Block of No. <u>USM Housing</u> Street <u>Poblacion</u> Subdivision/Village <u>Kabacan</u> Barangay <u>Cotabato</u> City/Municipality <u>Kabacan</u> Province <u>Cotabato</u> ZIP CODE <u>9407</u>					
9. BLOOD TYPE	A		18. PERMANENT ADDRESS					
10. GSS ID NO.	71081700839 / CRN-006-0070-8232-0		Exec.B2 3rd Block					
11. PAG-BIG ID NO.	1940-0001-5995		House/Block of No. <u>USM Housing</u> Street <u>Poblacion</u> Subdivision/Village <u>Kabacan</u> Barangay <u>Cotabato</u> City/Municipality <u>Kabacan</u> Province <u>Cotabato</u> ZIP CODE <u>9407</u>					
12. PHILHEALTH NO.	17-000630528-9		19. TELEPHONE NO.					
13. SSS NO.	N/A		20. MOBILE NO.					
14. TIN NO.	180-053-720		09204423225					
15. AGENCY EMPLOYEE NO.	95-00502		21. E-MAIL ADDRESS (if any)					
			norge_martinez@yahoo.com, norgedmartinez@gmail.com					
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	Martinez		23. NAME OF CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	Malony		Mark Malony D. Martinez			10/19/1993		
MIDDLE NAME	Felicilda DECEASED		Louise Gerrard D. Martinez			02/28/1998		
OCCUPATION	Teaching		Geanne Reiv D. Martinez			09/16/2001		
EMPLOYER/BUSINESS NAME	University of Southern Mindanao		Ma-an Charlotte D. Martinez			06/21/2003		
BUSINESS ADDRESS	Kabacan Cotabato							
TELEPHONE NO.	(064) 572 2636							
24. FATHER'S SURNAME	Dagamac							
FIRST NAME	Gerrardo							
MIDDLE NAME	Tan							
25. MOTHER'S MAIDEN NAME	Mirabueno DECEASED							
SURNAME	Norma							
FIRST NAME	Oliver							
MIDDLE NAME								
(Continue on separate sheet if necessary)								
III. EDUCATIONAL BACKGROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
			From	To				
ELEMENTARY	ABAGA LALA ELEMENTARY SCHOOL	Primary Education	1977	1983	Graduated	1982	N/A	
SECONDARY	TRINITY COLLEGE OF QUEZON CITY	High School	1983	1987	Graduated	1987	N/A	
VOCATIONAL / TRADE COURSE	N/A						N/A	
COLLEGE	MINDANAO STATE UNIVERSITY- Marawi City	Bachelor in Physical Education	1988	1993	Graduated	1993	N/A	
GRADUATE STUDIES	Sultan Kudarat State University- Access Campus	Master of Arts in Teaching Physical Education (MAT P.E.)	2001	2008	Graduated	2008	N/A	
	SouthWestern University - Cebu City	Doctor of Education Major in Physical Education (Ed.D. P.E.)	2008	2011	Graduated	2011	N/A	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	1-29-2025		CS FORM 212 (Revised 2017), Page 1 of 4	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
 a. within the third degree?
 b. within the fourth degree (for Local Government Unit - Career Employees)?

YES NO
 YES NO
 If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?
 b. Have you been criminally charged before any court?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____
 Date Filed: _____
 Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES NO
 If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

YES NO
 If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
 b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES NO
 If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
 a. Are you a member of any indigenous group?
 b. Are you a person with disability?
 c. Are you a solo parent?

YES NO
 If YES, please specify: _____

YES NO
 If YES, please specify ID No: _____

YES NO
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)

NAME	ADDRESS	TEL. NO.
FLORA M. GARCIA	Garcia Compound USM Avenue Kabacan, Cotabato	09493745219
n/a		
n/a		



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
 PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: **Drivers License**

ID/License/Passport No.: **M08-03-009281**

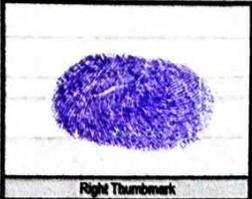
Date/Place of Issuance: **06-17-2015 / SM Davao City**

Norge D. Martinez

Signature (Sign inside the box)

1-29-2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA C. DELA VINA, PhD
 HRMDO Director
 Person Administering Oath



Special Order No. 1254C
Series of 2025

TO: DR. NORGE D. MARTINEZ

**SUBJECT: Designation as DEAN OF THE INSTITUTE OF SPORTS, PHYSICAL
EDUCATION AND RECREATION (ISPEAR)**

DATE: Monday, 3 March 2025

=====
Taking cognizance of your educational preparation and most of all your interest to lead the college/institute that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby redesignated as **DEAN OF THE INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION (ISPEAR)** in addition to your plantilla position, subject to the performance evaluation as set in the *OPCR* and subject further to the confirmation of the *Board of Regents*.

As **Dean**, you are hereby directed and expected to perform the following functions:

1. Provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
2. Coordinate with the office of registrar and ICTC to monitor admission, registration, and other status of undergraduate college students;
3. Monitor syllabi making or revision of the course offering of the college;
4. Supervise the curriculum review/revision of college curricular offerings;
5. Submit Faculty profiling for SUC leveling (Doctorate) and other reports;
6. Spearhead the conduct of Research, Extension and Production projects;
7. Submit training needs analysis for faculty and staff;
8. Submit the College for Quality Assessment (e.g. Accreditation, I.S.O, and others);
9. Prepare and submit *College Annual Development Plan and OPCR*;
10. Exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as may be provided by law;
11. Monitor the preparation and submission of faculty loading within the faculty field of specialization and in accordance to the academic loading policies of the University;
12. Monitor the conduct of periodic faculty performance evaluation in coordination with the *HRMDO*;
13. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the department chairperson and conduct post observation conference;
14. Supervise the monitoring of employability rate of graduates within one year after graduation;
15. Consult the department chairpersons, coordinators and college faculty on the preparation of college budget proposal;
16. Collaborate with department heads in the determination and requisition of the needed facilities of the unit;
17. Monitor the submission of faculty *IPCR* and *DTR*;
18. Monitor the faculty profile of the college;
19. Monitor graduation of students within the prescribe year (e.g. 4 yrs/5yrs/6yrs);
20. Monitor attainment of above the national licensure passing performance;
21. Cascade information to all concerned personnel;
22. Attend to various programs and meetings related to this work assignment and designation;
23. Recommend to the University President the designation of department chairpersons and other





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: op@usm.edu.ph



OFFICE OF THE PRESIDENT

designations in the college;

- 24. Serve as **ISPEAR Dean** in acting capacity, until confirmed or duly acted by the *USM Board of Regents*; and,
- 25. Perform such other duties as may be assigned to you by the **President** or higher authorities.

Furthermore, you shall be entitled to a **load displacement of twelve (12) units, on Vacation/Sick Leave status and additional pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.** As such, you shall indicate in your IPCR twelve target success indicators relevant to your functions.

- a. number of curricular programs undergoing evaluation by stakeholders;
- b. percentage of syllabi approved in the College;
- c. percentage of curriculum reviewed;
- d. Timeliness of submission of faculty loading;
- e. number of faculty observed;
- f. number of tracer studies conducted;
- g. percentage of faculty engaged in RDEP;
- h. quality of plan /policies drafted for the Unit;
- i. number of procedure/process enrolled/drafted;
- j. number of personnel with ILDP;
- k. compliance of CARS/NC closed;
- l. percentage of personnel with IPCR/Performance reports;
- m. number of networks built and maintained to help improve in administration.

This redesignation shall take effect on **March 04, 2025 until March 03, 2026**, unless otherwise revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
 SUC President IV 

Conforme:

- _____
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region VII, Central Visayas
Cebu City, Philippines

Southwestern University

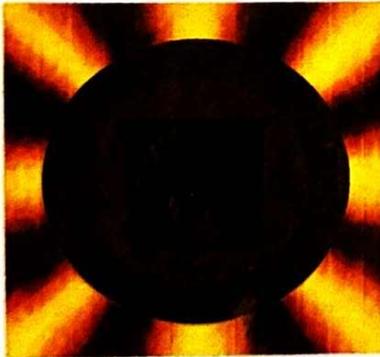
By virtue of the authority granted by the government of the Republic of the Philippines, and upon the recommendation of the faculty and approval of the Board of Directors, Southwestern University confers on

Norge D. Martinez

The degree of

DOCTOR OF EDUCATION
major in **PHYSICAL EDUCATION**

Upon satisfactory fulfillment of the requirements thereof and grants this diploma as an evidence of graduation as approved by the Commission on Higher Education, with all the rights, honors and privileges as well as obligations and responsibilities thereunto appertaining.



IN TESTIMONY WHEREOF are hereunto affixed the Seal of the University and our signatures. Given in the City of Cebu, Philippines on the 20th day of March in the year of our Lord, two thousand and eleven.

S.O. NO. : 90-140108-0199 s. 2012
DATED : June 14, 2012

LOUISE ANNE S. LIBRANDO, Dev., Ed.D.
DEAN, COLLEGE OF ARTS, SCIENCES AND EDUCATION

NOE G. QUINANOLA, Ph.D.
UNIVERSITY PRESIDENT

A No 139067

SOUTHWESTERN UNIVERSITY

Villa Aznar, Urgello St., 6000 Cebu City, Philippines
 Tel. No. (63) (32) 415-5555, Local 115, Tel/Fax No. (63) (32) 256-2043
 Website: www.swu.edu.ph Email: registrar@swu.edu.ph

ACCREDITED: Charter Member Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU)



FOUNDED 1946

OFFICIAL TRANSCRIPT OF RECORDS

SURNAME MARTINEZ	FIRSTNAME NORGE	MIDDLE NAME DAGAMAC	STUDENT NUMBER 1281844
CITIZENSHIP FILIPINO	SEX FEMALE	CIVIL STATUS MARRIED	RELIGION BAPTIST
DATE OF BIRTH 8/17/1971	PLACE OF BIRTH DAVAO CITY		
PARENT / GUARDIAN MR. MALONY MARTINEZ			
PERMANENT ADDRESS COTABATO PROVINCE			
ENTRANCE DATA CTC	APPLICABLE FOR FOREIGN STUDENT ONLY. ACR NO. DATE SUBMITTED		

PRELIMINARY EDUCATION

ELEMENTARY : **ABAGA LALA ELEMENTARY SCHOOL**

YEAR : **1983**

HIGH SCHOOL : **TRINITY COLLEGE HIGH SCHOOL DEPT.**

YEAR : **1987**

COLLEGE : **MINDANAO STATE UNIVERSITY**

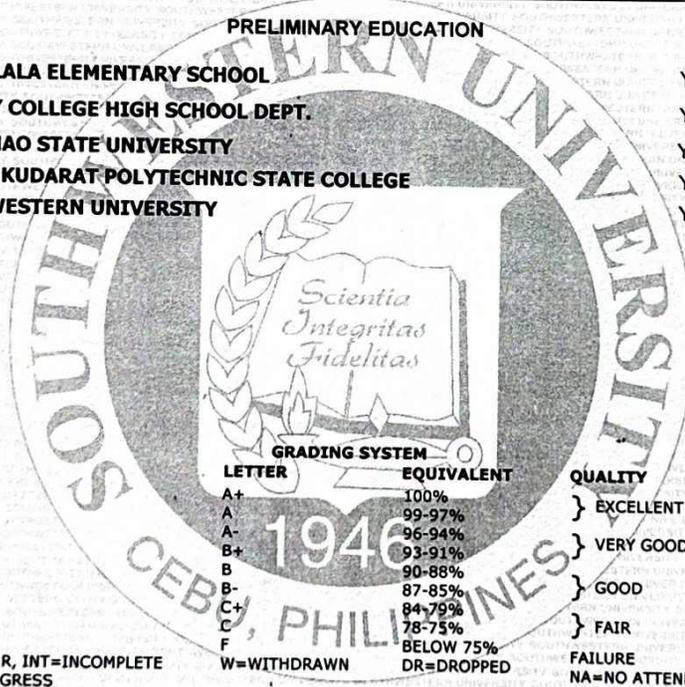
YEAR : **1993**

SULTAN KUDARAT POLYTECHNIC STATE COLLEGE

YEAR : **2008**

SOUTHWESTERN UNIVERSITY

YEAR : **2011**



GRADING SYSTEM

RATING	LETTER	EQUIVALENT	QUALITY
1.0	A+	100%	} EXCELLENT
1.1 - 1.3	A	99-97%	
1.4 - 1.6	A-	96-94%	} VERY GOOD
1.7 - 1.9	B+	93-91%	
2.0 - 2.2	B	90-88%	} GOOD
2.3 - 2.5	B-	87-85%	
2.6 - 2.8	C+	84-79%	} FAIR
2.9 - 3.0	C	78-75%	
5.0	F	BELOW 75%	} FAILURE
INC, INE, INR, INT=INCOMPLETE	W=WITHDRAWN	DR=DROPPED	
INP=IN PROGRESS			

SEMESTER HOURS CREDIT

One unit of credit is one hour lecture or recitation each week for a total of 18 hours in a semester. Three hours of laboratory work, each week or a total of 54 hours a semester are regarded as equivalent to one unit of credit.

The semestral average grade of student is computed by multiplying the number of units assigned to a course by the grade earned and the product is divided by the total units earned for the semester.

The student is in **GOOD STANDING** unless otherwise indicated in the transcript.

The medium of instruction at all levels of education is **ENGLISH**.

RE

FOR REFERENCE PURPOSES

PREPARED BY:

Ligaya F. Silmacion

CHECKER BY:

Annabelle Brigoli

PAUL SHERWIND A. BELCIÑA, MA Psych.

University Registrar



SOUTHWESTERN UNIVERSITY

Villa Aznar, Urgello St., 6000 Cebu City, Philippines
Tel. No. (63) (32) 415-5555, Local 115, Tel/Fax No. (63) (32) 256-2043
Website: www.swu.edu.ph Email: registrar@swu.edu.ph

B N° 219646

FOUNDED 1946

OFFICIAL TRANSCRIPT OF RECORDS

SURNAME	FIRSTNAME	MIDDLE NAME	STUDENT NUMBER		
MARTINEZ	NORGE	DAGAMAC	1281844		
COURSE AND DESCRIPTIVE TITLE			Final Ratings	Re-Exam Ratings	Units

SOUTHWESTERN UNIVERSITY

1ST SEMESTER, 2008-2009 E D D

DEPE301	FUNCTIONAL KINESIOLOGY	1.5		3.0
DEPE303	PRINCIPLES OF SPORTS COACHING	1.4		3.0
DEPE306A	CURRICULUM AND INSTRUCTIONAL MANAGEMENT IN PHYSICAL EDUCATION	1.2		3.0
DEPE307A	RESOURCE MANAGEMENT IN PHYSICAL EDUCATION	1.4		3.0

SOUTHWESTERN UNIVERSITY

2ND SEMESTER, 2008-2009 E D D

DEPE302	PHYSIOLOGICAL BASIS OF PHYSICAL EDUCATION & ATHLETICS	INE	1.3	3.0
DEPE304	MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION	INE	1.4	3.0
DEPE305	PEDAGOGICAL APPROACHES IN PHYSICAL EDUCATION	INE	1.6	3.0
EDUC302	PHILOSOPHY AND THEORIES OF LEARNING	INE	1.2	3.0

SOUTHWESTERN UNIVERSITY

SUMMER, 2009 E D D

EDUC300	PHILOSOPHY OF ARTS	1.4		3.0
EDUC304	LEGAL ISSUES IN SCHOOL ADMINISTRATION	1.4		3.0
EDUC305	ISSUES IN EDUCATIONAL POLICIES AND REFORM	1.4		3.0

SOUTHWESTERN UNIVERSITY

1ST SEMESTER, 2009-2010 E D D

EDUC301	RESEARCH METHODS IN EDUCATION	1.4		3.0
EDUC303	STATISTICS FOR EDUCATIONAL RESEARCH	1.3		3.0
EDUC212A	INFORMATION COMMUNICATION TECHNOLOGY FOR ADMINISTRATORS	1.2		3.0
ENGL209	ADVANCED PUBLIC SPEAKING	1.3		3.0

SOUTHWESTERN UNIVERSITY

2ND SEMESTER, 2009-2010 E D D

EDUC399B	DISSERTATION WRITING	INE		0.0
EDUC313	LEADERSHIP AND PROFESSIONAL DEVELOPMENT	1.5		3.0

SOUTHWESTERN UNIVERSITY

1ST SEMESTER, 2010-2011 E D D

EDUC613	LEADERSHIP AND PROFESSIONAL DEVELOPMENT	1.3		3.0
---------	---	-----	--	-----

----- end of page -----

NOT VALID
WITHOUT SEAL

REMARKS :

FOR PROMOTION PURPOSES

CHECKED BY :

Annabelle Brigoli

MATTY H. AZNAR, BSCS, M P A
University Registrar



FOUNDED 1946

SOUTHWESTERN UNIVERSITY

Villa Aznar, Urgello St., 6000 Cebu City, Philippines
Tel. No. (63) (32) 415-5555, Local 115, Tel/Fax No. (63) (32) 256-2043
Website: www.swu.edu.ph Email: registrar@swu.edu.ph

B No 219647

OFFICIAL TRANSCRIPT OF RECORDS

SURNAME	FIRSTNAME	MIDDLE NAME	STUDENT NUMBER		
MARTINEZ	NORGE	DAGAMAC	1281844		
COURSE AND DESCRIPTIVE TITLE			Final Ratings	Re-Exam Ratings	Units

EDUC699A	DISSERTATION COUNSELING		1.7		6.0
----------	-------------------------	--	-----	--	-----

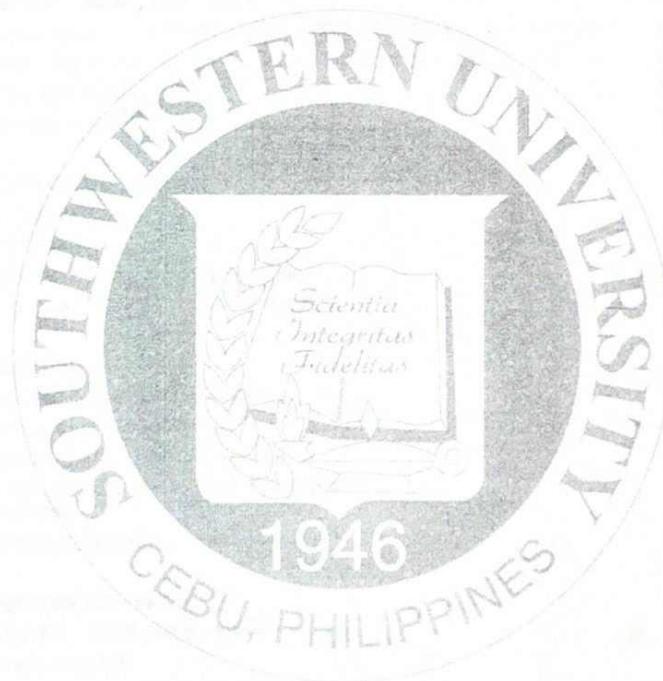
SOUTHWESTERN UNIVERSITY
2ND SEMESTER, 2010-2011 E D D

EDUC699B	DISSERTATION WRITING		2.0		6.0
----------	----------------------	--	-----	--	-----

-----swu--swu--swu TRANSCRIPT CLOSED swu--swu--swu-----

DISSERTATION: "LEADERSHIP STYLE AND SKILLS OF COACHES IN STATE UNIVERSITIES AND COLLEGES."

---- nothing follows ----



NOT VALID
WITHOUT SEAL

REMARKS: _____ **FOR PROMOTION PURPOSES** _____

CHECKED BY:
Annabelle Brigoli

MATTI H. AZNAR
MATTI H. AZNAR, BSCS, M.P.A.
UNIVERSITY REGISTRAR

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



LAST NAME ► **MARTINEZ**
FIRST NAME ► **NORGE**
MIDDLE NAME ► **DAGAMAC**
REGISTRATION NO. ► **1063593**
REGISTRATION DATE ► **07/19/2010**
VALID UNTIL ► **08/17/2026**

PROFESSIONAL TEACHER



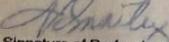
Professional Regulation Commission
www.prc.gov.ph

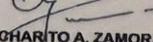
CERTIFICATION

22-5774961

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.


Signature of Professional


CHARITO A. ZAMORA
Chairperson

MINDANAO STATE UNIVERSITY

By Authority of the Republic of the Philippines, The Board of Regents
on the Recommendation of the University Council has Conferred on

Norge Mirabueno Dagamac

The Degree of

Bachelor of Physical Education

with all the Rights and Honors as well as the Duties and Obligations
appertaining thereto. In Testimony whereof are affixed to this Diploma the seal of
the Mindanao State University and the signatures of the President of the
University, University Registrar, and the Dean of the College.

Given at Marawi City, Republic of the Philippines this
6th day of *April* in the year of our Lord 199*9*.

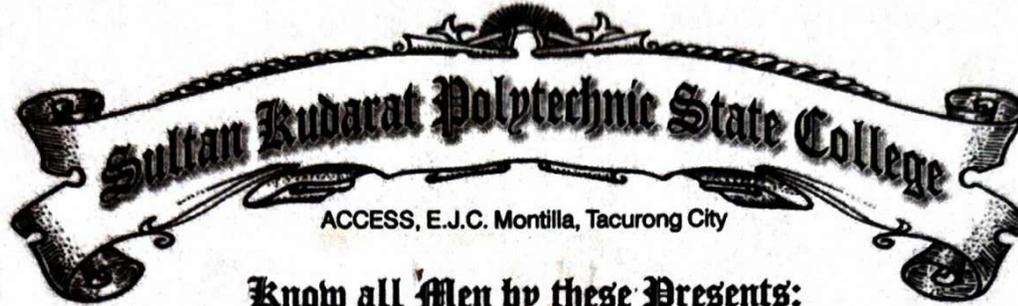


Dr. Emily M. Mardombasar

DR. EMILY M. MARDOMBASAR
President of the University

Jessie T. Silang
JESSIE T. SILANG
University Registrar

Prof. Maria Linda R. Tabada
PROF. MARIA LINDA R. TABADA
Dean of the College



Know all Men by these Presents:

That the Board of Trustees, upon authority vested by Republic Act 6973 and on recommendation of the Academic Council hereby confers the Degree of

MASTER OF ARTS IN TEACHING
major in Physical Education

Upon

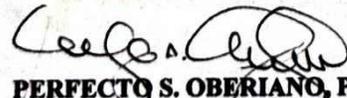
Norge D. Martinez

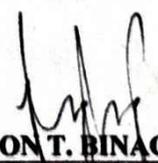
who has satisfactorily fulfilled all the requirements for graduation and whose eligibility thereof has been approved with all the rights, honors, and privileges as well as the obligations and responsibilities thereto appertaining.

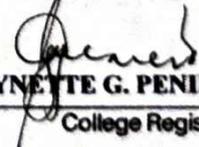
In Testimony thereto, the Seal of the College and the signatures of the concerned authorities are hereto affixed.



Given at Tacurong City this 6th
day of April in the year of our Lord 2008.


PERFECTO S. OBERIANO, Ph.D.
Institute Dean


NELSON T. BINAG, Ph.D.
President


LYNETTE G. PENIERO
College Registrar



**WPF Professional Pickleball Association of the
Philippines**

An affiliate of the **World Pickleball Federation**

awards this

Certificate of Completion

to

MORGE D. MARTINEZ

for satisfactorily completing the **MASTS-PPA Pickleball Referees Accreditation-Level 1**
during the **1st Mayor Klarex Uy PPA-Higalaay Pickleball National Championships 2024**
held on August 19-23, 2024 at Cagayan de Oro City.

Given this 23rd of August 2024 in the University of Science and Technology of Southern
Philippines (USTP), Cagayan de Oro City.

JENNY B. MARCOS
Founder

MANUEL C. PASTER JR.
President





International Association of Physical Education and Sports (IAPES), Incorporated

นี้
This

ใบรับรองการมีส่วนร่วม
CERTIFICATE OF PARTICIPATION

ได้รับรางวัล
is awarded to

NORGE D. MARTINEZ

สำหรับการมีส่วนร่วมอย่างแข็งขันและมีค่าของเขา/เธอในระหว่างการดำเนินการของ
for his/her active and invaluable participation during the conduct of
การสัมมนาผ่านเว็บระดับนานาชาติเกี่ยวกับการวิจัยการเต้นรำ
INTERNATIONAL WEBINAR ON DANCE RESEARCH

ให้ไว้ ณ วันที่ 17 มกราคม ปีพระเจ้าเรา พ.ศ. 2567
Given this 17th day of February, in the Year of our Lord 2024


Dr. Jesus D. Argarin

President, International Association of Physical Education and
Sports, Inc.


Dr. Jewelson M. Santos
Chairman, International Association of Physical Education and
Sports, Inc.



CERTIFICATE OF PARTICIPATION

This certificate is presented to

Norge D. Martinez

For having actively participated in the INTERNATIONAL GUEST LECTURE SERIES 2 with the topic.
"Optimizing Sports Performance: Leveraging Mobile App Technology, Physical Literacy, and Legal Frameworks to Enhance the Physical Education" on May 4, 2024 via Google Meet Live.

Given this 4th day of May 2024 at University of Immaculate Conception
Davao City, Philippines.



Hyeonho Yu
DR. HYEONHO YU
RESOURCE PERSON
SCHOOL OF EDUCATION
METROPOLITAN STATE UNIVERSITY DENVER USA

IBU MESA RAHMI STEPHANI
IBU MESA RAHMI STEPHANI
RESOURCE PERSON
UNIVERSITAS PENDIDIKAN INDONESIA
INDONESIA

ATTY. ALBERTO C. AGRA
ATTY. ALBERTO C. AGRA
RESOURCE PERSON
PHILIPPINE SPORTS LAW

Mary Jane B. Amoguis
MARY JANE B. AMOGUIS, DBM
DEAN - GRADUATE SCHOOL

Porferia S. Poralan
PORFERIA S. PORALAN, PhD
PHD, PE 206 PROFESSOR

RENE M. BABILON II
RENE M. BABILON II, MAED-PE
INTERNATIONAL LIAISON AND AFFAIRS OFFICE DIRECTOR

FAITH • EXCELLENCE • SERVICE



International Society of Transdisciplinary Researchers, Educators, and Leaders, Inc.
Promoting transdisciplinary research for sustainable development
SEC Reg. No.: 2024040145777-23 / BIR TIN: 648-971-743-00000

ISTREL-IITRC2024-506

CERTIFICATE OF PARTICIPATION

This Certificate is awarded to

Norge D. Martinez

For actively participating at the **1st ISTREL International Transdisciplinary Research Conference 2024 [IITRC2024]** with the theme
“Redesigning our Common Future for Sustainable Development”
held on May 26, 2024 via Google Meet.

Given this 1st day of June 2024 at the City of Taguig, Metro Manila, Philippines.

ATTY. MARLON B. RAQUEL, JD, DBA, LPT
Co-Chair, IITRC2024
Corporate Secretary, ISTREL

DR. ANTHONY GREG F. ALONZO, LPT
Chair, IITRC2024
President, ISTREL



International Association of Physical Education and Sports (IAPES), Incorporated

COTR No.: 598087889-365571001 SEC Reg. No.: 2023010082718-05 TIN No.: 010-726-223

Bang Phut Sub-district, Pak Kret District, Nonthaburi 11120, Thailand

J.P. Rizal Ext., Guadalupe Nuevo 1212 City of Makati NCR, Fourth District, Philippines

interassocpesi@gmail.com iapes.2020@gmail.com +639618019561

Accredited CPD Provider by: PRC Accreditation No.: PTR-2023-414, CPD Group London – Accreditation No.: 779413, & CPD Certification Service UK – Accreditation No.: 355732GNWA

นี้
This

**ใบรับรองการมีส่วนร่วม
CERTIFICATE OF PARTICIPATION**

ได้รับรางวัล
is awarded to

Norge D. Martinez

สำหรับการมีส่วนร่วมอย่างแข็งขันและมิค่างของเขา/เธอในระหว่างการดำเนินการของ
for his/her active and invaluable participation during the conduct of

การสัมมนาผ่านเว็บระดับนานาชาติเรื่องการฝึกความแข็งแรงในเด็กที่มีการออกกำลังกายยกน้ำหนักโอลิมปิกและการประเมินกิจกรรมทางกาย
International Webinar on Strength Training in Children with Olympic Weightlifting Exercises and Physical Activity Assessment

ให้ไว้ ณ วันที่ 10 พฤษภาคม ปีคริสตศักราช 2567
Given this 10th day of May, in the Year of our Lord 2024

Dr. Jesus D. Argarin

President, International Association of Physical Education and Sports,
Inc.

Dr. Jewelson M. Santos

Chairman, International Association of Physical Education and Sports,
Inc.



CERTIFICATE OF PARTICIPATION

is given to

NORGE D. MARTINEZ

for participating in the

SPARK CONFERENCE SERIES

Scholars **P**resenting **A**dvanced **R**esearch **K**nowledge featuring the Professors and Returning Faculty Scholars of the College of Science and Mathematics with the topics:

“Into the World of Graph Theory”

LEONARD M. PALETA, Ph.D.

“Dark Matter in Galaxy Clusters”

JELLY GRACE B. NONESA, Ph.D.

“Math for Humanity in the era of AI”

DEBBIE MARIE B. VERZOSA, Ph.D.

“Nematodes: Unveiling the Secrets of a Friend or Foe”

MA. TEODORA N. CABASAN, Ph.D.

on **23 July 2024** at the Commercial Building, USM, Kabacan, Cotabato.

DEBBIE MARIE B. VERZOSA, Ph.D.
Vice President for RDE

JOSEPHINE R. MIGALBIN, Ph.D.
SOXAARRDEC Director



**National Council for Physical Educators of
the Philippines (NCPEP) Inc.**

in cooperation with

PUP-CHK

Department of Professional Program

CERTIFICATE

OF PARTICIPATION

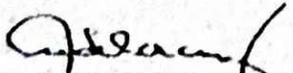
proudly presented to

NORGE D. MARTINEZ

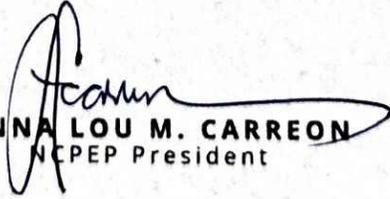
CPD 12 CREDIT UNITS

*for her active participation in the
NCPEP Fit-Fun Conference 2024
with the theme "DANCE YOUR WAY TO FITNESS"
held at YMCA Manila on May 31 to June 2, 2024*

*Given this 2nd day of June at YMCA Antonio Villegas St.
Ermita Manila.*


ASSOC. PROF. LUALHATI DELA CRUZ
Dean College of Human Kinetics


DANE RYAN R. MATURAN
NCPEP Vice-President


ANNA LOU M. CARREON
NCPEP President



International Association of Physical Education and Sports (IAPES), Incorporated

Award this

Certificate of Course Completion

to

Norge D. Martinez

for his/her active and invaluable participation during the conduct of the two (2) days
**Online Certificate Course on Adapted Sports and Interscholastic
Coaching**

held online via Google Classroom from July 30-31, 2023.

CPD Credit: 5Units

Given this 31st day of July, in the Year of our Lord 2023.

Asst. Prof. Teejay D. Panganiban, DEM
Vice President, International Association of
Physical Education and Sports
Incorporated

Prof. Dr. Jesus D. Argarin, PhD
President, International Association of
Physical Education and Sports
Incorporated

Assoc. Prof. Sri Jewelson M. Santos, LPT, PhD, DHum, FCCT, FECSS
Chairman, International Association of Physical Education and Sports Incorporated



ตัวแทนที่สุด
สภาการแพทย์แผนไทย



**ACCREDITED
PROVIDER**

#779413

Verify @ <https://theopdregister.com>

**CPD
CERTIFIED**
The CPD Certification
Service



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato 9407

awards this

CERTIFICATE *of Recognition*

to

NORGE D. MARTINEZ

as **Presenter** during the **2024 USM Annual Planning and Workshop** held on January 11-12, 2024
at the USM Commercial Building
Kabacan, Cotabato.

Given this 12th day of January 2024.


FRANCISCO GIL N. GARCIA, ABE, PhD
SUC President IV



PMT-2024



Management
System
ISO 9001:2015
www.tuv.com
ID 9108634167





CERTIFICATE OF PARTICIPATION

This certifies that

NORGE D. MARTINEZ

has participated in the 2nd National Annual Tertiary Sports Leaders Congress "Elevating Tertiary Sports Excellence: Charting the Future of Sports Leadership" as a delegate.

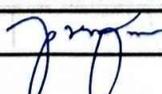
His/Her active involvement and enthusiastic engagement have contributed to the success of this event, fostering collaboration and knowledge-sharing within the tertiary sports community.

Given this 25th day of April, 2024 at Hive Hotel and Convention Place, South Triangle, Quezon City, Philippines.

J. PROSPERO E. DE VERA III, DPA

Chairperson, CHED

B.1.2 Department Chair or his/her equivalent

CS Form No. 212 Revised 2017		PERSONAL DATA SHEET						
<p>WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes (<input type="checkbox"/>) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.</p>								
					I. CS ID No. _____ (Do not fill up. For CSC use only)			
I. PERSONAL INFORMATION								
2. SURNAME	DAGOC							
FIRST NAME	PRISCILLA				NAME EXTENSION (JR., SR)			
MIDDLE NAME	PATALINGHUG							
3. DATE OF BIRTH (mm/dd/yyyy)	01/16/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.					
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	Philippines					
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female							
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 2 behind waterland House/Block/Lot No. _____ Street _____ OSIAS Subdivision/Village _____ Barangay _____ KABACAN COTABATO City/Municipality _____ Province _____ ZIP CODE 9407					
7. HEIGHT (m)	1.55							
8. WEIGHT (kg)	57	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ ISPEAR POBLACION Subdivision/Village _____ Barangay _____ KABACAN COTABATO City/Municipality _____ Province _____ ZIP CODE 9407					
9. BLOOD TYPE	A							
10. GSIS ID NO.	CRN - 006-0003-4440-1							
11. PAG-IBIG ID NO.	194000014663							
12. PHILHEALTH NO.	170000304681							
13. SSS NO.	NA	19. TELEPHONE NO.	(064) 5722677					
14. TIN NO.	119 - 605 - 906	20. MOBILE NO.	09464510568					
15. AGENCY EMPLOYEE NO.	89-00369	21. E-MAIL ADDRESS (if any)	ppdaqoc@usm.edu.ph					
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)				
FIRST NAME			NA					
MIDDLE NAME								
OCCUPATION								
EMPLOYER/BUSINESS NAME								
BUSINESS ADDRESS								
TELEPHONE NO.								
24. FATHER'S SURNAME	DAGOC (Deceased)							
FIRST NAME	ROMEO							
MIDDLE NAME	AMAISOONG							
25. MOTHER'S MAIDEN NAME	PATALINGHUG							
SURNAME	PATALINGHUG							
FIRST NAME	ESTHER (Deceased)							
MIDDLE NAME	BAZAR							
(Continue on separate sheet if necessary)								
III. EDUCATIONAL BACKGROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
			From	To				
ELEMENTARY	BAROY CENTRAL ELEM. SCHOOL	ELEMENTARY Education	6/1/1974	4/1/1979	GRADUATED	1979	ATHLETE OF THE YEAR	
SECONDARY	LANAO NORTE NATIONAL COMPREHENSIVE HIGH SCHOOL	HIGH SCHOOL Education	6/1/1979	4/1/1983	GRADUATED	1983	ATHLETE OF THE YEAR	
VOCATIONAL / TRADE COURSE	NA							
COLLEGE	MINDANAO STATE UNIVERSITY Marawi City	BACHELOR OF PHYSICAL EDUCATION	6/1/1983	4/1/1989	GRADUATED	1989	College leadership Award	
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES Quezon City	MASTERS OF SCIENCE IN PHYSICAL EDUCATION (MSPE)	6/1/1996	4/1/2000	GRADUATED	2000		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	02/03/2025			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Mindanao-Wide Folkdance Workshop	1/27/2024	1/28/2024		Participant
	Extension Program of ISPEAR, "Laro mo, Sagot ko"	11/26/2022	3/12/2023		Resource Speaker
	USMFA - Kabacan, Cotabato	1/1/2023	Present		Member/Representative
	Women Tennis Federation, Davao City	1/1/2016	Present		Member
	MSU Karate Club, MSU, Marawi City	6/6/1985	Present		Member
	Philippine Guidance and Counselling Association, Inc.	5/20/2015	Present		Member

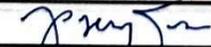
(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Mindanao Wide Folkdance Workshop	01/27/2024	01/28/2024	16		BrokenShire College Gymnasium, Madapo Hills
	Internationalization of Education Modalities in Times of Pandemic Crisis: A Global Perspective	5/31/2021	5/31/2021	8.0		Bukidnon State College University, College of Education-Graduate Program
	Being Great in every Possible Situations: The Psychology in Maximizing Performance	11/7/2021	11/7/2021	8.0		International Association of PE & Sports Inc.
	Kabataan Kontra Droga at Terrorism: Sports Development Program	10/27/2021	11/14/2021	32.0		ISPEAR-LGU of Makilala
	Fostering Student-Centered Teaching Learning Activities in the Syllabus and Developing the Learning Module/Guide	7/14/2020	7/14/2020	8.0		Commission on Higher Education Region 8
	International Webinar on PE, Sports Science & Fitness for Better Normal-2020	7/10/2020	8/10/2020	16.0		International Federation of PE, Fitness & Sports Science Association
	National Certificate II in Massage Therapy	04/14/2017	04/16/2017	24.0		Technical Education and Skills Development Authority
	2nd National Accreditation of Volleyball Referees	12/15/2016	12/19/2016	40.0		Larong Volleyball sa Pilipinas, Inc.
	52nd Annual National Conference of the Phils, Guidance & Counselling Asso. Inc.	5/18/2016	5/20/2016	24.0		PGCA, Inc.
	National Get into Rugby Conference	6/10/2017	6/12/2017	24.0		Philippine Rugby Football Union
	Seminar/Workshop on Physical Education: Status in the New General Education Curriculum	7/12/2017	7/12/2017	16.0		Mindanao Association of State Tertiary Schools, Inc.
	Mindanao-Wide Folkdance Workshop	1/27/2024	1/28/2024	16.0		Samahang Tagapagtuguyod ng Katutubon Sayaw ng Pilipinas National Commission For Culture and the

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION			
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Sports skills (Racket games, & selected other sports games)		Larong Volleyball sa Pilipinas, Inc.
	Cooking favorite food		USMFA
	Adventure to nature and mountain climbing		Women Tennis Federation
	Love to listen good music while working		MSU Karate Club
	Love to read & listen words of wisdom		Phil Guidance & Counselling Asso, Inc.
			MSU Alumni

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/03/2025
-----------	---	------	------------

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
 a. within the third degree?
 b. within the fourth degree (for Local Government Unit - Career Employees)?

YES NO
 YES NO
 If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?
 b. Have you been criminally charged before any court?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____
 Date Filed: _____
 Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES NO
 If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

YES NO
 If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
 b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES NO
 If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
 a. Are you a member of any indigenous group?
 b. Are you a person with disability?
 c. Are you a solo parent?

YES NO
 If YES, please specify: _____

YES NO
 If YES, please specify ID No: _____

YES NO
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Norge D. Martinez	Kabacan, Cotabato	9204423225
Marlene E. Orfrecio	Kabacan, Cotabato	9124129735
Helen Grace D. Lopez	Kabacan, Cotabato	9686073511



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

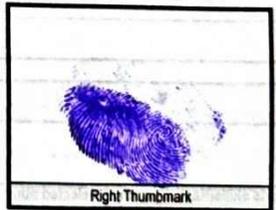
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
 PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **09-00364 (USM ID)**

IDL/Passport No.: **0692678 PRC**

Date/Place of Issuance: **01/09/2021**

Signature (Sign inside the box)
 02/03/2025
 Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA C. DELA MIRA, BSA, PRC
 Person Administering Oath



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



Management
System
ISO 9001:2015
CERTIFIED
www.usm.edu.ph
0926654167

Special Order No. 660H
Series of 2024

TO: PROF. PRISCILLA P. DAGOC

**SUBJECT: Designate as CHAIRPERSON OF BACHELOR OF SCIENCE IN EXERCISE
AND SPORTS SCIENCE (BSESS) DEPARTMENT**

DATE: Wednesday, July 31, 2024

=====

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **CHAIRPERSON OF BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCE (BSESS) DEPARTMENT** in addition to your plantilla position.

As **Department Chairperson**, you are hereby directed and expected to perform the following functions:

1. Recommend for approval textbooks and syllabi for use in their respective curricular programs;
2. Supervise projects and co-curricular activities of students in the department and such other matters which may be assigned to the department by the Head of the academic unit from time to time as the purposes of the University may demand;
3. Recommend student specialization in a specific discipline in the department for approval by the Dean;
4. Recommend to higher authorities of the University through the Curriculum Review and Development Office of the institution, revision and abolition of courses and curricula in the department;
5. Supervise other academic as well as administrative matters in the department;
6. Perform other functions as may be assigned by the Dean concerned;
7. Collaborate with your Dean in the conduct of periodic classroom observation of faculty teaching; preparation of college budget proposal and determination and requisition of the needed facilities of the unit; and
8. Recommend grade rectification of faculty members after careful scrutiny of class record and recommend giving grade to students in case t

By virtue of this designation, you shall be entitled to a **nine (9) unit load displacement and on Vacation/Sick Leave Status**. As such, you shall integrate in you IPCR the following success indicators:





Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

January 28, 2016

**CERTIFICATE OF AUTHENTICATION AND VALIDATION
(CAV)**

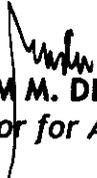
TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Ms. Priscilla P. Dagoc** is a graduate of **Bachelor of Science Physical Education** of the **Mindanao State University, Marawi City**. Said degree was officially conferred on **April 3, 1989**.

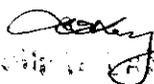
This Office further certifies that her academic credentials have been validated to be authentic and correct as per records on file at the Office of the University Registrar.

As part of the deregulation of the Commission on Higher Education, as provided under Section 3 of Republic Act No. 8292, issuance of CAV of academic records of graduates of State Universities and Colleges (SUCs) is now left to the concerned SUCs.

This certification is issued upon the request of **Ms. Dagoc**, for whatever legal purpose it may serve her best.


MARIAM M. DIRON, PhD
Vice Chancellor for Academic Affairs

Authenticated & Certified Photocopy
from Original:


OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
MINDANAO STATE UNIVERSITY
MARAWI CITY

Entrance Data:
Date/Semester admitted Summer, 1991
Category College Graduate
Diploma/Title/Degree Bachelor in Physical Educ.
High School/College Mindanao State University
Date graduated/last attended April 3, 1989
NCEE Rating _____ Year Taken _____
S.O. No.: _____ Date _____

Name PRISCILLA PATALINGHUG DAGOC
Student No. 90-79566 Sex Female
Date & Place of Birth Jan. 16, 1967-Lanao del Norte
Father's Name Romeo Dagoc
Mother's Name Esther Patalinghug
Degree/Title/Course MASTER OF SCIENCE IN
PHYSICAL EDUCATION
Major Recreation
Date graduated April 16, 2000

COLLEGIATE RECORD

Course Number	DESCRIPTIVE TITLE OF THE COURSE	Grades		Credits
		Final	Recitation/Completion	
	<p>Entrance credentials show:</p> <p>Graduation from Mindanao State University with degree of Bachelor in Physical Education on April 3, 1989.</p> <p>Certified true copies of the official transcript of records from the above school are attached as pages 2,3 and 4.</p> <p>Records from the University of the Philippines begin on page 5.</p> <p style="text-align: center;">CERTIFIED TRUE COPY</p> <p style="text-align: center;">RABBITA B. BUCANAN Chief Administrative Officer University of Southern Mindanao Koronadal, North Cotabato</p>			

Remarks _____

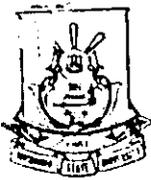
Grading System: 1.0-Excellent; 1.25*; 1.5-Very Good; 1.75*; 2.0-Good; 2.25*; 2.5-Satisfactory; 2.75*; 3.0-Pass; 4.0-Conditional; 5.0-Fail; DRP-Dropped; Inc-Incomplete
*Only for colleges and units officially adopting these additional grades.

Credits: One university unit of credit is one hour lecture or recitation each week for the period of a complete semester of 16 to 17 weeks. In all courses, two and a half to three hours of laboratory work, and, in technical courses, three hours of drafting or shop work, are regarded as the equivalent of one hour of recitation or lecture.

NOTE: This copy is an exact reproduction of the transcript on file with the Office of the University Registrar and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the University Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.

Typed by: AS Date: 5/31/2000
Checked by: ereanillo Date: 6-1-2000
Undated by: _____ Date: _____

ES



REPUBLIC OF THE PHILIPPINES
MINDANAO STATE UNIVERSITY
 OFFICE OF THE REGISTRAR
 Marawi City



OFFICIAL TRANSCRIPT OF RECORD
 Name **PRISCILLA P. DAGOC**
 Student No.
 Address **Baroy, Lanao del Norte**

ENTRANCE DATA: Form 137-A
 1st Sem., 1983-84
 Date Semester admitted
 Category **High School Graduate**
 High School College **Lanao Norte National Comp. High School**
 Date graduated last attended **March 24, 1985**
 NCEE Rating : **56% ile (1983)**

Free Title Course **B. PHYSICAL EDUCATION**
 Date Conferred **April 3, 1989**
 Major **X-X-X**

COLLEGIATE RECORD

Course Number	DESCRIPTIVE TITLE OF THE COURSE	Grades		Credits
		Final	Reexamination	
1st Sem., 1983-84				
Engl Ess A	Introductory English	S		3.0
P E 1	Gymnastics & Health	Incr.	5	1
CST A	Ethics & Etiquette	P		0
P E 102	Physical Fitness	Incr.	5	0
P E 110	History & Principles of Physical Educ.	3.0		3
P E 134	Martial Arts	2.5		2
2nd Sem., 1983-84				
Psych 1	General Psychology	Incr.	5	0
Span 1	Elementary Spanish	2.0		3
Engl 1	Freshman English	3.0		3
Hist 1	Phil. History & Institutions	3.0		3
CST B	Introduction to the Profession	P		1
1st Sem., 1984-85				
Fili 1	Conversational Filipino	2.25		3
Hist 55	History of the Muslims in the Phil.	1.25		3
Sociol 11	Introduction to Sociology	2.75		3
Engl 3	Oral Communication	2.5		3
Math 1	Introduction to College Mathematics	5.0		0
P E 120	Basketball	Incr.	2	2
CST C	Humanities	-		1
Eduo 101	Foundation of Education	Incr.	5	0
P E 1	Gymnastics & Health	2.5		2
2nd Sem., 1984-85				
Fol Sci 4	Phil. Government & Politics	Incr.	5	0
Fili 2	Literature in Filipino	1.75		3
P I 101	The New Society & Its Goals	3.0		3
Engl 2	Freshman English (cont'n)	Incr.	5	0
SPEAR 112	Anatomy & Kinesiology	1.75		3
SPEAR 132	Track & Field	2.25		2
P E 2	Folkdancing	2.0		2
Summer, 1985				
SPEAR 113	Physiology	2.25		3
SPEAR 121	Valleyball	Incr.	5	0
1st Sem., 1985-86				
Psych 1	General Psychology	2.75		3
Span 2	Intermediate Spanish	2.0		3
P E 150	Fund. Rhythms	2.0		2
P E 133	Badminton & Bowling	Incr.	1.5	2
XX XXX	xxx	xxx		2

Remarks:

PAGE 1 OF PAGES 3
 ISSUED BY MSU MAIN CAMPUS

OFFICIAL TRANSCRIPT OF RECORDS WITH ORIGINAL SIGNATURES AND SEAL FROM MARAWI CITY

GRADING SYSTEM: 1. 1.25-Excellent, 1.5-1.5 Very Good, 2.0-2.0 Satisfactory, 2.5-2.5 Fair, 3.0-3.0 Poor, 4.0-4.0 Conditional Failure, no credit; 5-Failure, no credit; INC-Incomplete, no credit; W-The examination is waived on the date scheduled and shall be taken later, no credit; In remedial courses and CST, P-Passing/no credit; H-R, not to credit; In Diploma Courses, E-Excellent, no credit; S-Satisfactory, no credit; and F-Failure, no credit.

CREDITS: One university unit of credit is one hour lecture or recitation each week for the period of one semester, while in all laboratory courses, three hours of laboratory work.

NOTE: This transcript is valid only when it bears the seal of the university and the original signature in ink of the Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.

Date Issued: **July 31, 1989**

Typed by: **OSCAR B. SILANG** Checked by: **FL S. LY TOLL**

SULTAN D. TOTO
 Registrar
 UNIVERSITY REGISTRAR



REPUBLIC OF THE PHILIPPINES
MINDANAO STATE UNIVERSITY
 OFFICE OF THE REGISTRAR
 Marawi City



OFFICIAL TRANSCRIPT OF RECORD

Name: **PRISILLA P. DAGOC**
 Student No.:
 Address: **Baroy, Lanao del Norte**

ENTRANCE DATA: Form 137-A

Date Semester admitted: **1st Sem., 1983-84**
 Category: **High School Graduate**
 High School: **College Lanao Norte National Comp. High School**
 Date graduated/last attended: **March 24, 1983**
 NCEE Rating: **56% ile (1983)**

Degree Title Course: **B. PHYSICAL EDUCATION**
 Date Conferred: **April 3, 1989**
 Major:

COLLEGIATE RECORD

Course Number	DESCRIPTIVE TITLE OF THE COURSE	Grades		Credits
		Final	Reexamination	
1st Sem., 1985-86 (cont'n)				
P E 110	History & Principles of Physical Education	2.25		3
Hist 100	Life & works of Rizal	3.0		3
Edu- 108	Educational Psychology	3.0		3
P E 3	Individual & Dual Sports	1.25		2
2nd Sem., 1985-86				
SPEAR 151	Phil. Folk & Ethic Dances	1.5		2
SPEAR 102	Physical Fitness	Inc.	1.5	3
SPEAR 170	Phil. Games	2.0		2
SPEAR 171	Recreational Leadership	1.75		2
SPEAR 104	Psychology of Sports	2.0		3
Pol Sci 4	Phil. Government & Politics	2.5		3
Philo 2	Introduction to Logic	2.25		3
Math 1	Introduction to College Mathematics	Inc.	5	0
P E 4	Team Sports	1.25		2
1st Sem., 1986-87				
SPEAR 136	Gymnastics	1.75		2
SPEAR 115	Safety Education & First aid	2.0		3
P E 123	Soccer	1.25		2
Edu- 109	Guidance & Counseling	2.5		3
Educ 101	Foundation of Education	3.0		3
Nat Sci 10	Foundation of Physical Science	3.0		3
Span 3	Adv. Spanish	2.5		3
Engl 2	Freshman English (cont'n)	Inc.	3	3
2nd Sem., 1986-87				
SPEAR 122	Softball	Inc.	1.75	2
SPEAR 117	Sports Medicine	Inc.	2.5	3
SPEAR 111	Organization & Supervision	Inc.	2	3
SPEAR 105	Planning	Inc.	2.75	2
SPEAR 114	Adapted Physical Education	Inc.	2.5	3
Math 1	Introduction to College Mathematics	2.75		3
Span 4N	Lives & Works of Rizal..other Heroes	Inc.	5	0
Engl 4	Introduction to Literature	3.0		3
1st Sem., 1987-88				
P E 118	Methods of Teaching Physical Education	Inc.	1.75	3
P E 103	Sociology of Sports	2.75		3
P E 140	Music	1.5		3
P E 121	Volleyball	Inc.	1.5	2
Edu- 106	Statistics	1.75		3

Remarks: **PAGE 2 OF PAGES 3**

OFFICIAL TRANSCRIPT OF RECORDS WITH ORIGINAL SIGNATURES AND SEAL FROM MARAWI CITY

ISSUED BY MSU MAIN CAMPUS
 GRADING SYSTEM: 1, 1.25-Excellent; 1.5, 1.75-Very Good; 2, 2.25-Good; 2.5, 2.75-Satisfactory; 3, 3.0-Conditional Failure, no credit; 3-Failure, no credit; INC-Incomplete, no credit; W-The examination is waived on the date scheduled and shall be taken later, no credit; In remedial courses and CST, 'P'-Passing, no credit; 'R'-Repeat, no credit; In Diploma Courses, 'E'-Excellent, no credit; 'S'-Satisfactory, no credit; and 'F'-Failure, no credit.

CREDITS: One university unit of credit is one hour lecture or recitation each week for the period of one semester, while in all laboratory courses, three hours of laboratory work.

NOTE: This transcript is valid only when it bears the seal of the university and the original signature in ink of the Registrar. Any erasure or alteration made in this copy renders the whole transcript invalid.

Date Issued: **July 31, 1989**

Typed by: **USCAR B. SLANG**

Checked by: **FRANCIS LY TOLL**

SUBAL D. MOTI
 REGISTRAR

RECEIVED...
 OFFICE OF THE REGISTRAR
 MINDANAO STATE UNIVERSITY
 MARAWI CITY

Name PRISCILLA PATALINGHUG DAGOC

Student No. 90-79566

COLLEGIATE RECORD

Course Number	DESCRIPTIVE TITLE OF THE COURSE	Grades		Credits
		Final	Reexami- nation/ Completion	
<u>COLLEGE OF HUMAN KINETICS</u> (GRADUATE PROGRAM)				
<u>Summer, 1991</u>				
H K 204	Current Trends in Physical Education	1.5		2
H K 211	Organization and Management of Sports	2		2
H K 231	Recreation Activity Leadership	1.75		2
<u>Summer, 1992</u>				
H K 203	Curriculum Development in Physical Education	1.5		2
H K 234	Recreation for Special Groups	1.5		2
EDFD 220	Philosophy of Education	Drp		-
<u>Summer, 1993</u>				
E D H 201	History, Philosophy and Objectives of Health Education	2		2
E D H 207	Population Education	2.5		3
<u>Summer, 1994</u>				
H K 205	Research Methods in Physical Education	1.75		2
H K 206	Test and Measurement in Physical Education	1.25		2
H K 235	Contemporary Problems in Recreation	1.75		2
<u>Summer, 1995</u>				
H K 201	History and Philosophical Foundations of Physical Education	1.5		2
H K 232	Organization and Administration of Recreation	1.25		3
<u>Summer, 1996</u>				
EDTECH 207	Projected Two-Dimensional Materials for Instruction	1		3
H K 202	Analysis of Human Motion	2.5		2
<u>1st Semester, 1996-1997</u>				
H K 300	Thesis			
<u>Summer, 1997</u>				
Residence				
<u>1st Semester, 1997-1998</u>				
Residence				
<u>2nd Semester, 1997-1998</u>				
Residence				
<u>Summer, 1998</u>				
Residence				
<u>1st Semester, 1999-2000</u>				
Residence				

CERTIFIED TRUE COPY

Dr. Reginald

REGINALD B. BAYAN
Chief Registrar
Kamayan, New Bataan State

Remarks (Cont'd on page 6)

Grading System: 1.0-Excellent; 1.25*; 1.5-Very Good; 1.75*; 2.0-Good; 2.25*; 2.5-Satisfactory; 2.75*; 3.0-Pass; 4.0-Conditional; 5.0-Fail; DRP-Dropped; Inc-Incomplete
*Only for colleges and units officially adopting these additional grades.

Credits: One university unit of credit is one hour lecture or recitation each week for the period of a complete semester of 16 to 17 weeks. In all courses, two and a half to three hours of laboratory work, and, in technical courses, three hours of drafting or shop work, are regarded as the equivalent of one hour of recitation or lecture.

NOTE: This copy is an exact reproduction of the transcript on file with the Office of the University Registrar and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the University Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.

Typed by: *Am* Date: 5/31/2000
Checked by: *arcasillo* Date: 6-1-2000

Name PRISCILLA PATALINGHUG DAGOC ✓

Student No. 90-79566 ✓

COLLEGIATE RECORD

Course Number	DESCRIPTIVE TITLE OF THE COURSE	Grades		Credits
		Final	Reexamination/Completion	
2nd Semester, 1999-2000 Residence (H K 300)	Thesis*	1 ✓		6 ✓
<p>NO ENTRY FOLLOWS</p> <p style="text-align: center;">CERTIFIED TRUE COPY</p> <p style="text-align: center;">RIZALDE BUCANAN Chief Administrator University of Southern Mindanao Kasagan, North Cotabato</p>				

Remarks: 8Records from University of Southern Mindanao - attached as page 7.

Cleared - April 25, 2000

Grading System: 1.0-Excellent; 1.25*; 1.5-Very Good; 1.75*; 2.0-Good; 2.25*; 2.5-Satisfactory; 2.75*; 3.0-Pass;
4.0-Conditional; 5.0-Fail; DRP-Dropped; Inc-Incomplete
*Only for colleges and units officially adopting these additional grades.

Credits: One university unit of credit is one hour lecture or recitation each week for the period of a complete semester of 16 to 17 weeks. In all courses, two and a half to three hours of laboratory work, and, in technical courses, three hours of drafting or shop work, are regarded as the equivalent of one hour of recitation or lecture.

NOTE: This copy is an exact reproduction of the transcript on file with the Office of the University Registrar and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the University Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.

Typed by: [Signature] Date: 5/31/2000
Checked by: [Signature] Date: 6-1-2000

203124



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
OFFICE OF THE UNIVERSITY REGISTRAR

November 4, 1999

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that, on the basis of the records on file in this Office, MS. PRISCILLA P. DAGOC took and passed the subject indicated below:

<u>Term</u>	<u>Course No.</u>	<u>Description</u>	<u>Grade</u>	<u>Compl'n</u>	<u>Unit</u>
1st Sem 1998-99	AE 613	Legal Basis of School Administration and Supervision	Inc.	1.75	3
x	x	x	x	x	x

This certification is issued upon her request for whatever legal purpose it may serve her.


 ELPIDIO R. BAUTISTA
 University Registrar

NOT VALID WITHOUT
 THE UNIVERSITY SEAL

CERTIFIED TRUE COPY OF THE RECORDS

 ELENA L. SAMONTE
 University Registrar
 University of the Philippines Mindanao

/lpc

CERTIFIED TRUE COPY


 ELENA L. SAMONTE
 University Registrar
 University of the Philippines Mindanao
 Kabacan, Cotabato

H

**STATEMENT
OF ASSETS,
LIABILITIES
AND NET
WORTH**

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2022

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing
 Separate Filing
 Not Applicable

DECLARANT:	DASOC	PRISCILLA	P.	POSITION:	Asso. Prof. I
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	ISPEAR-USM
ADDRESS:	Ricarte Street,	Masagana,	Poblacion,	OFFICE ADDRESS:	Poblacion, Kabacan, Cotabato
	Kabacan,	Cotabato			
SPOUSE:	N/A			POSITION:	N/A
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	
				OFFICE ADDRESS:	

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
N/A		

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE <small>(As found in the Tax Declaration of Real Property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	
Lot	Residential	Kidapawan			2021	Installment	150,000.00

Subtotal: 150,000.00

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Major repair of mountain bike and accessories	2022	5,000.00
Cellphone	2022	17,000.00
Watch, jewelries, and landline telephone	2022	50,000.00
Clothes, shoes, kitchen utensils	2022	30,000.00

Subtotal : 102,000.00

TOTAL ASSETS (a+b): 252,000.00

* Additional sheet/s may be used, if necessary.

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD




LAST NAME	▶ DAGOC
FIRST NAME	▶ PRISCILA
MIDDLE NAME	▶ PATALINGHUG
REGISTRATION NO.	▶ 0692678
REGISTRATION DATE	▶ 01/09/2001
VALID UNTIL	▶ 01/16/2025

PROFESSIONAL TEACHER



Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

21-5139788

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.






TEOFILO S. PILANDO, JR.
 Chairman

Signature of Professional



**SAMAHANG TAGAPAGTAGUYOD NG KATUTUBONG SAYAW NG PILIPINAS
NATIONAL COMMISSION FOR CULTURE AND THE ARTS and
PHILIPPINE FOLK DANCE SOCIETY - REGION XI CHAPTER**



awards this
CERTIFICATE OF PARTICIPATION

to

Dagoc, Priscilla P.

for having actively participated in the

**MINDANAO-WIDE FOLK
DANCE WORKSHOP**

held on January 27-28, 2024 at Brokenshire College
Gymnasium, Madapo Hills, Davao City

Given this 28th of January 2024 at Brokenshire College Gymnasium,
Madapo Hills, Davao City, Philippines.

Corazon O. Agustin
CORAZON O. AGUSTIN, EdD
PFDS Board of Director
Training Director



National Coordinating Body
of Clubs for UNESCO in the
Philippines



MEMBER NATIONAL
COORDINATING BODY OF
UNESCO CLUBS IN THE PHILIPPINES



SPORT MANAGEMENT

**NATIONAL COUNCIL FOR PHYSICAL EDUCATORS OF
THE PHILIPPINES (NCPEP) INC. &
SPORTS MANAGEMENT COUNCIL OF THE PHILIPPINES**

THIS

CERTIFICATE

of Participation

IS HEREBY AWARDED TO

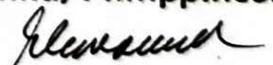
PRISCILLA P. DAGOC

for having actively participated in the NCPEP FIT-FUN CONFERENCE 2023:
with the theme of

"THE TRANSFORMATIVE POWER OF P.E & SPORTS IN ACHIEVING THE UN GLOBAL GOALS"
held on June 29 - July 01, 2023 at University of Asia & the Pacific, Pasig City.

Given this 1st day of July 2023 at Pasig City, Metro Manila, Philippines.


Rtn. ANNA LOU M. CARREON, CAA
PRESIDENT, NCPEP


GERALDINE GO BERNARDO
**PRESIDENT, SPORT MANAGEMENT
COUNCIL OF THE PHILIPPINES INC.**


GERALDINE CACHOLA-MINAS, Ed.D., CA
CHAIRPERSON, NCPEP

B.2 Evidence of participatory administration in college/institute



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XII

March 31, 2025

DR. JONALD L. PIMENTEL
President
University of Southern Mindanao (USM)
Kabacan, Cotabato

CHED RO XII
RECORDS SECTION
RELEASED
DATE 3/31/25

Dear President Pimentel,

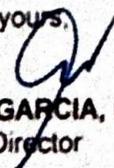
The Commission on Higher Education - Region XII will conduct an evaluation of higher education institutions in Region XII in relation to different program offerings. To undertake this task, the Commission is seeking the assistance of experts from the academe / industry / professional associations. These experts have been organized as Regional Quality Assessment Teams (RQATs) in the different clusters of disciplines.

Cognizant of your expertise, we would like to request to serve as our assessor in the evaluation of identified programs:

CLUSTER/PROGRAMS	DATE OF EVALUATION/HEI
DR. NORGE MARTINEZ- BACHELOR OF PHYSICAL EDUCATION	April 3, 2025 – MSU, General Santo City

Thank you very much in anticipation for your favorable consideration of this request.

Very truly yours,


RODY P. GARCIA, MDM, JD, Ed.D.
Regional Director

Cc: Records file.



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XII



June 5, 2025

DR. JONALD L. PIMENTEL
University President
University of Southern Mindanao
Kabacan, Cotabato

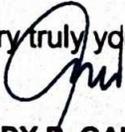
CHED RO XII
RECORDS SECTION 2025.06.13
RELEASED 09:21:32+08'00'
Ctrl. No.: 2025-002 By: MJB

Dear President Pimentel,

The Commission on Higher Education- Region XII will conduct program evaluations of higher education institutions in Region XII in relation to different program application offerings for AY 2025-2026. To undertake this task, the Commission is seeking the assistance of experts from the academe / industry / professional associations. These experts will be organized as CHEDRO12 Regional Quality Assessment Teams (RQATs) in the different clusters of disciplines.

Cognizant of the expertise of **Dr. Norge D. Martinez, Dr. Leonila V. Papalid and Dr. Roy C. Ricabar**, we would like to invite them as one of our assessors for the evaluation of **Mindanao State University-Maguindanao for Certificate of program Compliance (COPC) of the Bachelor of Physical Education, Bachelor of Science in Fisheries and Bachelor of Science in Agriculture** on June 10-11, 2025.

Thank you very much and we look forward for your favourable consideration of this request.

Very truly yours,  **RODY P. GARCIA, MDM, JD, Ed.D.**
2025.06.13
RODY P. GARCIA, MDM, JD, Ed. D.
Regional Director 09:15:18+08'00

Incl :As Stated
Cc :Records/GRA



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE XII



CHED RO XII
BAGONG PILIPINAS
RECORDS SECTION

RELEASED

BY: _____ DATE: 5/23/24

REGIONAL MEMORANDUM NO. 79 SERIES 2024

TO: PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION XII WITH BACHELOR OF PHYSICAL EDUCATION PROGRAM

SUBJECT: CULMINATION OF CHED ANNIVERSARY AND 4TH NATIONAL HIGHER EDUCATION DAY

DATE: MAY 21, 2024

In celebration of the 30th founding anniversary of the Commission on Higher Education and the 4th National Higher Education Day, this Office conducted and participated in various activities relevant to this year's theme: Transformative and Resilient Philippine Higher Education is the theme for this year's 30th Founding Anniversary and 4th National Higher Education Day.

As a culmination of the month-long celebration, there will be simultaneous activities to be conducted on **May 29, 2024**, from **7:00 in the morning** at the CHED Regional Office. The said activities include a motorcade, physical and wellness activity, quiz bee for students, music video competition, and the Gabi ng Parangal.

We request that at least **10 BPEd faculty and students** facilitate the physical and wellness activity and parlor games in the morning.

The Commission profoundly appreciates the unwavering commitment and mission of institutions like yours to transformative and resilient Philippine Higher Education. Your dedication is commendable, and we would be honored to have you participate in our upcoming anniversary celebration.

For queries and concerns, you may contact the Office of the Technical Division at 083-228-7572 or through **Dr. Zohrahaydah N. Panawidan**, OIC- Chief Education Program Specialist, at znpanawidan@gmail.com or **Dr. Genaro R. Andres**, OIC- Supervising Education Program Specialist, at gandres@ched.gov.ph or **0928 456 3297**.

Thank you, and more power!

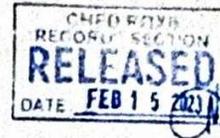
Very truly yours,


MELJA A. ALIBIN, Ph.D.
Director IV

cc: Records/File/GRA



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XII



February 14, 2023

DR. FRANCISCO GIL N. GARCIA
University President
University of Southern Mindanao
Poblacion, Kabacan, Cotabato

Dear Dr. Garcia,

The Commission on Higher Education - Region XII will conduct an evaluation of higher education institutions in Region XII in relation to different program offerings. To undertake this task, the Commission is seeking the assistance of experts from the academe / industry / professional associations. These experts have been organized as Regional Quality Assessment Teams (RQATs) in the different clusters of disciplines.

Cognizant of the expertise of **DR. NORGE MARTINEZ**, we would like to request permission for her to serve as our Assessor in the evaluation of the identified program.

CLUSTER/PROGRAMS	DATE OF EVALUATION
BACHELOR OF PHYSICAL EDUCATION	February 23, 2023

Thank you very much in anticipation for your favorable consideration of this request.

Very truly yours,


MELIA A. ALIBIN, Ph.D.
Director IV

cc: Records/File

B.3 Dean's supervisory program

 <p>UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines</p>
<p>SUPERVISORY PLAN FOR DEAN, INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION</p>

Program of Activities	1 st Semester SY 2025-2026					Remarks
	January	February	March	April	May	
I. INSTRUCTION						
1. Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short term courses	/					monitored
2. Coordinate with the office of the registrar and ICTC to monitor admission, registration and other status of undergraduate college students	//					
3. Monitor syllabi making or revision of the course offering of the college					/	checked
4. Supervise the curriculum review/revision of college curricular offerings					/	revised every 2 years
5. Submit faculty profiling for SUC leveling (Doctorate) and other reports					/	submitted
6. Spearhead the conduct of research, extension and production projects	/					monitoring
7. Submit training needs analysis for faculty and staff					/	submitted
8. Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.					/	submitted
9. Monitor the preparation and submission of faculty load by specialization					/	monitored
10. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO			/			monitored
11. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference			/			monitored
12. Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)					/	monitored
13. Monitor attainment of the above the National Licensure passing performance		/				monitored
II. RESEARCH						
14. Spearhead the conduct of research projects						
15. Monitors faculty attendance in research in-house/dissemination/fora				/		monitored
16. Monitor faculty/students published articles					/	monitored
III. EXTENSION						
17. Spearhead the conduct of extension projects		/				participated
18. Monitors faculty attendance in extension in-house/dissemination/fora				/		monitored
19. Monitor faculty as speakers/lecturers/facilitators during seminars and trainings						
20. Monitors the critical factors of faculty/Dept. Chairpersons e.g. courtesy, stress tolerance, human relations, public relations, etc.			//			monitored in the middle sem.
IV. PRODUCTION						
21. Spearhead faculty members to engage in production activities of the college						
V. OTHERS						
Submit College Annual Development Plan and OPCR					/	submitted



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
INSTITUTE OF SPORTS, PHYSICAL EDUCATION
AND RECREATION**

Supervise the monitoring of employability rate of graduates within one year after graduation					/	monitored
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal	/					unschedule department chair once a year
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit	/					
Monitor submission of faculty IPCR and DTR	/	/	/	/	/	signed DTR/ IPCR of the faculty
Monitor faculty profile in the College						
Cascade information to all concerned personnel	/	/	/	/	/	Cascaded
Attend to various programs and meetings related to work assignment and designations	/	/	/	/	/	Attended meetings
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance						attended by no invitation
Recommend to the University President the designation of Department Chairpersons and other designations in the College	/					,
Perform such other duties as maybe assigned by the President or higher authorities	/	/	/	/	/	Performed after assignment
Monitor faculty/students as members of professional organizations	/	/	/	/	/	monitored
Monitor faculty/students participation in meetings/seminars/school related activities	/	/	/	/	/	monitored



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
INSTITUTE OF SPORTS, PHYSICAL EDUCATION
AND RECREATION**

Program of Activities	2 nd Semester SY 2024-2025					Remarks
	January	February	March	April	May	
I. INSTRUCTION						
1. Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short term courses	/					monitored
2. Coordinate with the office of the registrar and ICTC to monitor admission, registration and other status of undergraduate college students	/					Coordinated
3. Monitor syllabi making or revision of the course offering of the college					/	monitored
4. Supervise the curriculum review/revision of college curricular offerings					/	supervised
5. Submit faculty profiling for SUC leveling (Doctorate) and other reports					/	Submitted
6. Spearhead the conduct of research, extension and production projects	/					participated
7. Submit training needs analysis for faculty and staff					/	submitted
8. Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.					/	Submitted
9. Monitor the preparation and submission of faculty load by specialization					/	monitored
10. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO			/	/		monitored
11. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference			/			monitored
12. Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)					/	
13. Monitor attainment of the above the National Licensure passing performance			/			monitored every after Exam.
II. RESEARCH						
14. Spearhead the conduct of research projects						
15. Monitors faculty attendance in research in-house/dissemination/fora				/		monitored
16. Monitor faculty/students published articles					/	monitored
III. EXTENSION						
17. Spearhead the conduct of extension projects		/				participated
18. Monitors faculty attendance in extension in-house/dissemination/fora				/		monitored
19. Monitor faculty as speakers/lecturers/facilitators during seminars and trainings			/			monitored
20. Monitors the critical factors of faculty/Dept. Chairpersons e.g. courtesy, stress tolerance, human relations, public relations, etc.			/			monitored
IV. PRODUCTION						
21. Spearhead faculty members to engage in production activities of the college						
V. OTHERS						
Submit College Annual Development Plan and OPCR					/	submitted



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
INSTITUTE OF SPORTS, PHYSICAL EDUCATION
AND RECREATION**

Supervise the monitoring of employability rate of graduates within one year after graduation					/	Supervised
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal					/	Conducted Consultation
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit						
Monitor submission of faculty IPCR and DTR	/	/	/	/	/	Monitored
Monitor faculty profile in the College					/	
Cascade information to all concerned personnel	/	/	/	/	/	Cascaded
Attend to various programs and meetings related to work assignment and designations	/	/	/	/	/	attended
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance						
Recommend to the University President the designation of Department Chairpersons and other designations in the College					/	Make A recommendation
Perform such other duties as maybe assigned by the President or higher authorities	/	/	/	/	/	Performed Assigned Duties / Work
Monitor faculty/students as members of professional organizations					/	monitored
Monitor faculty/students participation in meetings/seminars/school related activities	/	/	/	/	/	monitored scheduled meetings



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
INSTITUTE OF SPORTS, PHYSICAL EDUCATION
AND RECREATION**

Program of Activities	1 st Semester SY 2024-2025					
	August	September	October	November	December	Remarks
I. INSTRUCTION						
1. Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short term courses	/					monitored
2. Coordinate with the office of the registrar and ICTC to monitor admission, registration and other status of undergraduate college students	/					
3. Monitor syllabi making or revision of the course offering of the college					/	checked
4. Supervise the curriculum review/revision of college curricular offerings					/	revised every 2 years
5. Submit faculty profiling for SUC leveling (Doctorate) and other reports					/	submitted
6. Spearhead the conduct of research, extension and production projects	/					monitoring
7. Submit training needs analysis for faculty and staff					/	submitted
8. Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.					/	submitted
9. Monitor the preparation and submission of faculty load by specialization					/	monitored
10. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO			/			monitored
11. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference			/			monitored
12. Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)					/	monitored
13. Monitor attainment of the above the National Licensure passing performance		/				monitored
II. RESEARCH						
14. Spearhead the conduct of research projects						
15. Monitors faculty attendance in research in-house/dissemination/fora				/		monitored
16. Monitor faculty/students published articles					/	monitored
III. EXTENSION						
17. Spearhead the conduct of extension projects		/				participated
18. Monitors faculty attendance in extension in-house/dissemination/fora				/		monitored
19. Monitor faculty as speakers/lecturers/facilitators during seminars and trainings						
20. Monitors the critical factors of faculty/Dept. Chairpersons e.g. courtesy, stress tolerance, human relations, public relations, etc.			/			monitored in the middle pm.
IV. PRODUCTION						
21. Spearhead faculty members to engage in production activities of the college						
V. OTHERS						
Submit College Annual Development Plan and OPCR					/	submitted



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
INSTITUTE OF SPORTS, PHYSICAL EDUCATION
AND RECREATION**

Supervise the monitoring of employability rate of graduates within one year after graduation					/	monitored
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal	/					consulted Department chair once a year
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit						
Monitor submission of faculty IPCR and DTR	/	/	/	/	/	signed DTR/IPCR by the Faculty
Monitor faculty profile in the College						
Cascade information to all concerned personnel	/	/	/	/	/	cascaded
Attend to various programs and meetings related to work assignment and designations	/	/	/	/	/	Attended meetings
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance						
Recommend to the University President the designation of Department Chairpersons and other designations in the College	/					
Perform such other duties as maybe assigned by the President or higher authorities	/	/	/	/	/	performed other assignments
Monitor faculty/students as members of professional organizations	/	/	/	/	/	monitored
Monitor faculty/students participation in meetings/seminars/school related activities	/	/	/	/	/	monitored



PRELIMINARY SURVEY VISIT

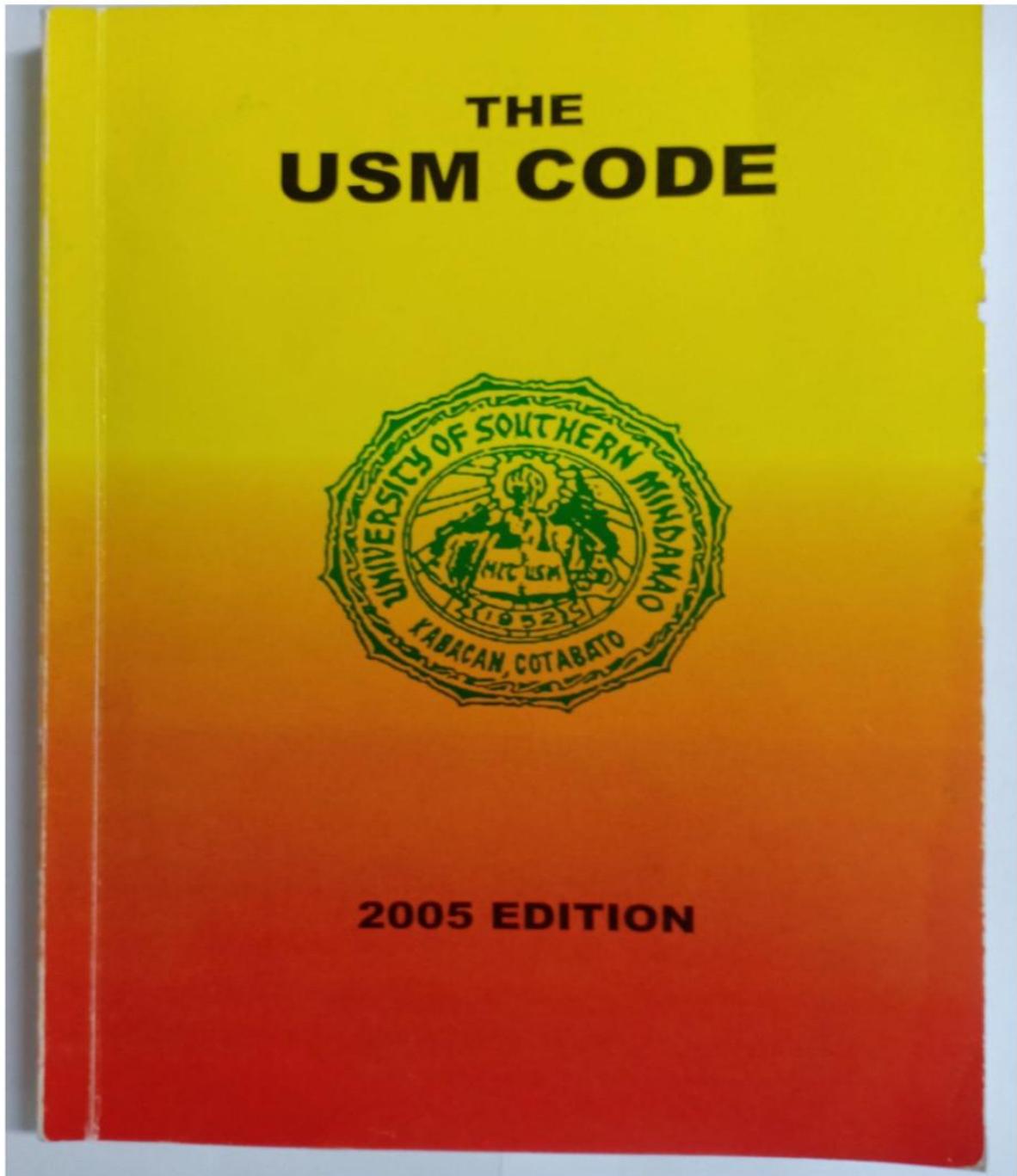
AREA X

ADMINISTRATION

C. STUDENT ADMINISTRATION



C.1. Policies and guidelines on different aspects of student life



CHAPTER 33 - PERSONNEL SERVICES	68
Article 137. Payment of Salaries, Wages and Allowances	68
Article 138. Salary Retention or Deduction	68
CHAPTER 34 - PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS	69
Article 139. General Provision	69
Article 140. Public Bidding/Electronic Procurement	69
Article 141. Emergency Purchase	69
Article 142. Negotiated Purchase	70
Article 143. Bids and Awards Committee	70
Article 144. Payment of Contract	70
CHAPTER 35 - SALE AND DISPOSAL OF UNIVERSITY PROPERTY	70
Article 145. General Provision	70
Article 146. Disposal of Property	70
Article 147. Sale of Property	71
CHAPTER 36 - INFRASTRUCTURE CONTRACT	71
Article 148. Mode of Contracting	71
Article 149. Creation of PBAC	71
CHAPTER 37 - TRAVELLING EXPENSES	71
Article 150. General Provisions	71
CHAPTER 38 - INVESTMENTS	72
Article 151. General Provisions	72
CHAPTER 39 - UNIVERSITY PUBLICATIONS	72
Article 152. General Provisions	72
TITLE SEVEN - ADMINISTRATION OF PROPERTIES	72
CHAPTER 40 - CUSTODIANSHIP OF PROPERTY	72
Article 153. Persons Primarily and Secondarily Accountable For Government Property	72

Article 154. Accountable Officer: Bond Requirement	73
Article 155. Insurance of Property	73
Article 156. Use of Government Movable Property	73
Article 157. Use and Operation of Government Motor Vehicles	74

CHAPTER 41 - BUILDINGS AND GROUNDS 74

Article 158. Names of Buildings and Other Structures	74
Article 159. Maintenance and Repair of Buildings and Other Physical Structures	74
Article 160. Use of Buildings, Premises and Equipment	75
Article 161. Solicitation Within the University's Buildings and Grounds	75

CHAPTER 42 - RESPONSIBILITY FOR SUPPLIES AND MATERIALS 75

Article 162. Recording and Inventories of Supplies, Materials and Equipment	75
---	----

**BOOK III
THE ACADEMIC AFFAIRS**

TITLE EIGHT - ACADEMIC POLICIES 76

CHAPTER 43 - COVERAGE 76

Article 163. General Provisions	76
---------------------------------	----

CHAPTER 44 - ACADEMIC CALENDAR, SCHEDULE AND SIZE OF CLASSES 76

Article 164. Academic Calendar	76
Article 165. Schedule of Classes	77
Article 166. Class Size	77

CHAPTER 45 - DISMISSAL/SUSPENSION OF CLASSES AND CHANGE OF SCHEDULE 78

Article 167. Dismissal of Classes	78
Article 168. Suspension of Classes	78
Article 169. Change of Schedule	78

CHAPTER 46 - ADMISSION AND REGISTRATION 78

Article 170. Entrance Requirements	78
------------------------------------	----

Article 171. Admission	79
Article 172. Registration	81
Article 173. Cross Registration	82
CHAPTER 47 – STUDENTS AND THEIR CLASSIFICATION	82
Article 174. Student Defined	82
Article 175. Classification of Students	82
CHAPTER 48 – STUDENT ACADEMIC LOAD	84
Article 176. Number of Hours Per Unit of Credit	84
Article 177. Normal Load of Students	84
CHAPTER 49 – CLASS ATTENDANCE	85
Article 178. General Provision	85
Article 179. Rules on Attendance of Student	85
CHAPTER 50 – SCHOOL FEES	86
Article 180. General Provision	86
Article 181. Classification of School Fees	86
Article 182. Schedule of Allowable Refunds	86
CHAPTER 51 - CURRICULAR CHANGES	87
Article 183. Dropping of Subject	87
Article 184. Withdrawal from Program	87
Article 185. Substitution of Subjects	87
Article 186. Changing/Adding of Subjects	88
Article 187. Shifting of Course/Enforcing a New Curriculum	88
Article 188. Changing of Section	89
CHAPTER 52 - TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS	89
Article 189. Transfer of Students	89
Article 190. Validation of Subjects	89
CHAPTER 53 - EXAMINATION AND GRADES	90
Article 191. Examination	90
Article 192. Grading System and Removal of Grades of "INC" and "4"	91

CHAPTER 54 - SCHOLARSHIPS, GRANTS-IN-AIDS AND SPECIAL ENROLLMENT PRIVILEGES	94
Article 193. Scholarship Program	94
Article 194. Grants-In-Aid and Other Enrollment Privileges	95
CHAPTER 55 - RULES ON SCHOLASTIC DELINQUENCY AND MAXIMUM RESIDENCE	95
Article 195. General Provision	95
Article 196. Rules on Scholastic Delinquency	95
Article 197. Rules on Maximum Residence	96

CHAPTER 56 - LEAVE OF ABSENCE AND HONORABLE DISMISSAL	97
Article 198. Policies on Leave of Absence	97
Article 199. Issuance of Honorable Dismissal	97

CHAPTER 57 - GRADUATION	98
Article 200. Graduation Requirements	98
Article 201. Graduation With Honors	99
Article 202. Commencement and Baccalaureate Exercises	100
Article 203. Conferment of Doctoral Degrees (Honoris Causa) and Other Honorary Titles	100
Article 204. Academic Costumes	100

**BOOK IV
THE STUDENT CODE**

TITLE NINE - STUDENT AFFAIRS	102
CHAPTER 58 - RIGHTS AND DUTIES OF STUDENTS	102
Article 205. Rights of Students	102
Article 206. Duties and Responsibilities of Students	103
CHAPTER 59 - STUDENT WELFARE SERVICES	103
Article 207. Guidance and Counseling	103
Article 208. Health Services	104
Article 209. Financial Aids	104
Article 210. Housing and Other Facilities	104

**BOOK III
THE ACADEMIC AFFAIRS**

**TITLE EIGHT
ACADEMIC POLICIES**

**CHAPTER 43
COVERAGE**

Article 163. General Provisions

Sec. 1. The academic policies and guidelines prescribed in this Title shall principally apply to the colleges and academic institutes of the University.

Sec. 2. Academic policies and guidelines governing the University Laboratory School and the Integrated Laboratory School shall be consistent with the curriculars and issuances promulgated by the Commission on Higher Education and Department of Education, the applicable resolutions, rules and regulations adopted by the Board of Regents, and-as far as practicable-the provisions of this Code.

**CHAPTER 44
ACADEMIC CALENDAR, SCHEDULE,
AND SIZE OF CLASSES**

Article 164. Academic Calendar

Sec. 1. The annual academic calendar shall be prepared in accordance with the calendar issued by the Commission on Higher Education. The framework of the academic calendar, including major activities of the University, shall be approved by the Administrative Council and details thereof prepared by the Office of the Vice President for Academic Affairs and other offices concerned.

Sec. 2. The Academic Year shall be divided into two semesters of at least 18 weeks each or 54 semester-hours, inclusive of registration and final examination periods. A summer session of six weeks, a class work of which is equivalent to a class work in one semester, shall follow the second semester.

Sec. 3. All colleges and other academic units of the University shall operate under the semestral system. Unless otherwise provided, the first semester shall commence in June, the second semester in November, and the summer session in April.

Sec. 4. In addition to the national and regional ones, the University shall observe its Recognition Day every March 13th and its Foundation Anniversary every October 1st of the year as legal holidays, subject to the compulsory attendance of all concerned officials, faculty, non-teaching personnel and students of the University in all duly authorized activities thereof. Graduation days in both the college and basic education levels shall be treated as special working holidays.

Sec. 5. Make up classes shall be held in lieu of class hours lost due to such fortuitous events as typhoons and earthquakes; Provided, that similar make up schemes shall be given to students concerned upon their return from athletic or other competitions, as official delegates of the University.

Article 165. Schedule of Classes

Sec. 1. Schedule of classes shall be prepared by a Committee headed by the Vice President for Academic Affairs, with the Director for Instruction, the Director of Student Affairs, the University Registrar, and the Deans of academic programs, as members.

Sec. 2. All programs shall start classes on the first day of the academic term.

Sec. 3. Unless otherwise provided, classes shall be scheduled during regular school hours at daytime and in consideration of available facilities and/or instructors.

Article 166. Class Size

Sec. 1. The standard class size in the tertiary level of the University shall be as follows:

Curricular Level	Number of Students/Class	
	Minimum	Maximum
(1) Graduate level		
(a) Lecture class	10 students	25 students
(b) Laboratory class	10 students	25 students
(2) Undergraduate level		
(a) Lecture class	15 students	50 students
(b) Laboratory class (Social)	15 students	45 students
(Technical)	15 students	25 students

Sec. 2. The minimum size to warrant the opening of a requested class for a particular subject shall not be less than fifteen (15) students for the undergraduate level and ten (10) students for the graduate level. Any deviation from the above standards shall be subject to the approval of the duly constituted authorities of the University; Provided, that the requesting student(s) shall pay the prescribed total amount of tuition and other fees required for the purpose.

Sec. 3. No class shall be divided into sections for either of the following reasons: (a) to suit the personal preference of the individual instructors in regard to time, place, and monetary incentive; and (b) to enable the instructors to comply with the regulations governing teaching load.

Sec. 4. The University reserves its right to limit its enrollment, if such limitation is reasonably necessary.

**CHAPTER 45
DISMISSAL/SUSPENSION OF CLASSES
AND CHANGE OF SCHEDULE**

Article 167. Dismissal of Classes

Sec. 1. Classes may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one room or building to another.

Sec. 2. A class may be dismissed if, after the first fifteen (15) minutes, the instructor has not yet entered the classroom. Should this happen, the students must be advised to go to the University Learning Resource Center (ULRC) for library and/or research work.

Sec. 3. Classes in a college shall not be dismissed by the Dean for any reason other than those provided in the preceding two sections without authority from the Vice President for Academic Affairs except in unusual cases for which a report should be submitted to the said University official, giving the reasons for such action taken by the Dean. Unless otherwise specified, dismissal of classes shall not include dismissal of the faculty and other personnel of the unit.

Article 168. Suspension of Classes

Sec. 1. Classes in all levels shall be automatically suspended when Storm Signal No. 3 is raised by the PAGASA; for the elementary and high school levels, when Storm Signal No. 2 is raised, without prejudice to the power of competent authorities to suspend classes during calamities or when public safety requires.

Sec. 2. Classes may be suspended during an unscheduled University-wide activity that requires the attendance of the faculty and/or students upon the order of the University President, or his duly authorized representative.

Article 169. Change of Class Schedule

Sec. 1. No faculty member shall change the time of his class to any other time than that officially scheduled except when expressly permitted by the Dean concerned and confirmed by the Vice President for Academic Affairs.

Sec. 2. No faculty member shall meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted by the Dean concerned and confirmed by the Vice President for Academic Affairs..

**CHAPTER 46
ADMISSION AND REGISTRATION**

Article 170. Entrance Requirements

Sec. 1. The entrance requirements for each course in the University shall be as prescribed by the faculty of the college offering the course, subject to the approval of the University Academic Council and the confirmation of the Board of Regents.

Sec. 2. All applicants for admission must have complete and valid credentials and must meet all the prescribed admission requirements of the University and the course applied for.

Sec. 3. Every applicant for admission shall be required to pass a thorough physical, medical, and other health examinations, as may be deemed wise, to be conducted by the medical and dental units of the University Hospital. No person found to be with a dangerous or contagious disease shall be admitted to the University.

Article 171. Admission

Sec. 1. No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, political affiliation, socio-economic status, conviction, or ideology.

Sec. 2. Graduates of duly recognized high schools may be admitted as freshmen into the University on the following bases: (a) their performance in the **USM College Entrance Examination (USMICEE)**; (b) their weighted average in senior high school; and, (c) their compliance with other requirements prescribed by the colleges concerned and/or the University.

Sec. 3. Admitted students must not have enrolled in any academic college subject(s) prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.

Sec. 4. Students enrolled in vocational courses or any other course(s) not leading to a degree program shall be admitted as beginning freshmen.

Sec. 5. Unless otherwise provided, no beginning freshman students shall be admitted for enrolment during the second semester or summer term.

Sec. 6. Students from recognized institutions of high learning may be admitted as transferees into the University on the following bases: (a) their performance in the **USM College Entrance Examination (USMICEE)**; (b) their grade weighted average (GPA) in all the courses taken outside the University; and (c) their compliance with other entrance requirements prescribed by the colleges concerned and/or the University.

Sec. 7. Transfer students shall be admitted on probation basis until such time when they have validated or repeated all subjects taken outside the University which are required for their courses; Provided, that their admission shall be subject to the availability of slots after all regular students of the University shall have already been admitted.

Sec. 8. Only students who have enrolled in any course leading to a degree program and who must not have any outstanding failure in any academic or non-academic subject, including ROTC or its equivalent, shall be admitted as transferees; Provided, that the Official Transcripts of Records (OTR) of transfer students shall be submitted prior to their admission for the following semester; otherwise, their further enrolment in the University will not be allowed.

Sec. 9. Transferees from other SUC (State Universities and Colleges) institutions shall be admitted and treated as regular students, in accordance with the existing policies of the University.

Sec. 10. Rejoining students (those not enrolled during the preceding semester) who secured clearance from the University must reapply for admission at the Office of the University Registrar; Provided, that former students who have attended another institution since attending the University shall be required to qualify on the same basis as new transfer students.

Sec. 11. An applicant who has already earned a baccalaureate degree from the University or from other recognized institutions of higher learning may be admitted without the necessity of qualifying in the USM College Entrance Examination (USMICEE); Provided, that he meets all the other admission requirements prescribed by the college in which he intends to enroll.

Sec. 12. Government employees seeking admission to the University shall be required to meet the conditions prescribed for enrollment by the college concerned and to submit the following documents: (a) Permit to study signed by the Head of the agency or his authorized representative; and (b) Original copy of the Official Transcript of Records (OTR) of the applicant.

Sec. 13. Students coming from foreign countries may be admitted to the University, subject to the availability of slots; Provided, that they shall be required to meet all the entrance requirements prescribed for the course applied for; and Provided, further, that their admission shall be limited to special courses only.

Sec. 14. Foreign students must meet all the prescribed requirements of the Department of Foreign Affairs (DFA) and the Bureau of Immigration and Deportation (BID) and must submit a Certification of Proficiency in English, based on TOEFL scores (for non-native speakers in English).

Sec. 15. Entering graduate students shall be required to take the qualifying examination in the master's degree program or in the doctoral degree program, as the case may be, before they are admitted to any graduate program in the University.

Sec. 16. Only students who have graduated from the baccalaureate level with, at least, an average rating of "2" or its equivalent shall be eligible for admission to the master's degree program.

Sec. 17. Only students who are holders of a master's degree with, at least, an average rating of "1.75" or its equivalent shall be eligible for admission to the doctoral degree program.

Sec. 18. Students whose average ratings are below the entrance requirement may be provisionally admitted to a non-degree status; Provided, that after the successful completion of at least 18 academic units with an average rating of "2.0" in the master's degree program or at least 21 academic units with an average rating of "1.5" in the doctoral degree program, they shall be permanently admitted to the degree status, subject to the approval of the Dean.

Sec. 19. Applicants to the master's degree program and doctoral degree program shall be required to have the proper and corresponding undergraduate and graduate academic backgrounds, respectively, to qualify for admission; Provided, that the satisfactory completion of 18 academic units in the former and 21 academic units in the latter shall be required for admission.

Sec. 20. Every student shall, upon admission, sign the following pledge: *"In consideration of my admission to the University of Southern Mindanao and of the privileges of my admission as a student of this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authorities of the University and of the College in which I am enrolled."* Refusal to take the foregoing pledge or violation of its terms shall be sufficient cause for denial of admission or summary dismissal of the student concerned.

Article 172. Registration

Sec. 1. Registration of students shall be only on the regular registration period indicated in the academic calendar; Provided, that this may be extended for a grace period of five (5) working days after the last day of the registration schedule, subject to the approval of the Vice President for Academic Affairs and upon payment of fine for late registration, as required.

Sec. 2. A student shall be deemed officially registered in order to receive credit for course work when he has paid his tuition and other school fees duly validated by the Office of the University Registrar.

Sec. 3. Registration of a returning student shall be dependent on his previous scholastic standing; Provided, that an admission slip, clearance, and a certified copy of his Transcript of Records, among other things, shall be required as credentials for enrolment.

Sec. 4. A student shall not be allowed to enroll in more than one course at a time during his stay in the University.

Sec. 5. The rules on sequencing of subjects in the curriculum of the course being taken must be observed and followed in enrolment. Enrolling and attendance in a subject without passing its prerequisite shall earn the student no academic credit on the same.

Sec. 6. In meritorious cases, however, a student who has previously enrolled and fully attended a course that is prerequisite to another may be allowed to enroll and attend in the latter course for credit without having passed or earned credit for the prerequisite course; Provided, that no permission shall be granted on waiver of prerequisites except upon application by the student; and Provided, that the application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended said course; and Provided, furthermore, that the application shall be accompanied by a certification from the Director of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Sec. 7. The Dean of the College/Institute concerned shall be authorized to grant the permission on waiver of prerequisite course/subject and shall act through a committee created by the Dean, to include the College Secretary, among others, to decide on the merit of the application.

Sec. 8. The student who is granted permission mentioned in the two preceding sections shall be required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

Sec. 9. Graduating students shall be allowed to take the prerequisite subject and the higher subject simultaneously upon the approval of the Dean and confirmation of the Vice President for Academic Affairs; Provided, that, if the student should fail in the prerequisite subject, the higher subject shall not be given credit.

Article 173. Cross-Registration

Sec. 1. Cross enrollment may be allowed; Provided, that this shall be done within the period of registration set forth by the Office of the University Registrar.

Sec. 2. No student shall be registered in any other college of the University without the permission of the Dean of the college in which he is primarily enrolled.

Sec. 3. The total number of units of credit for which a student may register in two or more colleges in the University shall not exceed the maximum allowed by the rules on academic load.

Sec. 4. No student of another institution shall be admitted to cross-enroll in the University without a written permit from the Dean or Registrar of his mother school. The permit shall state the total number of units for which the student is registered and the subjects that he is authorized to cross-register, subject to the availability of slots, in the University.

Sec. 5. Students enrolled in any curricular level in the University may be allowed to cross-register in another institution; Provided, that the subjects involved are not offered in the University at the time, must have the same course description and number of units in the institution sought to cross-enroll in, and must not be major courses; and Provided, further, that there is an immediate need for the cross-registration to clear out academic deficiencies, such as the case of graduating students.

Sec. 6. Cross-enrollment of subjects outside the University shall have the approval of the Dean and authorized by the University Registrar for the subjects involved to be given credits by the University; Provided, that no student shall be allowed to cross-register in more than one school outside the University.

Sec. 7. Transfer credits shall be given to courses taken by a student in another recognized institution on the recommendation of the authorized official in the other school concerned, subject to the approval by the Dean of the college/institute concerned in the University to which credits are transferred and the provisions of existing rules and regulations of the University governing the same.

Sec. 8. The University reserves the right to deny admission to a student who seeks to cross-register in the institution.

CHAPTER 47 STUDENTS AND THEIR CLASSIFICATION

Article 174. Student Defined

Sec. 1. Students are those who are enrolled in and who are regularly attending an educational institution of secondary or higher level or a person engaged in formal study (Education Act of 1982).

Article 175. Classification of Students

Sec. 1. Students shall be classified generally as follows:

1. A **regular student** is one who is registered for formal academic credits and who carries the full load for a given semester under the curriculum in which he is enrolled, including the cases of graduating students who may carry less than the full load for purposes of completing the requirements of the curriculum.
2. An **irregular student** is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he is registered.
3. A **transfer student** is one who comes from another institution where he started studying for a course and who is now registered in the University after qualifying for admission.
4. A **working student** is one who is employed on a full-time or part-time basis in or outside the University.
5. A **foreign student** is one who comes from another country and who is not a citizen of the Philippines.
6. A **special-course student** is one who is registered in short/opportunity course(s) for a duration of six months or less. The work done by a special-course student shall not be given any credit; however, this will be reported either as "Satisfactory" or "Unsatisfactory" after the end of the course.

Sec. 2. Students shall also be classified for curricular level placement as follows:

1. A **freshman (First)** is a student who has not finished the prescribed subjects of first year nor has completed 25% of the total number of units required in his course.
2. A **sophomore (Second)** is a student who has completed his first year course or has finished 25%, but not more than 50%, of the total number of units required in his course.
3. A **junior (Third)** is a student who has completed the first two years of his course or has finished 50%, but not more than 75%, of the total number of units required in his course.
4. A **senior (Fourth)** is a student who has completed the first three years of his curriculum or has finished 75%, but not more than 85%, of the total number of units required in his course.
5. A **terminal (Fifth)** is a student who has completed the first four years of his curriculum or has finished 85% of the total number of units required in his course.

**CHAPTER 48
STUDENT ACADEMIC LOAD**

Article 176. Number of Hours Per Unit of Credit

Sec. 1. One unit of credit shall be at least 18 full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within a semester.

Sec. 2. The standard number of hours for every one unit of credit per class session shall be as follows:

(1) Lecture class	1 hour
(2) Laboratory class	3 hours
(3) Physical Education	2 hours

Article 177. Normal Load of Students

Sec. 1. The normal academic load for undergraduate students per semester shall not exceed 20 units, including laboratory work, unless otherwise prescribed; Provided, that a graduating student with all subjects passing in the semester immediately preceding his enrollment may be allowed to carry a heavier load not exceeding 28 units per semester, subject to the approval by authorities concerned, during the last two semesters of his enrollment.

Sec. 2. During the summer term, a student may be allowed to register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Sec. 3. Only graduating students shall be allowed to overload, subject to their academic standing; Provided, that students who are scholastic delinquents shall not be allowed to have any overload.

Sec. 4. The academic load of transfer students shall be limited only to those subjects without prerequisites, until such time when these subjects shall have already been validated or accredited.

Sec. 5. The maximum study load of regular students in the graduate level shall not exceed 12 academic units per semester and six academic units per summer time; Provided, that graduating students may be allowed to increase their study load to 15 academic units per semester and nine academic units per summer term, subject to the approval of the Dean.

Sec. 6. The Vice President for Academic Affairs is empowered to limit the academic load of students who are employed outside the University, whether on full-time or part-time basis.

Sec. 7. No student shall be allowed to enroll in two academic programs at the same time.

**CHAPTER 49
CLASS ATTENDANCE**

Article 178. General Provision

Sec. 1. Attendance of students to classes shall be governed by the provisions of this Code and the rules and regulations to be hereinafter adopted and/or promulgated by the University.

Article 179. Rules on Attendance of Students

Sec. 1. The following rules on attendance shall apply to all colleges, excluding the National Service Training Program (NSTP), in the University:

1. Any student who, for unavoidable circumstances, is obliged to be absent from class must obtain a written excuse from his Dean to be presented to the instructor(s) concerned not later than the second class session following the date of the student's return.
2. Whenever a student has been absent for three consecutive class meetings, a report thereof shall be sent by the faculty member concerned to the Guidance Counselor of the college. The Guidance Counselor shall call the student and notify the parents, if necessary.
3. An excuse is for the time missed only. The student concerned shall be responsible for all the lessons covered by the class during his absence and all work assigned to be accomplished during such absence shall be made up by him to the satisfaction of his instructor within a reasonable time.
4. A medical certificate must be secured from the University Hospital in case the absence is due to illness. Any illness attended to elsewhere causing absences from classes shall be reported to the University Hospital within three days after the absences have been incurred. A medical certificate issued by another physician must be attested by the Director of the University Hospital, or his duly authorized representative.

Sec. 2. When the number of hours lost by absence of a student reaches 20 per cent of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject, he shall be dropped from the subject; Provided, that a faculty may prescribe a longer attendance requirement to meet the special needs of the course.

Sec. 3. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped, but if the majority of the absences are not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

**CHAPTER 50
SCHOOL FEES**

Article 180. General Provision

Sec. 1. Subject to applicable laws and regulations, all student fees and other charges shall be fixed by the Board of Regents, upon the recommendation of the Administrative Council.

Article 181. Classification of School Fees

Sec. 1. School fees shall be classified into:

1. Regular school fees, which include tuition and fees/charges for medical-dental, athletic, diploma, library, laboratory and identification card;
2. Student fees, which include fees for student publication, student government, workbook, FFP-FAHP-FFPCC, and graduation fees for seniors;
3. Administrative fees, which include fines for late enrollment and other authorized fines, fees for changing, adding or dropping of subjects, special service fees for validation/removal examinations, official transcript of records, certifications, and testing services; and,
4. Out-of-state fees, which are levied on foreign students who are qualified to enroll in the University.

Article 182. Schedule of Allowable Refunds

Sec. 1. Students who have paid their tuition and other fees and who wish to withdraw their registration or are granted honorable dismissal or leave of absence, shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

(1) Before opening of classes	100%
(2) Within one week from opening of classes	80%
(3) Within the second up to fourth week from opening of classes	50%
(4) After the fourth week	No refund

Sec. 2. In the case of students who may be allowed in meritorious cases to register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration and the refund of their matriculation fees shall also be in accordance with the above schedule.

Sec. 3. In case of death of a student during the semester, all fees may be refunded if so requested by the family.

Sec. 4. Laboratory fees shall not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed in case of forced dropping of such subject for valid reason(s).

**CHAPTER 51
CURRICULAR CHANGES**

Article 183. Dropping of Subject

Sec. 1. Dropping of subjects shall be allowed, subject to the payment of corresponding fees, by filling out the prescribed form; *Provided*, that this is done not later than the last day before the start of the mid-term examinations. Unofficial dropping of subject after the midterm shall earn the student a failing grade or "5".

Sec. 2. After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness, duly certified by a physician of the University Hospital or any authorized official of the Department of Health, and other valid or justifiable reasons such as transfer of residence or going abroad, etc.

Sec. 3. Any student who drops a course without the approval of his instructor, the Dean, and the University Registrar, shall be given a failing grade or "5" and shall have his registration privileges curtailed or entirely withdrawn.

Article 184. Withdrawal from Program

Sec. 1. Withdrawal of registration in the University may be allowed; *Provided*, that a student who drops out entirely from his program before three-fourths of the total number of hours prescribed for his course has elapsed, with valid reasons as those enumerated in Section 2 of the preceding Article, and with the approval of his Dean and the University Registrar, shall be classified as "WITHDRAWAL".

Sec. 2. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirements for enrollment and refunds of school fees, subject to existing pertinent rules and regulations of the University.

Sec. 3. No withdrawal of registration shall be allowed after three-fourths of the total number of hours prescribed for the course has already elapsed; *Provided*, that, if a student withdraws after the specified period, his instructors may submit grades of "5" for him if his class standing up to his withdrawal is below "3".

Article 185. Substitution of Subjects

Sec. 1. Substitution of subjects may be allowed and must be based on, at least, one of the following factors:

1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

2. When a student needs a required subject not offered in the major department and/or when a required subject is not offered, as scheduled;
3. When there is conflict of hours between a required subject and another required subject;
4. When the petition for substitution involves subjects allied to each other and with the same number of units or greater than the units of the required subject; or
5. When a student is deficient in some disciplines and/or when he has shown superior competence in one discipline.

Sec. 2. Substitution may be allowed in non-prescribed requirement of the course; Provided, that the subjects to be substituted have equal credit units.

Sec. 3. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered; Provided, that the proposed substitution shall substantially cover the same subject matter as the required subject.

Sec. 4. Any petition for substitution shall be recommended by the adviser and the Chairman of the department and approved by the Dean and concurred by the Vice-President for Academic Affairs; Provided, that the University Registrar shall be notified of the said substitution.

Article 186. Changing/Adding of Subjects

Sec. 1. Changing and/or adding of subjects shall be allowed, subject to the payment of corresponding fees, for valid reasons; Provided, that these are done within, but not later than, the second week after regular class meetings have been held.

Sec. 2. The changing and/or adding of subjects shall be made by filling out the prescribed form upon recommendation of the adviser to be concurred in by the Chairman of the department and finally approved by the Dean, or his duly authorized representative. The "Changing/Adding" form shall be submitted to the Office of the University Registrar for acknowledgment and record purposes.

Sec. 3. Subjects changed and/or added unofficially or without prior approval by the Dean shall not be given credits.

Sec. 4. The total load carried by a student, including the additional subject(s), shall not exceed the maximum total load prescribed under the rules on academic load or that which is prescribed for his curriculum year during the semester/term.

Article 187. Shifting of Course/Enforcing a New Curriculum

Sec. 1. Shifting from one course or major to another in the University or from one course or major from another institution of higher learning to the University shall be allowed within certain limitations set forth by the University.

Sec. 2. A student may be allowed by his Dean to shift his course and/or major if, in the opinion of the Dean, he is not academically suited to the course/major he is currently enrolled.

Sec. 3. A student shall apply for a shift of course and/or major to the Dean of the college where he is getting out to be endorsed to the Dean of his new course/major, who in turn shall approve the said application.

Sec. 4. When a new curriculum is enforced, only new students or freshmen shall be covered.

Sec. 5. A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.

Sec. 6. If a student fails to finish a program under an old curriculum within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

Article 188. Changing of Section

Sec. 1. Change of section shall be allowed upon request for valid reasons, subject to the consent of the Instructor(s) concerned, approval of the Dean, and acknowledgment of the University Registrar.

CHAPTER 52 TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS

Article 189. Transfer of Students

Sec. 1. Transfer of students from a recognized institution of higher learning to the University shall be allowed, subject to the existing rules and regulations provided for the purpose.

Sec. 2. A transfer student may not be allowed to enroll in subject(s) the prerequisite(s) of which taken elsewhere has/have not yet been validated or repeated in the University.

Article 190. Validation of Subjects

Sec. 1. A transfer student must validate all courses leading to a degree program taken in his former institution for credit; Provided, that he shall not be allowed to validate more than 18 units per semester; and also Provided, that the subjects to be accredited must not exceed 30 per cent of the total number of units prescribed in the curriculum.

Sec. 2. A transfer student must apply for validation within three semesters from the date of his admission; Provided, that a third year transferee shall validate all transfer credits within his first two semesters in the University; and also Provided, that a transfer student who fails to validate within the prescribed period has to re-enroll the required course(s).

Sec. 3. The provision of the preceding section to the contrary notwithstanding, validation of subjects may be allowed in exceptional cases upon the recommendation of the Dean and approval of the Vice President for Academic Affairs.

Sec. 4. A transfer student may apply for validation by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he has attended and passed in the courses fully equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given for the purpose by the College concerned.

Sec. 5. A transfer student must take the validation examination for every subject he would like to have accredited for advanced credits in any such regular periods for validating examinations without fees as: (a) within the first three weeks after the last day of registration for any term, as scheduled by the University Registrar; and (b) during the final examinations in any term.

Sec. 6. Validating examinations may be conducted outside the prescribed periods, but not beyond one year after admission to the University, upon payment of a validation fee per subject; Provided, that the prerequisite subjects shall be validated before taking the advanced courses.

Sec. 7. Transferees with subjects taken from other institutions having ratings lower than "2" shall be required to take the validation examination for said subjects; Provided, that transferees from private institutions with courses not yet accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) shall be required to undergo validation of subjects, as prescribed in the accreditation process.

Sec. 8. All subjects and units taken from any SUC-member school and FAAP-accredited private school may be credited; Provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

Sec. 9. If the number of units earned outside the University is less than the prescribed units for the course, the student transferee shall be required to enroll the course as offered in the University.

Sec. 10. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.

Sec. 11. Graduates of non-education degrees from the University or any SUC-member/FAAP-accredited private schools, after teaching for two (2) years, may apply for accreditation of Practice Teaching equivalent to six units of credit in education, upon submission of a Service Record and a Certification from the Head of the School for, at least, "Very Satisfactory" rating performance in teaching. This is accomplished by enrolling and paying the required fees corresponding to the number of units involved.

Sec. 12. All academic units leading to the master's and doctoral degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.

CHAPTER 53 EXAMINATION AND GRADES

Article 191. Examination

Sec. 1. Examinations are integral components of instruction and shall be administered by the Instructor for the purpose of evaluating student performance, subject to applicable policies and regulations.

Sec. 2. An integrated schedule of the examinations shall be prepared by the Office of the Vice President for Academic Affairs, upon consultation with the Deans of the colleges.

Sec. 3. The giving of any examination earlier or later than the prescribed schedules may be allowed upon written request, subject to the recommendation of the Dean concerned and approval of the Vice President for Academic Affairs.

Sec. 4. A student, verified to have not qualified in the USM College Entrance Examination (USMICEE) nor paid his school fees during the enrollment period, shall not be allowed to take the final examinations.

Sec. 5. A student who executes a promissory note with waiver of right to pay school fees before the midterm examinations shall not be allowed to take the final examinations in any subject unless he pays all his obligations as promised and secure his final examination permit. No final examination permit shall be valid unless duly countersigned by officials concerned.

Sec. 6. A student given permission to sit in or attend a course in audit shall not be allowed to take the final examinations for credit in said course.

Sec. 7. A student advised to drop a course due to unauthorized overload or for not taking the prerequisite(s) thereof shall likewise not be allowed to take the final examination in the said course.

Sec. 8. Consent of the Instructor concerned shall be needed before a student could take the final examination in a course where validation is sought.

Sec. 9. The Instructor and other University personnel concerned shall be administratively liable for the infraction of any of the preceding six (6) sections of this article.

Article 192. Grading System and Removal of Grades of "INC" and "4"

Sec. 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Sec. 2. The grading system shall be uniform, using number grades in multiples of .25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. More specifically, the grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
4.00	74 & below	-	Conditional Failure
5.00	-	-	Failed
INC	-	-	Incomplete
Drp	-	-	Dropped

Sec. 3. The Instructor shall be the sole authority to determine and give the grades of his students.

Sec. 4. Every faculty member shall submit his Report of Grades as soon as possible after the final examinations at the end of each term. A period not exceeding five (5) working days shall be allowed for each section for the checking and grading of test papers and the submission of the Report of Grades.

Sec. 5. In case an Instructor handles several sections and the interval between the examinations is less than five (5) working days, he shall submit the Report of Grades for the various sections at the rate of one report not later than the end of every five working day period after each examination; Provided, that all Reports of Grades must be submitted not later than seven (7) days after the last day of the examination period.

Sec. 6. A faculty member who fails to meet the deadline for the submission of grades shall be reported to the appropriate authorities in the University. The delinquency shall be entered in the personnel record of the erring faculty member who shall be officially warned for the first offense and reprimanded for the second offense.

Sec. 7. Upon a duly subscribed written complaint filed by the University Registrar or Dean concerned with the USM President through the Vice President for Academic Affairs, and after a summary investigation conducted by the University Committee on Personnel Discipline, a faculty member who, without justifiable cause, has been duly found guilty of having failed for more than two consecutive times to submit grades on time, shall be meted with any of the following penalties: (a) Fine of not more than his salary per day for each day of delay; or (b) Suspension without pay for a period of not exceeding one semester, depending on the gravity of the offense or delinquency of the respondent by the USM President.

Sec. 8. Subject to the existing basic rules on the conduct of administrative disciplinary investigation, the procedure of the summary investigation of cases referred to in the preceding section shall consist of the following: (a.) Duly subscribed written complaint filed by the University Registrar of the Dean concerned with supporting documents with the office of the USM President through the Vice President for Academic Affairs; (b.) Written administrative charge by the USM President to the respondent faculty member; (c.) Written answer by the respondent; (d.) Summary investigation by the University Committee on Personnel Discipline; (e.) Report of the Committee with its recommendations; and (f.) Decision by the USM President which shall be final and executory without prejudice to the legal remedy available to the respondent under existing laws and regulations.

Sec. 9. A student who has received a passing grade in a given course shall not be allowed reexamination for the purpose of improving his grades.

Sec. 10. No faculty member shall change any grade after the Report of Grades has been filed with the Office of the Secretary of the College and/or with the Office of the University Registrar. In exceptional cases, as where an error in computation, wrong entry, or omission of names/grades has been committed, the Instructor may request authority from the Vice President for Academic Affairs, through the Department Chairman and Dean of his college to make the necessary change and/or rectification. If the request is granted, a copy of the indorsement authorizing the change and/or rectification shall be forwarded to the Office of the University Registrar for recording and filing purposes; Provided, that in no case shall grades be changed and/or errors thereon rectified beyond one (1) year after initial filing, nor shall any change operate to the prejudice of the student.

Sec. 11. No grade issued by a former faculty member, who at the time of submission is no longer employed by the University, shall be honored, except when the cause of his separation is death or permanent total incapacity.

Sec. 12. The grade of "INC" is given if a student, whose class standing throughout the semester is PASSING, fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given.

Sec. 13. Removal of the "INC" must be done within the prescribed time of one academic year by passing an examination or meeting all the requirements for the course; after which, the student shall be given a final grade based on his overall performance. Petition to take a second examination to complete an "INC" shall not be granted.

Sec. 14. Examination for removal of "INC" may be taken without fee during:

1. Regular examination periods; Provided, that the subject/course involved is included in the schedule of examinations; and,
2. The regular removal examination period, i.e., within the third week after the registration in each semester; Provided, that the examination is taken at the time it is scheduled.

Sec. 15. Removal examinations may be taken at other times on recommendation of the Chairman of the department concerned and approved by the Dean, upon payment of an examination fee per subject. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

Sec. 16. Completion of "INC" shall be the sole responsibility of the student. Only the Instructor who gave the "INC" could issue a completion grade. In justifiable cases, however, another instructor handling the same subject as the one involved may conduct the removal examination and issue the completion grade; Provided, that said Instructor is duly authorized by the Dean concerned.

Sec. 17. Payment of a "Completion Fee" shall be required for students completing the "INC" within the prescribed grace period.

Sec. 18. For unfinished thesis, a grade of "In Progress" shall be given; Provided, that when this is completed within one (1) year, a number grade shall be indicated in the Report of Grades to be submitted to the Office of the University Registrar. If not completed within the prescribed period, the course shall be re-enrolled accordingly.

Sec. 19. In case of a suspended student, completion of thesis during the period of suspension shall not be honored. Re-enrollment may be required later after the termination of the suspension.

Sec. 20. A student who is allowed to take the final examination without presenting a duly accomplished examination clearance shall be given a grade of "INC" in all the enrolled subjects involved and such shall be completed following the procedures for completing "INC" only upon presentation of a duly accomplished final examination clearance.

Sec. 21. A grade of "4" means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. If the student passes the re-examination, he shall be given a grade of "3", but if he fails, a grade of "5".

Sec. 22. Only one re-examination shall be allowed to make up for a grade of "4" which must be taken within one week after the submission of the Report of Grades to the Office of the University Registrar. If a student does not remove the grade of "4" within the prescribed time, he may earn credit for the course only by repeating and passing it.

Sec. 23. A grade of "4" given for the first semester work of a two-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if he fails, the grade of "4" which he received for the first semester work shall be converted to a grade of "5".

**CHAPTER 54
SCHOLARSHIPS, GRANT-IN-AID,
AND SPECIAL ENROLLMENT PRIVILEGES**

Article 193. Scholarship Program

Sec. 1. The University shall provide an academic scholarship program for deserving students, subject to the availability of funds. The scholarship awards under the program may be classified as follows: (a) entrance scholarship; and (b) institutional scholarship.

Sec. 2. Entrance scholarship. This scholarship award shall be enjoyed by: (a) "valedictorians" and "salutatorians" of recognized public and private secondary schools; and (2) USM-ULS graduates who obtained a grade point average (GPA) of 87.50 % or better, categorized as follows:

1. Full entrance scholarship - awarded to a student who graduated "valedictorian" in a class of, at least, 30 high school students and to a USM-ULS graduate who obtained a grade point average (GPA) of 90% or better. The scholarship award entitles the holder to an exemption from payment of all school fees.
2. Half entrance scholarship - awarded to a student who graduated "salutatorian" in a class of, at least, 30 high school students and to a USM-ULS graduate who obtained a grade point average (GPA) of 87.50% - 89.99%. The award entitles the holder to an exemption for payment of one-half of all school fees.

Sec. 3. Honoric scholarship. This scholarship award may be categorized as follows:

1. University Scholarship - awarded to an undergraduate student who obtained a grade point average (GPA) of "1.50", or better, with no grade below "3.00", at the end of the semester. This scholarship category entitles the holder to an exemption from the payment of all school fees in the following semester.
2. College Scholarship - awarded to an undergraduate student who obtained a grade point average (GPA) of "1.75" to "1.51," with no grade below "3.00", at the end of the semester. This scholarship category entitles the holder to an exemption from the payment of one-half of all school fees.

Sec. 4. To qualify to any of the scholarships, the student must carry the normal load prescribed in his curricular program for the semester.

Sec. 5. The scholar must be up-to-date with all the academic and non-academic requirements and must have no grade of "INC" or below "3.00" in any academic or non-academic subject.

Sec. 6. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semesters; Provided, that the student satisfies the prescribed grade point average and other requirements.

Sec. 7. If a student is a recipient of two (2) or more scholarships, he shall be required to choose only one, unless otherwise provided.

Article 194. Grant-In-Aid and Other Enrollment Privileges

Sec. 1. The University shall provide grants-in-aid to deserving college students belonging to the Cultural Communities. This privilege is renewable every semester Provided, that the grantee has passed all his subjects in the immediately preceding semester. Recipients of the grant-in-aid are exempted from the payment of all school fees.

Sec. 2. The following students shall be granted special enrollment privileges, as approved by the Board of Regents:

1. Members of the USM Band, Combo, and Dance Troupe;
2. Dependent children of USM personnel who are, at least, on contractual status of employment;
3. Legitimate children of USM employees who died while in the service of the University;
4. Members of the USM varsity or athletes who have participated in, at least, the MSCUAA or its equivalent;
5. Holders of educational benefits under the AFP-PD 557, BP 337, etc.;
6. President of the University Student Government (USG) during his term of office as such; and
7. Other scholarship privileges, like the President Asinas Scholarship Award (PASA), to be established by the University.

**CHAPTER 55
RULES ON SCHOLASTIC DELINQUENCY
AND MAXIMUM RESIDENCE**

Article 195. General Provision

Sec. 1. The University shall promulgate suitable and effective provisions governing rules on scholastic delinquency and maximum residence for all levels in accordance with the rules hereinafter set forth.

Article 196. Rules on Scholastic Delinquency

Sec. 1. Scholastic delinquencies shall be dealt with in accordance with the following policy standards:

1. Warning. Any student who, at the end of the semester, obtains final grades below "3" in 25 percent to 49 percent of the total number of academic units for which he is registered shall receive a warning from the Dean to improve his work. He shall be allowed to enroll a load of not more than 18 units in the succeeding semester.
2. Probation. Any student who, at the end of the semester, obtains final grades below "3" in 50 percent to 75 percent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited only to 12 units. Probation may be removed by passing with grades of "3" or better in more than 50 percent of the units in which he has final grades in the succeeding semester.

3. Debarred. Any student who, at the end of the semester, obtains final grades below "3" in more than 75 percent of the total number of academic units in which he receives final grades shall be advised to rest for one year. Any student debarred for the second time under this rule shall not be eligible for readmission to the University.

Sec. 2. Any student who has received two successive "warnings" shall be placed on probation.

Sec. 3. Any student under probation status who again fails in 50% or more of the total number of academic units for which he is enrolled shall be considered under "debarred" status.

Sec. 4. Units earned by debarred students in other schools during the period of their debarment shall not be credited. However, they may enroll in a non-degree program in another institution, if desired.

Sec. 5. No application for readmission of any debarred student shall be submitted to the President for approval, without the favorable recommendation of the Dean concerned and indorsement of the Vice President for Academic Affairs.

Article 197. Rules on Maximum Residence

Sec. 1. Residence shall be construed to mean the number of years or terms required of a student to finish a course.

Sec. 2. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed for the course. Otherwise, he shall not be allowed to register further in that course.

Sec. 3. All requirements for the master's degree program shall be completed in not more than five calendar years, including leaves. Meritorious cases, however, may be given extensions not exceeding one year at a time, but in no case more than five calendar years, including leaves; Provided, that the student is required to take three additional units of graduate courses for every year or fraction thereof extension.

Sec. 4. All requirements for the doctoral degree program shall be completed in not more than six calendar years, including leaves, for those who start the program with a master's degree in the same or similar field. If the master's degree is an unrelated field, the time limit shall be eight years. Meritorious cases, however, may be given extensions not exceeding one year at a time, but in no case more than eight calendar years, including leaves; Provided, that the student is required to take three additional units graduate courses for every year or fraction thereof extension.

Sec. 5. A student who passed the comprehensive examination but has exceeded the 5-year limit for the master's degree program and the 6-year or 8-year limit for the doctoral degree program, may be given an extension of one year only to complete all requirements after passing the comprehensive a second time.

CHAPTER 56 LEAVE OF ABSENCE AND HONORABLE DISMISSAL

Article 198. Policies on Leave of Absence

Sec. 1. Prolonged leave of absence shall require a written petition to the Dean, stating the reason for which the leave is desired and specifying the period of the leave. The leave should not exceed one year but may be renewed for, at least, another year. When not taken two (2) successive years, the aggregate LOA should not exceed two (2) years.

Sec. 2. A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for honorable dismissal without prejudice to readmission.

Sec. 3. The college, through the Dean or his duly authorized representative, shall inform the University Registrar and the parents/guardian of every student granted the leave of absence about such leave, indicating the reasons for the same and the amount of money refunded to the student.

Sec. 4. For a leave of absence to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for leave. No application for leave of absence shall be approved without the class standing being indicated by the instructors concerned. This, however, should not appear in the official Report of Grades.

Sec. 5. No leave of absence shall be granted during the semester within two weeks before the last day of classes. If the inability of the student to continue his classes is for reason of health or similar justifiable causes, his absence during this period shall be considered excused. In such cases, the student shall be required to apply for excuse for his absence and to present the excuse slip to the faculty members concerned.

Sec. 6. Students who withdraw from a college without formal leave of absence shall have their registration privilege curtailed and entirely withdrawn. A student who stops for one or more semesters but fails to apply for leave of absence shall be required to reapply for admission if he wishes to continue his studies in the University.

Article 199. Issuance of Honorable Dismissal

Sec. 1. A student in good standing who desires to serve his connection with the University shall present a written petition to this effect to the University Registrar, signed by his parents or guardian. If the petition is granted, the student shall be given honorable dismissal.

Sec. 2. Generally, honorable dismissal is voluntary withdrawal from the University with consent of the University Registrar or his duly authorized representative. All indebtedness to the University must be settled before a statement of honorable dismissal shall be issued. The statement shall indicate that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

Sec. 3. A student who leaves the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the University, it shall contain an statement of the disciplinary action rendered against him.

CHAPTER 57 GRADUATION

Article 200. Graduation Requirements

Sec. 1. A graduating student must file a formal application as candidate for graduation, upon enrollment in his last semester, with the office of the Dean of his college; Provided, that a fine for late application for graduation shall be imposed, as approved by the Board of Regents.

Sec. 2. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Sec. 3. During the first three weeks after the opening of classes in each semester, each Dean or his duly authorized representative shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with the Chairmen of departments concerned, in the case of students majoring in their respective departments, shall then inquire into the academic record of each candidate with a view of ascertaining whether any candidate in such a list has any deficiency to make up for and whether he has fulfilled all other requirements which qualify him to be a candidate for graduation.

Sec. 4. If there should be any question regarding a candidate, his name shall not be deleted from the list of candidates for graduation, but footnotes to that effect shall be given.

Sec. 5. Ten weeks before the end of a semester, the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Sec. 6. All candidates for graduation must have their deficiencies made up and their records cleared, with the exception of their currently enrolled subjects, not later than five weeks before the end of their last semester.

Sec. 7. No student shall be allowed to graduate from the University unless he has completed at least 50 per cent of the total number of units required in the program in which he is enrolled immediately prior to graduation. However, the University Academic Council has the discretion to determine a higher number of transfer credits for the degree.

Sec. 8. A pre-academic council meeting shall be conducted to assess, evaluate, and approve candidates for graduation in the college prior to the University Academic Council meeting.

Sec. 9. No student shall be graduated from the University unless his name is approved as a candidate for graduation by the University Academic Council and confirmed by the Board of Regents.

Sec. 10. No student shall be issued his certificate, diploma, or Transcript of Records unless he has paid the required graduation fees and other legal fees within the specified period set by the University Registrar. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree.

Article 201. Graduation with Honors

Sec. 1. Students who complete their courses with the following range of weighted average, computed to the second decimal places without rounding off the final grades, shall be graduated with honors:

Summa Cum Laude	1.00 – 1.24
Magna Cum Laude	1.25 – 1.49
Cum Laude	1.50 – 1.75

Provided, that only final grades shall be considered and that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; also Provided, that the candidates for graduation with honors should not have any grade lower than "3" and/or unremoved "INC" in any academic or non-academic subject whether prescribed or not in his curriculum taken in the University, or in any other educational institution; and Provided, further, that students who are candidates for graduation with honors must not have repeated a subject in another school.

Sec. 2. For students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, shall be used; Provided, that all students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing University rules which is punishable by, at least, one-week suspension.

Sec. 3. Students who are candidates for graduation with honors must have completed in the University, at least, 75 per cent of the total number of academic units required for graduation and must have been in residence for, at least, two years immediately prior to graduation.

Sec. 4. Students who are candidates for graduation with honors must have taken, during each semester, the normal load prescribed in the curriculum for each semester; Provided, that they should be able to finish their courses within the period prescribed for the same. In case where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as: health reasons, unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student, the student concerned cannot be considered for graduation with honors.

Sec. 5. A candidate for graduation with honors who meets the prescribed grade average but fails to satisfy any of the other requirements may be awarded the "Certificate of Graduation with Academic Distinctions".

Article 202. Commencement and Baccalaureate Exercises

Sec. 1. Unless otherwise provided, the University shall have two (2) commencement exercises for the tertiary level: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester.

Sec. 2. The University Registrar shall be in charge of arrangements for the commencement and baccalaureate exercises and may request other offices for assistance in carrying out said arrangements.

Sec. 3. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same day and on the date fixed for graduation in the University academic calendar.

Sec. 4. The commencement exercises for the units not included in the general commencement exercises will be held on such dates and in such places as shall be fixed by the President of the University on the recommendation of the unit heads concerned.

Sec. 5. Attendance at general commencement exercises shall be encouraged. Graduating students who could not participate for valid reasons in the general commencement exercises must apply for graduation in absentia with the Office of the University Registrar, at least, 10 days before the commencement exercises.

Sec. 6. Graduating students who absent themselves from the commencement exercises shall not be given their diploma and transcript of records from the Office of the University Registrar unless they comply with the provisions of the preceding section and upon presentation of the receipt of payment of the graduation fees and student's clearance.

Sec. 7. The diploma shall bear the actual date of the commencement exercises and the signatures of the President, the Vice President for Academic Affairs, the Dean of the college or institute concerned, and the University Registrar.

Article 203. Conferment of Doctoral Degrees (Honoris Causa) and Other Honorary Titles

Sec. 1. The University, through the Academic Council and upon approval of the Board of Regents, may confer a Doctoral Degree (Honoris Causa) to any person with distinguished achievements in the national or international level.

Sec. 2. Other honorary titles may be conferred by the University upon approval of the Board of Regents on individuals who manifested exemplary support and contribution to the University and the country.

Article 204. Academic Costumes

Sec. 1. Candidates for graduation shall be required to wear appropriate academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Sec. 2. Unless otherwise provided, candidates for graduation shall wear the following costumes during the commencement exercises:

1. Bachelor of Arts/Science - black gown with native motif panels in the front edges, black cap with tassel whose color depends upon the degree of faculty color, and a cape with tassel around of the color of the faculty in which the degree is awarded.
2. Master of Arts/Science - black gown with 5-inch wide native motif panels of the color of the faculty extended down the front edges to the bottom, black cap whose tassel color depends upon the degree of faculty, and black hood (3 feet long) with golden lining and green chevron with 3-inch velvet border of the color of the faculty in which the degree is awarded.
3. Doctoral Degree - similar to the academic costume for Master's degree except that the gown has three native motif bars (2-inch wide) of the color of the faculty in which the degree is awarded and the hood is four (4) feet long with 4 - inch velvet border.

Sec. 3. Candidates for graduation in the non-degree programs of the University shall wear appropriate attire, as prescribed by the University.

Sec. 4. Officers of the Administration and faculty members who have part in attending the general commencement exercises shall wear academic costumes of the institution where they obtained their degrees.

b/As amended pursuant to Resolution No. 72, S. 2004 of the USM Board of Regents during its 75th meeting on February 27, 2004, to update the USM Code by integrating in its provisions on academic policies additional provision, in conformity with the objective of the National Association of Registrar's of State Universities and Colleges (NARSUC), "... to consolidate admissions and registration-related policies and procedures among SUC institutions in order to arrive at common, uniform, and standardized policies applicable to all SUC's".

Article 202. Commencement and Baccalaureate Exercises

Sec. 1. Unless otherwise provided, the University shall have two (2) commencement exercises for the tertiary level: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester.

Sec. 2. The University Registrar shall be in charge of arrangements for the commencement and baccalaureate exercises and may request other offices for assistance in carrying out said arrangements.

Sec. 3. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same day and on the date fixed for graduation in the University academic calendar.

Sec. 4. The commencement exercises for the units not included in the general commencement exercises will be held on such dates and in such places as shall be fixed by the President of the University on the recommendation of the unit heads concerned.

Sec. 5. Attendance at general commencement exercises shall be encouraged. Graduating students who could not participate for valid reasons in the general commencement exercises must apply for graduation in absentia with the Office of the University Registrar, at least, 10 days before the commencement exercises.

Sec. 6. Graduating students who absent themselves from the commencement exercises shall not be given their diploma and transcript of records from the Office of the University Registrar unless they comply with the provisions of the preceding section and upon presentation of the receipt of payment of the graduation fees and student's clearance.

Sec. 7. The diploma shall bear the actual date of the commencement exercises and the signatures of the President, the Vice President for Academic Affairs, the Dean of the college or institute concerned, and the University Registrar.

Article 203. Conferment of Doctoral Degrees (Honoris Causa) and Other Honorary Titles

Sec. 1. The University, through the Academic Council and upon approval of the Board of Regents, may confer a Doctoral Degree (Honoris Causa) to any person with distinguished achievements in the national or international level.

Sec. 2. Other honorary titles may be conferred by the University upon approval of the Board of Regents on individuals who manifested exemplary support and contribution to the University and the country.

Article 204. Academic Costumes

Sec. 1. Candidates for graduation shall be required to wear appropriate academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Sec. 2. Unless otherwise provided, candidates for graduation shall wear the following costumes during the commencement exercises:

1. Bachelor of Arts/Science - black gown with native motif panels in the front edges, black cap with tassel whose color depends upon the degree of faculty color, and a cape with tassel around of the color of the faculty in which the degree is awarded.
2. Master of Arts/Science - black gown with 5-inch wide native motif panels of the color of the faculty extended down the front edges to the bottom, black cap whose tassel color depends upon the degree of faculty, and black hood (3 feet long) with golden lining and green chevron with 3-inch velvet border of the color of the faculty in which the degree is awarded.
3. Doctoral Degree - similar to the academic costume for Master's degree except that the gown has three native motif bars (2-inch wide) of the color of the faculty in which the degree is awarded and the hood is four (4) feet long with 4 - inch velvet border.

Sec. 3. Candidates for graduation in the non-degree programs of the University shall wear appropriate attire, as prescribed by the University.

Sec. 4. Officers of the Administration and faculty members who have part in attending the general commencement exercises shall wear academic costumes of the institution where they obtained their degrees.

b/As amended pursuant to Resolution No. 72, S. 2004 of the USM Board of Regents during its 75th meeting on February 27, 2004, to update the USM Code by integrating in its provisions on academic policies additional provision, in conformity with the objective of the National Association of Registrar's of State Universities and Colleges (NARSUC), "... to consolidate admissions and registration-related policies and procedures among SUC institutions in order to arrive at common, uniform, and standardized policies applicable to all SUC's".

C.2 Evidence of student's participation in planning and implementation of student activities



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2623
email address: osa@usm.edu.ph



OFFICE OF STUDENT AFFAIRS

USM Student Manual

Progress Report on the Revision of the USM Code, particularly under Book IV, "The Student Code," where the provisions of the Student Manual shall be extracted or based from, as of May 25, 2021.

Rationale

In pursuance to the pertinent provisions of the CHED Memorandum Order No. 09, series of 2013, entitled "*Enhanced Policies and Guidelines on Student Affairs and Services*," the Office of the Student Affairs (OSA) proposed for its new organizational structure.

The new "*Organizational Structure of the Office of the Student Affairs and other Student Services Delivery Units*" was approved by the Board of Regents through Resolution No. 70, series of 2019 on September 26, 2019.

With the changes, updates and improvement of the services for the students based on the said CMO and BOR Resolution, the OSA submitted to the Code Revision Committee its proposed major revision to the USM Code, particularly under Book IV, entitled "*The Student Code*," herewith attached.

The Committee had undergone a rigorous review on the proposed major revisions in the code including the student services. The drafting, reviewing and revisit of the Book III and IV of the USM Code had started on July 2020.

The provisions of the student manual shall be extracted and be based from the Code. With the careful evaluation and revision of the Code, definitely it shall take longer time and longer process for its finalization which shall be subject to the approval of the USM BOR.

Upon its approval, then the Student Manual shall be printed.

Actions Taken:

Committee on Code Revision

Initially, the Office of the Vice President for Academic Affairs had issued a VPAA Memo No. 55, series of 2020 on July 14, 2020, constituting the members of the Committee on the Code Revision particularly under Book III and Book IV, where the OSA Director is among the members.

The Office of the President had issued a Special Order No. 259, series of 2020, regarding the Composition of the Committee to review the USM Code, on September 28, 2020.

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2623
email address: osa@usm.edu.ph



Management System
ISO 9001:2015
www.tuv.com
02 913824187

OFFICE OF STUDENT AFFAIRS

Since July 2020, prior to the issuance of the SO from the President, series of meetings had already been initiated and called upon by Dr. Consuelo A. Tagaro, Vice President for Academic Affairs, for the revisit and review of the Code.

The OSA Director had started to submit initial proposed revisions under Book IV, The Student Code, to the Committee starting August 2020.

OSA

The newly designated OSA Director, Prof. Yvonne V. Saliling, whose term started on May 4, 2020, proposed for the designation of the new five (5) OSA Department Heads, upon termination of the designations of the incumbent Heads on September, 2020.

The President, Dr. Francisco Gil N. Garcia, had issued a Special Order to Prof. Joy Sharon B. Gamido, the new Head of the Student Policy and Research Department on October 13, 2020, along with the other Department Heads.

The new OSA Director and Prof. Gamido, with the assistance of Prof. Willie Jones B. Saliling, the former OSA Director and the proponent of the new "*Organizational Structure of the Office of the Student Affairs and other Student Services Delivery Units*" which was approved by the BOR through Resolution No. 70, series of 2019, thoroughly revisited the student manual and reviewed the CMO and BOR Resolution.

After series of meetings and review of the OSA on the existing Student Code, a proposal for major revision on the Student Code had been submitted to the Code Revision Committee for review, aside from its recommendation for the inclusion of some existing policies or laws as reference and information to the students.

The Committee conducted review on the proposed revision to the USM Code which includes the Student Code.

Challenges

The team met challenges especially in this time of pandemic. There were so many concerns of the students that must be urgently attended, specially on their new learning modalities, the on line learning or Virtual Learning Environment (VLE). Big adjustments had been done by both faculty and the students.

Thus, with so many concerns under the OSA, availability of time has been a big challenge. Yet, with the commitment of the OSA Personnel and the assistance of the former OSA Dir., together with the Committee, the drafting of the major revision had been done.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2623
email address: osa@usm.edu.ph



Management System
ISO 9001:2015
www.tuv.com
02 913824187

OFFICE OF STUDENT AFFAIRS



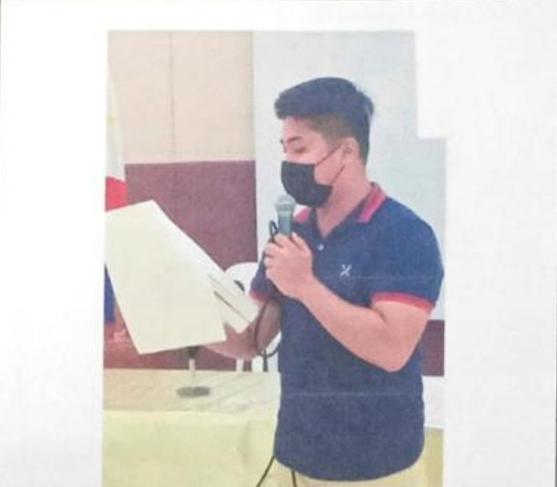
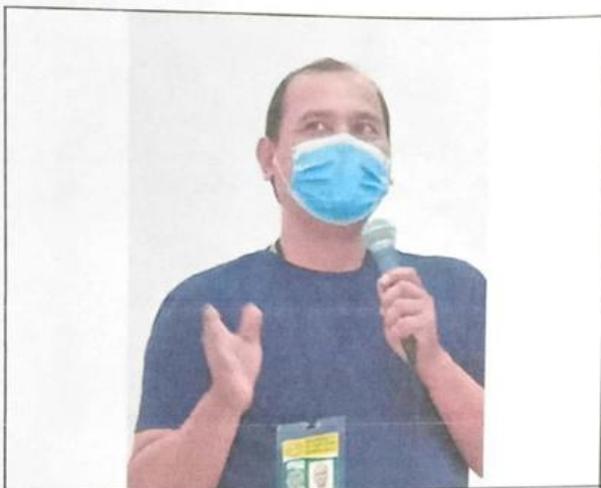
Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-2623
email address: osa@usm.edu.ph



Management System
ISO 9001:2015
www.tuv.com
ID 5138634167

OFFICE OF STUDENT AFFAIRS

Consultation with the Students
May 4, 2021
Commercial Building, USM, Kabacan, Cotabato





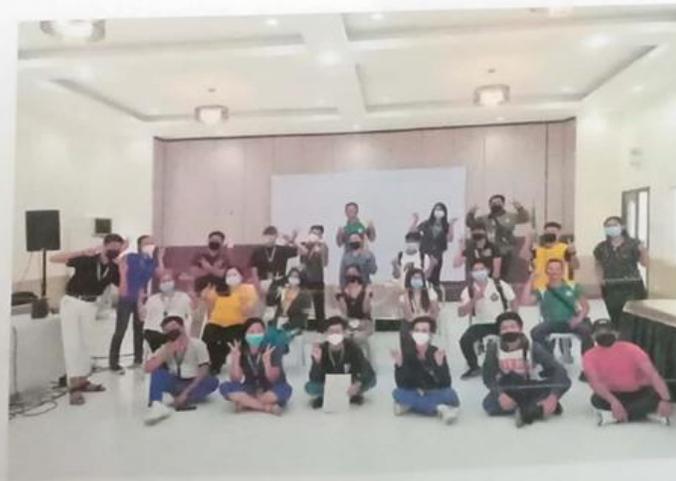
Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Tel. No. (064) 572-2623
email address: osa@usm.edu.ph



Management System
ISO 9001:2015
www.tuv.com
ID 813824187

OFFICE OF STUDENT AFFAIRS



**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines



ATTENDANCE SHEET

Date:	March 25, 2021
Venue:	USM - UGC Building
Company Name:	UNIVERSITY OF SOUTHERN MINDANAO
<input type="checkbox"/> Training <input type="checkbox"/> Meeting	MEETING OF FORMER USG, LSG & OTHER STUDENT LEADERS
Participants:	
Coordinator:	OSA
Resource Speaker:	YVONNE V. SALILING

No.	Name	Year/Course	Email Address	Contact No.	Signature
1.	DIMPASO, MEWODY G.	3 BSE - B	damaso.mewody@gmail.com	09058016249	[Signature]
2.	YBAÑEZ, NOVELITO B.	3 BSA - A	novelito1107449@gmail.com	09219546040	[Signature]
3.	MAEDBAGO, SHONA MAE	4 BPA - B	maedbago.shonamae@gmail.com	09510379199	[Signature]
4.	BACUD, JOHN REY A.	3 BPA - A	jrabadud@usm.edu.ph	07574308732	[Signature]
5.	VENTURA, VERONIK K.	3 BSA	veronikventura@gmail.com	09187820170	[Signature]
6.	GESAGA, DAN DANIEL P.	3 BSEC - B	axolan@gmail.com	09360536884	[Signature]
7.	PORRAS, JOHN MARK C.	3 BSEC - A	johnmarkporras@gmail.com	09076910272	[Signature]
8.	JUANICIA Daryl Q.	3 BSE - A	Daryljuancita20@gmail.com	09121480077	[Signature]
9.	Almera A. Maguraban	4 - BPA - A	Almeramaguraban@gmail.com	09200451040	[Signature]
10.	de Guzman, Karen Michie I.	3 - ABENG	deguzmankarmi@gmail.com	09660288178	[Signature]
11.	Sebastian, Jivini	4 BPA - A	jivini.sebastian@gmail.com	09250431115	[Signature]
12.	Cabrera, Vind S.	3 BSA	vindcabra@gmail.com	09129712471	[Signature]
13.	Gonzales, Guel N.	3 BTVED - A	guelgonzales@gmail.com	0763936085	[Signature]
14.	OSMAT, POSE JANE C.	3 - BTVED - A	posejaneosmat02@gmail.com	09978310519	[Signature]
15.	KID, RAHIB HARRI M.	4 - BALS - A	Kidrahib@gmail.com	19341513675	[Signature]
16.	Sali, Bakrodin A.	4 - BALS - B	sali.bakrodin.com	09268301842	[Signature]
17.	LAKMAN, MARCOS K.	3 - BALS - B	Marcoslakman@gmail.com	09774326721	[Signature]
18.	PEROY, JULY M.	3 - BSA	julyperoy@gmail.com	0998827065	[Signature]
19.	MINAO, ALMER C.	3 - BSEC - B	almerminao1275@gmail.com	0995519184	[Signature]
20.	ELIOL, MIKHA A.	4 - BALS - A	eliolmikha@gmail.com	09760532321	[Signature]
21.	RAMANSAJAL, BAI SHARIFA A.	4 BALS - A	baisharifa1971@gmail.com	09055204475	[Signature]
22.	Soliman, Marjorie G.	3 BSEC - A	marjoriesoliman@usm.edu.ph	09674568199	[Signature]
23.	Mary Ann Tambagan S.	3 BSEC - A	maryanntambagan@gmail.com	0917469769	[Signature]
24.	Sherry Mae Mambaling M.	3 - DPED - A	sherrymaemambaling88@gmail.com	09673795293	[Signature]
25.	Stephanie Anne Poblarlov	3 - DPED - A	stephanieannepoblarlov@gmail.com	0957191815	[Signature]
26.	Jan Karl P. Amora	3 - DPED - A	jankarlamora021@gmail.com	0946685500	[Signature]
27.	TUDI, NONSALERN S.	4 - BALS - A	fnonsalern72@gmail.com	0955794352	[Signature]
28.	DE LEON, JOHN KENNETH F.	3 - BSA - B	johnkennethdeleon22@gmail.com	09308092152	[Signature]
29.	AGUIRRE, DAN KENNETH	3 - DPED - A	kennethaguirre@gmail.com	09098264875	[Signature]
30.	Ruedas, Arnel J.	3 - BSEC - B	arnelruedas@gmail.com	09618047104	[Signature]
31.	Isito, Jean V.	3 - BSEC - B	jeanv.isito@gmail.com	0799948597	[Signature]
32.	Cuba, Rosnera Loren A.	3 - BSEC - B	cubaloren@gmail.com	09992510151	[Signature]
33.	CEORCA, NOLI	OSA	N/A	09187732001	[Signature]





C.3 Evidence of good working relationship among the administration, faculty, staff and students

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	 Management System ISO 9001:2015 www.usm.edu.ph
ATTENDANCE SHEET		

Date:	March 25, 2021
Venue:	USM – UGC Building
Company Name:	UNIVERSITY OF SOUTHERN MINDANAO
<input type="checkbox"/> Training <input checked="" type="checkbox"/> Meeting	MEETING OF FORMER USG, LSG & OTHER STUDENT LEADERS
Participants:	
Coordinator:	OSA
Resource Speaker:	YVONNE V. SALILING

No.	Name	Year/Course	Email Address	Contact No.	Signature
1.	DIMPASO, MELBODY G.	3 BSE -B	dampaso.melody0902@gmail.com	09058016249	[Signature]
2.	YBAÑEZ, NOVELITO B.	3 BSA -A	novelito11071999@gmail.com	09259546040	[Signature]
3.	MACDIBAGO, SHONJA MAE	4 BPA -B	mclabang.jhonmae@gmail.com	09510379199	[Signature]
4.	BACUD, JOHN REY A.	3 BPA -A	jrabacud@usm.edu.ph	0753220877	[Signature]
5.	VENTURA, VEROY JR. H.	3 BSA -A	veroyventura@usm.edu.ph	09187870876	[Signature]
6.	GESAGAN, DANIEL P.	3 BSEC -B	arolan@gmail.com	09360536894	[Signature]
7.	PORRAS, JOHN MARK C.	3 BSEC -A	johnmarkporras@gmail.com	09076910272	[Signature]
8.	JUANITA Daryl Q.	3 BSE -A	Daryljuancra200@gmail.com	09121480677	[Signature]
9.	Almeida A. Magduratan	4 BPA -A	Almeidaa@usm.edu.ph	09200451060	[Signature]
10.	de Guzman, Karen Michie I.	3 - ABENG	keguzmankarni@gmail.com	09166288173	[Signature]
11.	Sanction, Jimmie J.	4 BPA -A	jimmie.j.sanction@gmail.com	09250431685	[Signature]
12.	Cabrera, Vind S.	3 BSA	VindCabrera@gmail.com	09129712471	[Signature]
13.	Compuco, Joel N.	3 BVTED -A	joelcompuco@gmail.com	0763936085	[Signature]
14.	OSUAT, ROSE JANE C.	3 - BVTED A	rosejaneosuat0213@gmail.com	0997831051956	[Signature]
15.	KID RAHIB HARRI M.	4 - BALS -A	kidrahib@gmail.com	19341613675	[Signature]
16.	Sali, Babroodin A.	4 - BALS -B	sali.babroodin.com	092068301842	[Signature]
17.	LAKMAN, MANSOK K.	3 - BALS -B	Mansoklakman@gmail.com	09774366721	[Signature]
18.	PEROY, JULY M.	3 - BSA -A	julyperoy@gmail.com	0948827065	[Signature]
19.	MINAO, ALMER C.	3 - BSEC -B	almerminao12775@gmail.com	09955119184	[Signature]
20.	ELITE, MIKHA A.	4 - BALS -A	mikhaelite@gmail.com	09760532321	[Signature]
21.	RAMANZAL, BAI SHARAH A	4 BALS -A	sanzal0171911@gmail.com	09055204475	[Signature]
22.	Soliman, Mahir G.	3 BSEC -A	msoliman@usm.edu.ph	0962958099	[Signature]
23.	Mary Ann Tambagan S.	3 BSEC -A	maryann.tambagan@gmail.com	0912469769	[Signature]
24.	Sherry Mae Mambaling M.	3 - BPEC -A	sherry.mambaling88@gmail.com	09673795293	[Signature]
25.	Stephanie Anne Poblador	3 - BPEC -A	stephanie.poblador@gmail.com	0925719875	[Signature]
26.	Jean Karl P. Amante	3 - BPEC -A	jeankarl.p.amante@gmail.com	0916685500	[Signature]
27.	TUDI, NORALEEN S.	4 - BALS -A	fnoraleen72@gmail.com	0955790562	[Signature]
28.	DE LEON, JOHN KENNETH F.	3 - BSA -A	johnkennethdeleon22@gmail.com	09388392162	[Signature]
29.	ACER, DAN KENNETH	3 - BPEC -A	kennethacer@gmail.com	09098264875	[Signature]
30.	Ruedas, Arnel J.	3 - BSEC -B	arnelruedas@gmail.com	09161804784	[Signature]
31.	Isito, Jean V.	3 - BSEC -B	jeanv.isito@gmail.com	07999498597	[Signature]
32.	Cuba, Rosaura Guerin A.	3 - BSEC -B	cubaguerin@gmail.com	09973510061	[Signature]
33.	CEARCOT, NOLY	OSA	N/A	09148732001	[Signature]







PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

D. FINANCIAL MANAGEMENT



D.1. Qualification of the head of FMO, including his/her qualifications



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



Special Order No. 1016B

Series of 2025

TO: MS. QUENIELYN L. DURENDES

SUBJECT: Designation as VICE PRESIDENT FOR ADMINISTRATION AND FINANCE (VPAF)

DATE: Thursday, 13 March 2025

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE** in addition to your plantilla position subject to the performance evaluation as set in the OPCR.

Specifically, under the general supervision and control of the University President, you shall perform the following powers and functions:

1. Shall conscientiously assist the University President in the general supervision on the administrative and financial management services of the University;
2. Exercise leadership and overall supervision on all financial transactions of the university in accordance with the standard budgeting, accounting and auditing rules and regulations, and policies of the university and other existing laws and policies of the government;
3. Link with local, regional, national and international institutions and/or related agencies in relation to administrative and financial matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government;
4. Serve as Chairperson of the Promotion and Selection Board for the administrative support services personnel;
5. Update the President on the financial and administrative status of University;
6. Directly supervise line offices under the Vice President for Administrative and Finance;
7. Cascade communications to various Academic Units and its line offices, and coordinates with the non-academic units of the University;
8. Attend meetings and University activities;
9. Recommend academic personnel for professional development endeavors;
10. Submit OPCR for the Office of Administration and Finance;
11. Act as Vice Chairperson of the Administrative Council;
12. Serve as regular member of the University Resource Generation Management Council;
13. Serve as VPAF in acting capacity, until confirmed and duly acted upon by the USM





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



BOR; and,
 14. Perform such other duties and functions as may be delegated by the University President.

Furthermore, by virtue of this designation, you shall be entitled to **receive additional pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.**

This designation as VPAF shall remain in force and in effect on **April 01, 2025 until March 31, 2026**, unless sooner revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
 SUC President IV

Conforme:

- _____
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





Special Order No. 1103C

Series of 2025

TO: **DR. JAY-R G. VILDAC**

SUBJECT: **Designation as DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)**

DATE: **Thursday, 13 March 2025**

=====

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your designation as **DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)** shall take effect **April 01, 2025**.

As Director, you shall perform the following function:

1. Develop and manage financial forecasts, create annual budgets, and track financial performance against targets;
2. Prepare accurate financial statements, ensure regulatory compliance, and provide regular management reports with insights into financial performance;
3. Oversee bookkeeping, implement internal controls, reconcile accounts, and manage audits;
4. Monitor and forecast cash flow, manage receivables and payables, and optimize working capital;
5. Assess financial risks, create mitigation strategies, and monitor key financial ratios;
6. Ensure compliance with tax laws and financial regulations, and manage audits;
7. Supervise the financial team, conduct performance reviews, provide training, and collaborate with other departments;
8. Create and enforce financial policies, standardize procedures, and ensure alignment with organizational objectives;
9. Prepare financial reports for executives, engage with external auditors, and communicate financial results to stakeholders; and
10. Implement financial systems, automate processes, benchmark performance, and identify cost-saving opportunities.

Furthermore, by virtue of this designation, you shall be entitled to a load displacement of **twelve (12) units, Vacation/Sick Leave Status and additional pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

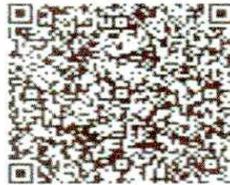


This designation shall remain in force and in effect on **April 01, 2025 until March 31, 2026**, otherwise revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

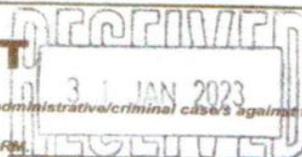

JONALD L. PIMENTEL, PhD
 SUC President IV 

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary



PERSONAL DATA SHEET



WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DURENDES		
FIRST NAME	QUENIELYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	LU		
3. DATE OF BIRTH (mm/dd/yyyy)	02/12/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PIKIT, NORTH COTABATO	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	House/Block/Lot No. UBALDO CUEVAZ Street POBLACION Subdivision/Village Barangay PIKIT NORTH COTABATO City/Municipality Province ZIP CODE 9409
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	18. PERMANENT ADDRESS	House/Block/Lot No. UBALDO CUEVAZ Street POBLACION Subdivision/Village Barangay PIKIT NORTH COTABATO City/Municipality Province ZIP CODE 9409
7. HEIGHT (m)	1.6	19. TELEPHONE NO.	(OFFICE) 064-572-2500
8. WEIGHT (kg)	47	20. MOBILE NO.	09129376006
9. BLOOD TYPE	B	21. E-MAIL ADDRESS (if any)	queen12_cpa@yahoo.com
10. GSIS ID NO.	2004139527		
11. IBIG ID NO.	NA		
12. PHILHEALTH NO.	160503576772		
13. SSS NO.	NONE		
14. TIN NO.	285-077-703		
15. AGENCY EMPLOYEE NO.	11-02463		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DURENDES		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OLIVER RAM	NAME EXTENSION (JR., SR)	ART ANGELO DURENDES	07/18/2016
MIDDLE NAME	LUY			
OCCUPATION	BUSINESSMAN			
EMPLOYER/BUSINESS NAME	RAM-RAM MARKETING			
BUSINESS ADDRESS	PIKIT, NORTH COTABATO			
TELEPHONE NO.	9129376006			
24. FATHER'S SURNAME	LU			
FIRST NAME	RIZALINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BUCA			
25. MOTHER'S MAIDEN NAME	LAUSA			
SURNAME	CONCEPCION			
FIRST NAME	MAKILANG			
MIDDLE NAME				

CERTIFIED TRUE COPY.

MARGIE B. GALANG
 CHIEF ADMINISTRATIVE OFFICER
 University of Southern Mindanao
 Date: _____

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PIKIT CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994	2000		2000	W/HONORS
SECONDARY	PIKIT NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004		2004	3RD HON. MEN.
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	NOTRE DAME OF MIDSAYAP COLLEGE	BS ACCOUNTANCY	2004	2008		2008	N/A
GRADUATE STUDIES	NOTRE DAME OF MIDSAYAP COLLEGE	MASTER IN BUSINESS ADMINISTRATION	2010	2012		2012	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 31, 2023
-----------	--	------	------------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last two (2) years for Division Chief/Executive Manager/positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	PICPA Annual National Convention	11/23/2022	11/26/2022	32	TECHNICAL	Philippine Institute of CPAs
	63rd AGIA Annual National Convention and Seminar	10/12/2022	10/15/2022	32	TECHNICAL	Association of Government Internal Auditors (AGIA)
	43rd GACPA Annual National Convention and Webinar	06/09/2022	06/10/2022	16	TECHNICAL	Government Association of CPAs (GACPA)
	Webinar on CREATE Act (RA 11534), Tax Amnesty and Other Updates	09/28/2022		3	TECHNICAL	Bureau of Internal Revenue
	Training on E-NGAS and E-Budget System	04/12/2021	04/26/2021	56	TECHNICAL	Commission on Audit -ASDOSO
	Seminar on Laws and Rules on Government Expenditures	7/9/2019	07/12/2019	32	TECHNICAL	Commission on Audit XII
	Public Financial Management Competency Program: Internal Audit for PFM Practitioners Track	02/15/2018	02/15/2018	8	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Cash Management Track	02/13/2018	02/14/2018	16	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Module 5	12/17/2018	12/18/2018	16	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Module 4	12/10/2018	12/12/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Modules 1, 3 and 6	11/19/2018	11/21/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Foundation Track	10/17/2018	10/19/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Seminar on Good Governance	04/27/2018	04/27/2018	8	TECHNICAL	University of Southern Mindanao Employees' Credit Cooperative
	People Managers Association of State Universities And Colleges Annual Seminar and Convention	04/25/2017	04/27/2017	24	MANAGERIAL	University of Southeastern Philippines
	71st Philippine Institute of Certified Public Accountants Annual National Convention	11/24/2016	11/26/2016	24	TECHNICAL	Philippine Institute of CPAs (PICPA) XI
	Seminar on Laws and Rules on Gov't Expenditures	11/10/2015	11/13/2015	32	TECHNICAL	Commission on Audit XII
	37th Government Association of CPAs Annual National Convention	04/15/15	04/18/15	32	TECHNICAL	Government Association of CPAs (GACPA)
	Unified Accounting Code System (UACS) Foundation and Challenges for SUCs	11/18/2014	11/20/2014	24	TECHNICAL	Department of Budget and Management XII
	13rd Conference Association of CPAs in Mindanao and 22nd Philippine Institute of Certified Public Accountants (PICPA) Mindanao Regional Conference	10/23/2014	10/25/2014	24	TECHNICAL	Association of CPAs in Mindanao (ACPAMin)
	International Women's Human Rights & Governance Summer Course	05/05/2014	05/10/2014	48	TECHNICAL	Miriam College
	8th Philippine Institute of Certified Public Accounts Annual National Convention	11/13/2013	11/16/2013	32	TECHNICAL	Philippine Institute of CPAs (PICPA)
	Department of Budget and Management Orientation on GMIS Web-Based Application System	3/18/2012	3/21/2012	32	TECHNICAL	Department of Budget and Management-Manila
	GAP Concention-Seminar	10/19/2011	10/22/2011	32	TECHNICAL	Association of Government Accountants in the Philippines (AGAP)
	10th Association of Certified Public Accountants Mindanao Conference and 19th Philippine Institute of Certified Public Accountants Joint Mindanao Conference	8/19/2010	8/21/2010	24	TECHNICAL	Philippine Institute of CPAs (PICPA)
	10th Accounting Teacher's Conference	4/19/2010	4/21/2010	24	TECHNICAL	Association of CPAs in Education (ACPAE)

CERTIFIED TRUE COPY:

MARGIE D. GALANG
 CHIEF ADMINISTRATIVE OFFICER
 University of Southern Mindanao
 Date: _____

OTHER INFORMATION		
1. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	NONE	Philippine Institute of Certified Public Accountants-Noth Cotabato Chapter

SIGNATURE _____ **DATE** January 31, 2023

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

b. Have you been criminally charged before any court? YES NO

If YES, give details: _____
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? YES NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? YES NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? YES NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? YES NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? YES NO

b. Are you a person with disability? YES NO

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)

NAME	ADDRESS	TEL. NO.
BERNABE B. MONDIA	USM, KABACAN, COTABATO	9989672810



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

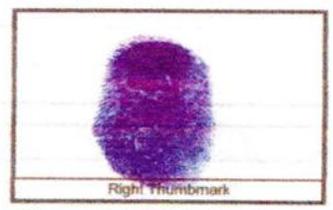
Government Issued ID: PRC

ID/License/Passport No.: 0126845

Date/Place of Issuance: 2908/PRC DAVAO

Signature (Sign inside the box)
1/30/23

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

MARGIE B. GALANG
CHIEF ADMINISTRATIVE OFFICER
University of Southern Mindanao

Date: _____

Person Administering Oath

D.3 Evidence of participation of academic unit in budget allocation

UNIVERSITY OF SOUTHERN MINDANAO
PROJECT PROCUREMENT MANAGEMENT PLAN 2024

NOTE: PLEASE HIDE COLUMNS WITH NO "TOTAL AMOUNT FOR THE YEAR" ENTRIES BEFORE PRINTING

Department/College/Project:
Department Head/College Dean/Project Leader:
Contact Person (if different from Head):

Funding Agency (External): _____
Contact Number: _____
Contact Number: _____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
MOORE																										
Office Supplies																										
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	5	0	5	10	550.00	5	0	5	10	275.00	5	0	5	10	275.00	5	0	5	10	275.00	25	55.0	1,375.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	20	65.0	1,300.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	20	10.0	200.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	5	5	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	40	45.0	1,800.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	5	5	0	10	450.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	25	45.0	1,125.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	20	45.0	900.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	5	0	0	5	1,047.80	5	0	0	5	1,047.80	0	0	0	0	0.00	5	0	0	5	1,047.80	15	209.6	3,143.40
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201510-GL-J01	GLUE, all-purpose, 290 grams	jar	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	20	106.1	2,121.60
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	5	0	0	5	296.00	5	0	0	5	296.00	5	0	0	5	296.00	5	0	0	5	296.00	20	57.2	1,144.00
64	31151804-SW-S01	STAPLE WIRE, standard	box	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	20	69.0	1,380.00
65	31201502-TA-E01	TAPE, electrical	roll	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	20	38.9	778.00
66	31201503-TA-M01	TAPE, masking, 24mm	roll	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	20	80.4	1,608.60
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	20	157.5	3,150.00
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.00
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.00
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.00
71	31151507-TW-P01	TWINE, plastic	roll	5	0	0	5	442.00	2	0	0	2	176.80	2	0	0	2	176.80	2	0	0	2	176.80	11	88.4	972.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	5	0	0	5	227.50	5	0	0	5	227.50	0	5	0	5	227.50	0	0	0	0	0.00	15	45.5	682.50
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose utility knife, 10 pieces per tube	tube	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	12	55.0	660.00
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	2	0	0	2	24,700.00	2	0	0	2	24,700.00	0	0	0	0	0.00	0	0	0	0	0.00	4	12,350.0	49,400.00
76	44121710-CH-W01	CHALK, white erasable, 100 pieces per box	box	1	0	0	1	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	120.0	120.00
77	44122105-BF-C01	CLIP, back-fold, 19mm	box	5	0	0	5	117.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	23.4	117.00
78	44122105-BF-C02	CLIP, back-fold, 25mm	box	5	0	0	5	130.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	26.0	130.00
79	44122105-BF-C03	CLIP, back-fold, 32mm	box	5	0	0	5	195.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	39.0	195.00
80	44122105-BF-C04	CLIP, back-fold, 50mm	box	5	0	0	5	392.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	78.4	392.10
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	4	0	0	4	140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	35.0	140.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5	0	0	5	206.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	41.2	206.00
83	44111515-DF-B01	DATA FILE BOX	piece	5	0	0	5	2,918.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	583.7	2,918.50
84	44122011-DF-F01	DATA FOLDER	piece	10	0	0	10	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	180.0	1,800.00
85	44102002-D5-M01	DATING AND STAMPING MACHINE	piece	2	0	0	2	1,534.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	767.0	1,534.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	3	0	0	3	3,607.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,202.5	3,607.50
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	3	0	0	3	4,387.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,462.5	4,387.50
88	44121506-EN-K01	ENVELOPE, Expanding, kraft, 100 pieces per box	box	3	0	0	3	5,265.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,755.0	5,265.00
89	44121506-EN-K02	ENVELOPE, Expanding, Plastic	piece	5	0	0	5	292.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	58.5	292.50

D.4 Statement of Budget Priorities

P.5. UNIVERSITY OF SOUTHERN MINDANAO

For general administration and support, support to operations, and operations, including locally-funded project(s), as indicated hereunder..... P 663,993,000
=====

New Appropriations, by Program
=====

PROGRAMS	<u>Current Operating Expenditures</u>			
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
General Administration and Support	P 150,660,000	P 51,309,000	P 33,534,000	P 235,503,000
Support to Operations	10,044,000	431,000		10,475,000
Operations	336,882,000	42,633,000	38,500,000	418,015,000
HIGHER EDUCATION PROGRAM	306,881,000	21,316,000	38,500,000	366,697,000
ADVANCED EDUCATION PROGRAM	21,985,000	2,430,000		24,415,000
RESEARCH PROGRAM	6,854,000	16,854,000		23,708,000
TECHNICAL ADVISORY EXTENSION PROGRAM	1,162,000	2,033,000		3,195,000
TOTAL NEW APPROPRIATIONS	P 497,586,000	P 94,373,000	P 72,034,000	P 663,993,000

New Appropriations, by Programs/Activities/Projects
=====

PROGRAMS	<u>Current Operating Expenditures</u>			
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
General Administration and Support				
General Management and Supervision	P 67,791,000	P 51,309,000	P 4,534,000	P 123,634,000
Administration of Personnel Benefits	82,869,000			82,869,000
Project(s)				
Locally-Funded Project(s)			29,000,000	29,000,000
Rehabilitation and Upgrading of USM Water Systems			10,000,000	10,000,000
Upgrading of USM KCC Perimeter Fence			5,000,000	5,000,000

Perimeter Fencing in Buluan Campus			1,000,000	1,000,000
Installation of Engineering Structure for Sanitation and Control of Emerging Diseases			10,000,000	10,000,000
Perimeter Fencing in Libungan Campus			3,000,000	3,000,000
Sub-total, General Administration and Support	150,660,000	51,309,000	33,534,000	235,503,000
Support to Operations				
Auxiliary Services	10,044,000	431,000		10,475,000
Sub-total, Support to Operations	10,044,000	431,000		10,475,000
Operations				
Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased	306,881,000	21,316,000	38,500,000	366,697,000
HIGHER EDUCATION PROGRAM	306,881,000	21,316,000	38,500,000	366,697,000
Provision of Higher Education Services	306,881,000	20,316,000	1,000,000	328,197,000
Project(s)				
Locally-Funded Project(s)		1,000,000	37,500,000	38,500,000
On-going Construction of 2-Storey IMEAS Building and Procurement of Equipment/Facilities for its Classrooms			3,500,000	3,500,000
Repair of Academic Building-USM KCC and Procurement of Equipment for USM KCC Academic Building			2,000,000	2,000,000
Procurement of Equipment for CHEFs Laboratory			3,000,000	3,000,000
Retrofitting/Repair of various Academic Buildings Stricken by Series of Earthquakes to Comply with IATF Protocols for Health and Emerging Diseases at USM Kidapawan City Campus			19,000,000	19,000,000
Upgrading of CASS Building in the Establishment of COVID Related Psychosocial Research and Psychological Testing			10,000,000	10,000,000
Conduct of Activities for Sports and Culture Development		500,000		500,000
ICT Connection and Other Equipment		500,000		500,000
Higher education research improved to promote economic productivity and innovation	28,839,000	19,284,000		48,123,000

GENERAL APPROPRIATIONS ACT, FY 2021

ADVANCED EDUCATION PROGRAM	21,985,000	2,430,000	24,415,000	
Provision of Advanced Education Services	21,985,000	2,430,000	24,415,000	
RESEARCH PROGRAM	6,854,000	16,854,000	23,708,000	
Conduct of Research Services	6,854,000	11,854,000	18,708,000	
Project(s)				
Locally-Funded Project(s)		5,000,000	5,000,000	
Futures Thinking Research and Innovations for Food Systems and Food Security		5,000,000	5,000,000	
Community engagement increased	1,162,000	2,033,000	3,195,000	
TECHNICAL ADVISORY EXTENSION PROGRAM	1,162,000	2,033,000	3,195,000	
Provision of Extension Services	1,162,000	2,033,000	3,195,000	
Sub-total, Operations	336,882,000	42,633,000	38,500,000	418,015,000
TOTAL NEW APPROPRIATIONS	P 497,586,000	P 94,373,000	P 72,034,000	P 663,993,000

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures

Personnel Services

Civilian Personnel

Permanent Positions

Basic Salary

320,553

Total Permanent Positions

320,553

Other Compensation Common to All

Personnel Economic Relief Allowance

15,312

Representation Allowance

252

Transportation Allowance

252

Clothing and Uniform Allowance

3,828

Honoraria

3,105

Mid-Year Bonus - Civilian

26,712

Year End Bonus

26,712

Cash Gift

3,190

Productivity Enhancement Incentive

3,190

Step Increment

801

Total Other Compensation Common to All

83,354

Other Compensation for Specific Groups

Magna Carta for Public Health Workers	562
Lump-sum for filling of Positions - Civilian	80,346

Total Other Compensation for Specific Groups	80,908

Other Benefits	
PAG-IBIG Contributions	764
PhilHealth Contributions	3,255
Employees Compensation Insurance Premiums	764
Terminal Leave	2,523

Total Other Benefits	7,306

Non-Permanent Positions	5,465

Total Personnel Services	497,586

Maintenance and Other Operating Expenses	
Travelling Expenses	7,252
Training and Scholarship Expenses	3,864
Supplies and Materials Expenses	27,569
Utility Expenses	21,068
Communication Expenses	1,091
Survey, Research, Exploration and Development Expenses	5,000
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	162
Professional Services	1,364
General Services	5,724
Repairs and Maintenance	4,127
Financial Assistance/Subsidy	13,626
Taxes, Insurance Premiums and Other Fees	936
Other Maintenance and Operating Expenses	
Representation Expenses	1,473
Membership Dues and Contributions to Organizations	158
Subscription Expenses	3
Other Maintenance and Operating Expenses	956

Total Maintenance and Other Operating Expenses	94,373

Total Current Operating Expenditures	591,959

Capital Outlays	
Property, Plant and Equipment Outlay	
Infrastructure Outlay	10,000
Buildings and Other Structures	48,000
Machinery and Equipment Outlay	14,034

Total Capital Outlays	72,034

TOTAL DISBURSEMENTS administrative officer	663,993
	=====

GENERAL APPROPRIATIONS ACT, FY 2021

ADVANCED EDUCATION PROGRAM	21,985,000	2,430,000		24,415,000
Provision of Advanced Education Services	21,985,000	2,430,000		24,415,000
RESEARCH PROGRAM	6,854,000	16,854,000		23,708,000
Conduct of Research Services	6,854,000	11,854,000		18,708,000
Project(s)				
Locally-Funded Project(s)		5,000,000		5,000,000
Futures Thinking Research and Innovations for Food Systems and Food Security		5,000,000		5,000,000
Community engagement increased	1,162,000	2,033,000		3,195,000
TECHNICAL ADVISORY EXTENSION PROGRAM	1,162,000	2,033,000		3,195,000
Provision of Extension Services	1,162,000	2,033,000		3,195,000
Sub-total, Operations	336,882,000	42,633,000	38,500,000	418,015,000
TOTAL NEW APPROPRIATIONS	P 497,586,000	P 94,373,000	P 72,034,000	P 663,993,000

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures

Personnel Services

Civilian Personnel

Permanent Positions

Basic Salary

320,553

Total Permanent Positions

320,553

Other Compensation Common to All

Personnel Economic Relief Allowance

15,312

Representation Allowance

252

Transportation Allowance

252

Clothing and Uniform Allowance

3,828

Honoraria

3,105

Mid-Year Bonus - Civilian

26,712

Year End Bonus

26,712

Cash Gift

3,190

Productivity Enhancement Incentive

3,190

Step Increment

801

Total Other Compensation Common to All

83,354

Other Compensation for Specific Groups

Magna Carta for Public Health Workers	562
Lump-sum for filling of Positions - Civilian	80,346
	<hr/>
Total Other Compensation for Specific Groups	80,908
	<hr/>
Other Benefits	
PAG-IBIG Contributions	764
PhilHealth Contributions	3,255
Employees Compensation Insurance Premiums	764
Terminal Leave	2,523
	<hr/>
Total Other Benefits	7,306
	<hr/>
Non-Permanent Positions	5,465
	<hr/>
Total Personnel Services	497,586
	<hr/>
Maintenance and Other Operating Expenses	
Travelling Expenses	7,252
Training and Scholarship Expenses	3,864
Supplies and Materials Expenses	27,569
Utility Expenses	21,068
Communication Expenses	1,091
Survey, Research, Exploration and Development Expenses	5,000
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	162
Professional Services	1,364
General Services	5,724
Repairs and Maintenance	4,127
Financial Assistance/Subsidy	13,626
Taxes, Insurance Premiums and Other Fees	936
Other Maintenance and Operating Expenses	
Representation Expenses	1,473
Membership Dues and Contributions to Organizations	158
Subscription Expenses	3
Other Maintenance and Operating Expenses	956
	<hr/>
Total Maintenance and Other Operating Expenses	94,373
	<hr/>
Total Current Operating Expenditures	591,959
	<hr/>
Capital Outlays	
Property, Plant and Equipment Outlay	
Infrastructure Outlay	10,000
Buildings and Other Structures	48,000
Machinery and Equipment Outlay	14,034
	<hr/>
Total Capital Outlays	72,034
	<hr/>
TOTAL NEW APPROPRIATIONS	663,993
	<hr/> <hr/>

P.4. UNIVERSITY OF SOUTHERN MINDANAO

For general administration and support, support to operations, and operations, including locally-funded project(s), as indicated hereunder..... P 593,642,000

New Appropriations, by Program

Current Operating Expenditures

PROGRAMS	<u>Current Operating Expenditures</u>			
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
General Administration and Support	P 117,896,000	P 28,843,000	P	P 146,739,000
Support to Operations	9,617,000	400,000		10,017,000
Operations	309,510,000	32,376,000	95,000,000	436,886,000
HIGHER EDUCATION PROGRAM	270,823,000	15,397,000	95,000,000	389,220,000
ADVANCED EDUCATION PROGRAM	23,270,000	1,146,000		24,416,000
RESEARCH PROGRAM	6,337,000	14,007,000		20,344,000
TECHNICAL ADVISORY EXTENSION PROGRAM	1,000,000	1,826,000		2,906,000
TOTAL NEW APPROPRIATIONS	P 437,023,000	P 61,619,000	P 95,000,000	P 593,642,000

New Appropriations, by Programs/Activities/Projects

PROGRAMS	Current Operating Expenditures			
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
General Administration and Support				
General Management and Supervision	P 64,619,000	P 28,843,000		P 93,462,000
Administration of Personnel Benefits	53,277,000			53,277,000
Sub-total, General Administration and Support	117,896,000	28,843,000		146,739,000
Support to Operations				
Auxiliary Services	9,617,000	400,000		10,017,000
Sub-total, Support to Operations	9,617,000	400,000		10,017,000
Operations				
Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased	278,823,000	15,397,000	95,000,000	389,220,000
HIGHER EDUCATION PROGRAM	278,823,000	15,397,000	95,000,000	389,220,000
Provision of Higher Education Services	278,823,000	14,897,000	10,000,000	303,720,000
Project(s)				
Locally-funded Project(s)		500,000	85,000,000	85,500,000
On-going Construction of 2-Storey IMEAS Building and Procurement of Equipment/Facilities for its Classrooms			35,000,000	35,000,000
Repair of Academic Building-USM ECC and Procurement of Equipment for USM KCC Academic Building			20,000,000	20,000,000
Procurement of Equipment for CHEFs Laboratory			30,000,000	30,000,000
Conduct of Activities for Sports and Culture Development		500,000		500,000

RESEARCH PROGRAM	6,337,000	14,007,000	20,344,000
Conduct of Research Services, including P1,000,000 for Research Rewards/Incentives	6,337,000	14,007,000	20,344,000
Community engagement increased	1,000,000	1,826,000	2,906,000
TECHNICAL ADVISORY EXTENSION PROGRAM	1,000,000	1,826,000	2,906,000

Terminal Leave	11,401
Total Other Benefits	<u>16,469</u>
Non-Permanent Positions	4,487
Total Personnel Services	<u>437,023</u>
Maintenance and Other Operating Expenses	
Travelling Expenses	7,043
Training and Scholarship Expenses	3,769
Supplies and Materials Expenses	6,677
Utility Expenses	16,436
Communication Expenses	575
Awards/Rewards and Prizes	1,000
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	95
Professional Services	339
General Services	4,524
Repairs and Maintenance	4,009
Financial Assistance/Subsidy	13,626
Taxes, Insurance Premiums and Other Fees	936
Other Maintenance and Operating Expenses	
Representation Expenses	1,473
Membership Dues and Contributions to Organizations	158
Subscription Expenses	3
Other Maintenance and Operating Expenses	956
Total Maintenance and Other Operating Services	<u>61,619</u>
Total Current Operating Expenditures	<u>498,642</u>
Capital Outlays	
Property, Plant and Equipment Outlay	
Buildings and Other Structures	35,000
Machinery and Equipment Outlay	60,000
Total Capital Outlays	<u>95,000</u>
TOTAL NEW APPROPRIATIONS	<u><u>593,642</u></u>

P.4. UNIVERSITY OF SOUTHERN MINDANAO

For general administration and support, support to operations, and operations, including locally-funded project(s), as indicated hereunder..... P 514,772,000
 =====

New Appropriations, by Program
 =====

	<u>Current Operating Expenditures</u>			
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
PROGRAMS				
General Administration and Support	P 122,860,000	P 25,424,000	P	P 148,284,000
Support to Operations	9,124,000	338,000		9,462,000
Operations	323,231,000	25,795,000	8,000,000	357,026,000
HIGHER EDUCATION PROGRAM	286,579,000	11,648,000	8,000,000	306,227,000
ADVANCED EDUCATION PROGRAM	29,668,000	988,000		30,656,000
RESEARCH PROGRAM	5,908,000	11,854,000		17,762,000
TECHNICAL ADVISORY EXTENSION PROGRAM	1,076,000	1,305,000		2,381,000
TOTAL NEW APPROPRIATIONS	P 455,215,000	P 51,557,000	P 8,000,000	P 514,772,000

New Appropriations, by Programs/Activities/Projects

	<u>Current Operating Expenditures</u>			<u>Total</u>
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	
PROGRAMS				
General Administration and Support				
General Management and Supervision	P 64,493,000	P 25,424,000		P 89,917,000
Administration of Personnel Benefits	58,367,000			58,367,000
Sub-total, General Administration and Support	122,860,000	25,424,000		148,284,000
Support to Operations				
Auxiliary Services	9,124,000	338,000		9,462,000
Sub-total, Support to Operations	9,124,000	338,000		9,462,000
Operations				
Relevant and quality tertiary education ensured to achieve inclusive growth and access of deserving but poor students to quality tertiary education increased	286,579,000	11,648,000	8,000,000	306,227,000
HIGHER EDUCATION PROGRAM	286,579,000	11,648,000	8,000,000	306,227,000
Provision of Higher Education Services	286,579,000	11,648,000	3,000,000	301,227,000
Project(s)				
Locally-Funded Project(s)			5,000,000	5,000,000
Construction of USM Institute of Middle East Asian Studies Building			5,000,000	5,000,000
Higher education research improved to promote economic productivity and innovation	35,576,000	12,842,000		48,418,000
ADVANCED EDUCATION PROGRAM	29,668,000	988,000		30,656,000
Provision of Advanced Education Services	29,668,000	988,000		30,656,000
RESEARCH PROGRAM	5,908,000	11,854,000		17,762,000
Conduct of Research Services	5,908,000	11,854,000		17,762,000

Provision of Extension Services	1,076,000	1,305,000		2,381,000
Sub-total, Operations	323,231,000	25,795,000	8,000,000	357,026,000
TOTAL NEW APPROPRIATIONS	P 455,215,000	P 51,557,000	P 8,000,000	P 514,772,000

GENERAL APPROPRIATIONS ACT, FY 2019

Maintenance and Other Operating Expenses

Travelling Expenses	3,997
Training and Scholarship Expenses	3,676
Supplies and Materials Expenses	6,482
Utility Expenses	11,341
Communication Expenses	558
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	95
Professional Services	339
General Services	4,524
Repairs and Maintenance	3,893
Financial Assistance/Subsidy	13,626
Taxes, Insurance Premiums and Other Fees	936
Other Maintenance and Operating Expenses	
Representation Expenses	1,473
Membership Dues and Contributions to Organizations	158
Subscription Expenses	3
Other Maintenance and Operating Expenses	456

Total Maintenance and Other Operating Services	51,557
---	---------------

Total Current Operating Expenditures	506,772
---	----------------

Capital Outlays

Property, Plant and Equipment Outlay	
Building and Other Structures	5,000
Machinery and Equipment Outlay	3,000

Total Capital Outlays	8,000
------------------------------	--------------

TOTAL NEW APPROPRIATIONS	514,772
---------------------------------	----------------



PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

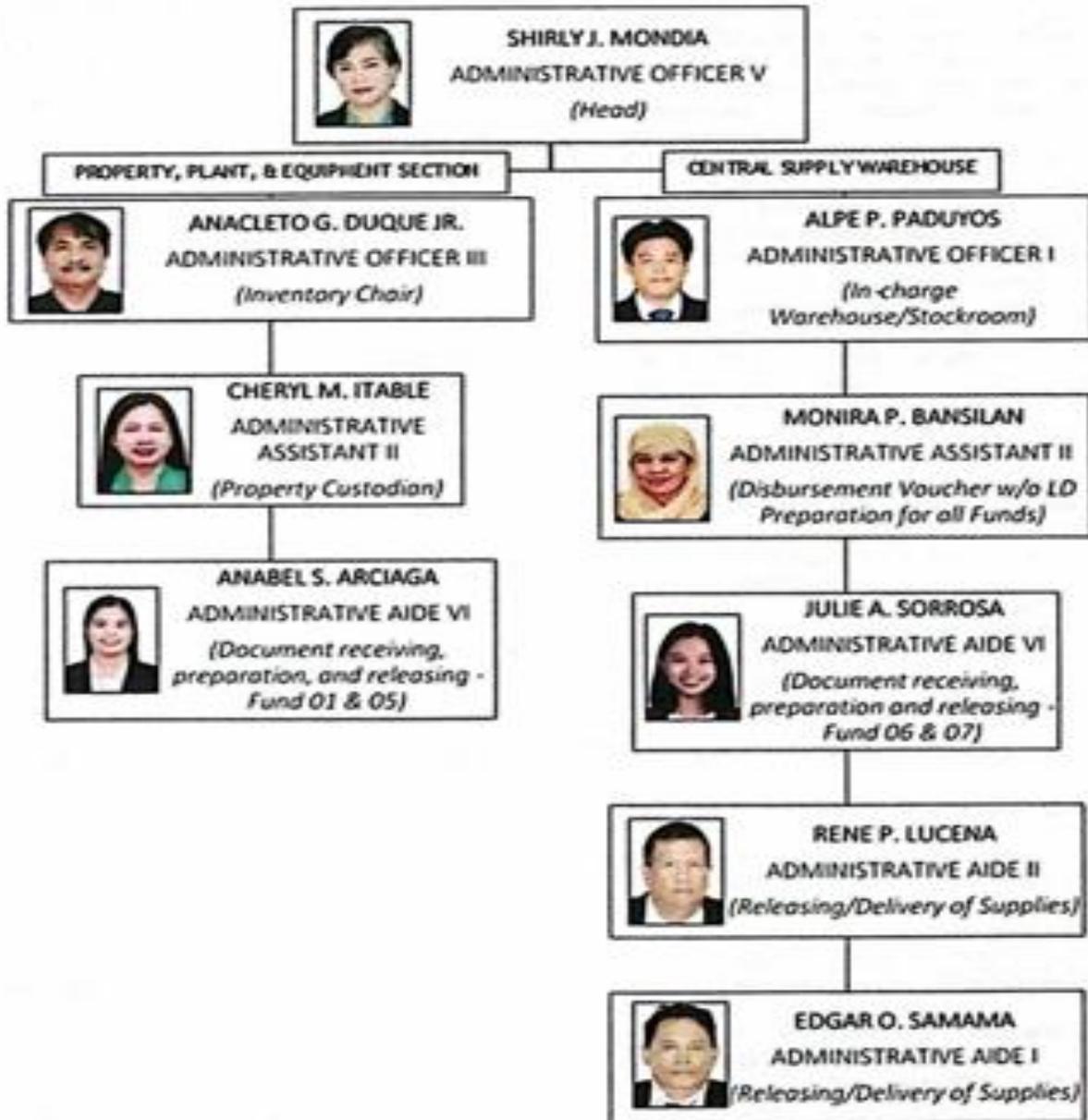
E. SUPPLY MANAGEMENT



E.1. Composition of the Supply Management Office, including their qualifications, functions and responsibilities



**PROPERTY AND SUPPLY MANAGEMENT OFFICE
 TABLE OF ORGANIZATION**





NAME OF EMPLOYEE	POSITION	FUNCTIONS AND RESPONSIBILITIES
1. SHIRLY J. MONDIA	ADMINISTRATIVE OFFICER V	<ul style="list-style-type: none">Property and Supply Management HeadSupervise and coordinate the supply and property management activities of the University;Plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control, and issuance of suppliesImplement objectives, rules, and regulations pertaining to supply and property management;Prepare and submit periodic, annual, and other required reports on supplies and property inventory;Account for all office equipment and supplies, act as custodian of all records of property and conduct periodic inventory thereof;Perform such other related works as may be assigned by the management.
2. ANACLETO G. DUQUE JR.	ADMINISTRATIVE OFFICER III	<ul style="list-style-type: none">To account for all property, plant, and equipment of USM;Act as head of the Inventory Team and conduct periodic inventory thereof as required;In-charge of the registration of all USM Vehicle and Fixed Assets needed to be insured;Act as custodian of accountable forms and issuance thereof;Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction;Assist in the disposal of unserviceable PPE;Perform such other related works as may be assigned by the management.
3. CHERYL M. ITABLE	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none">Prepare and maintain Property Card for all funds;Assist in the conduct of physical inventory of all PPE;Assist in the preparation of reports;Prepare transfer/renewal of PAR/MR/IIRUP;ISO Document Controller;Perform such other related works as may be assigned by the management.
4. ANABEL S. ARCIAGA	ADMINISTRATIVE AIDE VI	<ul style="list-style-type: none">Assist in the conduct of physical inventory of all PPE;In-charge of scanning and archiving of documents;In-charge of the receiving and releasing documents;



		<ul style="list-style-type: none">- Assist in the preparation of reports;- Prepare Inspection and Acceptance Report of deliveries under Fund 01 and Fund 05;- Perform such other related works as may be assigned by the management.
5. ALPE P. PADUYOS	ADMINISTRATIVE OFFICER I	<ul style="list-style-type: none">- Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction;- Prepare and maintain Stock Card of each supplies and materials for all funds;- Regularly account for all supplies and materials stored in the Central Supply;- Act as a custodian of all supplies and materials in the Warehouse;- Conduct of physical count of supplies and materials as needed;- Receive supplies and materials delivered by the Supplier;- Assist in the inspection of deliveries at the stockroom;- Perform such other related works as may be assigned by the management.
6. MONIRA P. BANSILAN	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none">- In-charge in the preparation of disbursement vouchers without LD for all funds- Prepares weekly reports to be submitted to the Accounting Office and COA;- Assist in receiving and tracking of documents;- Prepare daily Report of Supplies and Materials Issued for submission to Accounting Office.
7. JULIE A. SORROSA	ADMINISTRATIVE AIDE VI	<ul style="list-style-type: none">- Assist in the conduct of physical inventory of Supplies and Materials;- Prepare Inspection and Acceptance Report of deliveries under Fund 06 and Fund 07;- In-charge of Document Tracking System (DTS);- Perform such other related works as may be assigned by the management.
8. RENE P. LUCENA	ADMINISTRATIVE AIDE II	<ul style="list-style-type: none">- In-charge in the delivery of supplies and materials to the end-user;- Assist in receiving deliveries from suppliers;- Assist in the conduct of physical inventory of Supplies and Materials;- Assist in the withdrawal of construction materials;- Assist in the issuance of supplies and materials to end-user;
9. EDGAR O. SAMAMA	ADMINISTRATIVE AIDE I	<ul style="list-style-type: none">- Assist in the delivery of supplies and materials to the end-user;- Assist in receiving deliveries from suppliers;



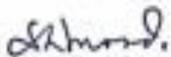


		<ul style="list-style-type: none">- Assist in the conduct of physical inventory of Supplies and Materials;- Assist in the issuance of supplies and materials to end-user;- Assist in the withdrawal of construction materials;- Maintain the cleanliness and orderliness in the area.
--	--	--

Prepared by:


JULIE A. SORROSA
Administrative Aide VI

Noted by:


SHIRLY J. MONDIA
Administrative Officer V

E.2 Description of the system of supply management

		UNIVERSITY OF SOUTHERN MINDANAO			
		PURCHASING PROCEDURE			
Document No.		USM-PRO-003-Rev.5.2020.11.18		Rev. No.	5
				Page 1 of 5	
EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
November 18, 2020	5	Partial	Insertion of Suppliers Evaluation Forms	4	SHIRLY J. MONDIA
June 18, 2020	4	Partial	Revision of the Procedure Details in accordance with Republic Act 9184 and Quality Management System requirements	3	SHIRLY J. MONDIA
February 18, 2020	3	Partial	Insertion of providing feedback mechanism and assignment of responsibilities of providing feedback	ALL	SHIRLY J. MONDIA
September 05, 2019	2	Partial	Revision of the Procedure Details in accordance with Republic Act 9184 and Quality Management System requirements	3, 4 and 5	SHIRLY J. MONDIA
February 15, 2018	1	Total	Revision of the Procedure Details in accordance with Republic Act 9184 requirements	ALL	SHIRLY J. MONDIA
August 22, 2016	0	New	Newly established in accordance to the Quality Management System requirements	ALL	CEFERINO A. BRAVO
Prepared by:		Reviewed by:		Approved by:	
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>	
				DCC USE ONLY	



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM - PRO-003-Rev.5.2020.11.18	
Purchasing Procedure		Rev. No.	5	Page 2 of 5

1. PURPOSE

The Purchasing Procedure is established to have a system in acquisition of products, materials and services needed by the organization to have an effective operation, and comply with the standards and requirements set forth by the Implementing Rules and Regulations (IRR of RA 9184).

2. SCOPE

This procedure shall cover the process of requisition of products, materials and services.



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM – PRO-003- Rev.5.2020.11.18
Purchasing Procedure	Rev. No.	5
		Page 3 of 5

6. PROCEDURE DETAILS

- 6.1 Requisition of Products/Materials/Services – 15 days (Consolidation – 10, PR – 5)
 - 6.1.1 The End User shall submit their PPMP before the deadline set by the management.
 - 6.1.2 The BAC Secretariat shall prepare the consolidated Purchase Request (USM-SYS-F29-Rev.1.2020.03.02) for commonly used office supplies and the End-User for highly technical item(s)/product(s) to be purchased based on the PPMP submitted.
 - 6.1.3 Prepared Purchase Request will be submitted to the Records Office for barcoding and shall be forwarded to the BAC Office for verification against the PPMP.
 - 6.1.4 Verified Purchase Request shall then be forwarded to the Property Office for numbering and signature of the Head certifying as to the non-availability of the item(s), justifying the need for procurement.
 - 6.1.5 The Budget Officer shall certify the budget allocation for the requested item(s)/product(s).
 - 6.1.6 The Head of the Finance & Management Services (FMS) shall recommends the approval of the item(s)/product(s) to be purchased.
 - 6.1.7 The President, as the Head of Procuring Entity (HOPE) approves the Purchase Request.
- 6.2 Upon approval of the Purchase Request, the BAC Secretariat shall prepare Request for Quotation (RFQ) and post the approved Purchase Request together with the Request for Quotation in the PhilGEPS Website within three (3) working days.
- 6.3 As a general rule all procurement must undergo open and competitive bidding
 - 6.3.1 For procurement subject to public/competitive bidding (ABC of 500,000.00 and above) the following procedures and timeline are to be undertaken as stated below:
 - 6.3.1.1 Pre-procurement Conference - (Day 1 after posting @ PhilGEPS)
 - 6.3.1.2 Advertisement/Posting of Invitation to Bid – (Day 1 to 7)
 - 6.3.1.3 Pre-Bid Conference – (Day 8 to 40)
 - 6.3.1.4 Deadline of Submission and Receipts of Bids/Opening of Bids – (Day 52)
 - 6.3.1.5 Bid Evaluation – (Day 53 to 59)
 - 6.3.1.6 Post-Qualification by TWG – (Day 60 to 104)
 - 6.3.1.7 Approval of Resolution/Issuance of Notice of Award – (Day 105 to 119)
 - 6.3.1.9 Contract Preparation and Signing – (Day 120 to 129)
 - 6.3.1.10 Issuance of Notice to Proceed – (Day 130 to 136)
 - 6.3.2 For Alternative Methods of Procurement
 - 6.3.2.1 Direct Contracting – the following steps are to be undertaken:
 - 6.3.2.1.1 The BAC shall prepare the RFQ or pro-forma invoice together with the terms and conditions of sale, and shall send the same to the identified direct supplier.
 - 6.3.2.1.2 Simplified negotiations on the terms and conditions of the contract may be conducted by the BAC to ensure that the supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.
 - 6.3.2.1.3 The BAC shall recommend to the HOPE that the Procurement Contract be awarded in favor of the winning bidders.
 - 6.3.2.2 Repeat Order - (not to exceed 25% of the quantity of each item in the original contract), the following procedures are to be undertaken.
 - 6.3.2.2.1 Upon determination of the need to replenish the goods earlier procured through competitive bidding, the End-User shall prepare the necessary Purchase Request for the procurement of additional goods, after a careful study and confirmation of the prevailing market price of the goods to be re-ordered and comparing this with the price of the goods in the original contract, accompanied by the appropriate justification why the re-ordering is being pursued.
 - 6.3.2.2.2 When all the conditions are present, the BAC shall recommend to the HOPE to award the Procurement Contract to the supplier through a Repeat Order.
 - 6.3.2.3 Shopping - (ABC of below 50,000.00) the following procedures and timeline are to be undertaken as stated below:
 - 6.3.2.3.1 Distribution and Retrieval of Request for Quotation/Canvass – 10 days
 - 6.3.2.3.2 Opening of Canvass/RFQ (USM-SYS-F40-Rev.1.2020.03.02) – 1 day
 - 6.3.2.3.3 Preparation and Approval of Abstract of Bids and Quotation (USM-BAC-F07-Rev.1.2020.03.02)- 5 days
 - 6.3.2.3.4 Preparation and Approval of Purchase Order (USM-SYS-F30-Rev.1.2020.03.02) – 13 days



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM – PRO-003- Rev.5.2020.11.18
Purchasing Procedure	Rev. No.	5
		Page 4 of 5

6.3.2.4 Negotiated Procurement

6.3.2.4.1 For Small Value Procurement the following procedures and timeline are to be undertaken as stated below:

- 6.3.2.4.1.1 Distribution and Retrieval of Request for Quotation/Canvass – 10 days
- 6.3.2.4.1.2 Opening of Canvass/RFQ (USM-SYS-F40-Rev.1.2020.03.02) – 1 day
- 6.3.2.4.1.3 Preparation and Approval of Abstract of Bids & Quotation (USM-BAC-F07-Rev.1.2020.03.02) – 5 days
- 6.3.2.4.1.4 Preparation and Approval of BAC Resolution (USM-BAC-F07-Rev.1.2020.03.02) – 7 days
- 6.3.2.4.1.5 TWG Report or Post-Qualification – 5 days
- 6.3.2.4.1.6 Preparation and Issuance of Notice of Award – 5 days
- 6.3.2.4.1.7 Preparation and Approval of Purchase Order (USM-SYS-F30-Rev.1.2020.03.02) – 13 days
- 6.3.2.4.1.8 Preparation and Approval of Notice to Proceed – 5 days
- 6.3.2.4.2 Agency to Agency – Procurement of Goods, Infrastructure Projects and Consulting Services from another agency of the GoP, such as DBM-PS, which is tasked with a centralized procurement of common-Use Supplies for GoP in accordance with Letters of Instruction No. 755 and E.O. 359, s. 1989.

6.4 Issuance of Purchase Order

6.4.1 The University Purchaser, within 10 days after receipt of the Purchase Order, shall serve all approved Purchase Orders to the concerned supplier for confirmation of the item to be delivered with full understanding of the specified terms and conditions stated in the said order.

6.4.2 The University Purchaser shall facilitate the purchasing of items/products from the winning suppliers/bidders to be delivered or to be picked up.

6.5 Checking, Receiving and Distribution of purchased items (within 5 days after delivery)

6.5.1 Concerned Property Personnel shall receive all items purchased stated in the Purchase Order.

6.5.2 The Internal Audit Service (IAS) Team along with the Property Personnel shall check and inspect the conformity and/or compliance of the purchased item based on the approved Purchase Order.

6.5.3 The concerned Property Personnel based on the consolidated guide given by the BAC Office shall be responsible for the distribution of the purchased items to the end user.

6.6 Payment Procedure

6.6.1 The Property Personnel shall prepare the Disbursement Voucher (DV) supported by the entire pertinent document(s) for the payment of the item(s) purchased and forward the same to the Records Office.

6.6.2 The Record's Office shall forward the DV to the end user for signature, after which it will be forwarded to the Accounting Office.

6.6.3 The Journal Entry Voucher (JEV) shall be prepared by the concerned accounting personnel approved by the Head of the FMS/Accountant and shall be submitted to the Head of the Procuring Entity (HOPE) for approval.

6.6.4 Approved DV shall be returned to the Accounting Office for release and to the Cashier's Office for the payment.

6.7 Supplier's Performance Evaluation

6.7.1 The University Purchaser shall facilitate the issuance of Supplier's Performance Evaluation Sheet – External Provider (USM-PRO-F09-Rev.2.2020.11.18), Supplier's Performance Evaluation Sheet – Calibration (USM-PRO-F11-Rev.1.2020.11.18), Supplier's Performance Evaluation Sheet – Printing Job (USM-PRO-F14-Rev.1.2020.11.18), Supplier's Performance Evaluation Sheet – Car Aircon (USM-PRO-F15-Rev.1.2020.11.18), Consultancy Services Evaluation Sheet (USM-PRO-F16-Rev.1.2020.11.18) to the end-user for them to rate the performance of the supplier specifically on the quality of the products, time and duration of the delivery and after sales services.

6.7.2 The end-user shall immediately return the accomplished evaluation sheet or shall be due for retrieval one (1) day after the receipt of the evaluation form.

6.7.3 The purchaser shall consolidate and analyze all SPES and SES received from end-user every quarter and make a report out of them.

6.7.4 Summarized report shall be submitted to the HOPE for final evaluation, comments and suggestions.

6.7.5 Feedback Mechanism

6.7.5.1 Provide external service providers with the results of the SPES

6.7.5.2 For providers with Satisfactory or Needs Improvement results, require action to improve services within 5 working days.

6.7.5.3 Forward the reply of the service providers to the HOPE for appropriate action.

7. RECORDS RETENTION AND DISPOSAL

7.1 Records of this procedure shall be retained for a period of three years for possible review and recall.

7.2 Disposal shall be done through shredding/tearing or burning with permission and authorization of the higher authorities.

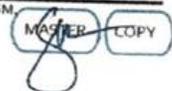


UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM – PRO-003- Rev.5.2020.11.18
Purchasing Procedure	Rev. No.	5
		Page 5 of 5

8. FORMS AND RECORDS

- 8.1 Purchase Request (USM-SYS-F29-Rev.1.2020.03.02)
- 8.2 Purchase Order (USM-SYS-F30-Rev.1.2020.03.02)
- 8.3 RFQ/Canvass Form (USM-SYS-F40-Rev.1.2020.03.02)
- 8.4 Abstract of Bids and Quotation (USM-BAC-F07-Rev.1.2020.03.02)
- 8.5 Supplier Performance Evaluation Sheet- External Provider (USM-PRO-F09-Rev.2.2020.11.18)
- 8.6 Supplier Performance Evaluation Sheet - Calibration (USM-PRO-F11-Rev.1.2020.11.18)
- 8.7 Supplier Performance Evaluation Sheet -Printing Job (USM-PRO-F14-Rev.1.2020.11.18)
- 8.8 Supplier Performance Evaluation Sheet- Car Aircon) (USM-PRO-F15-Rev.1.2020.11.18)
- 8.9 Consultancy Services Evaluation Sheet (USM-PRO-F16-Rev.1.2020.11.18)

UNCONTROLLED



**THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF
REPUBLIC ACT NO. 9184, OTHERWISE KNOWN AS THE
GOVERNMENT PROCUREMENT REFORM ACT**

RULE I – GENERAL PROVISIONS

Section 1. Short Title and Purpose

This 2016 Revised Implementing Rules and Regulations, hereinafter called the IRR, is promulgated pursuant to Section 75 of Republic Act No. (R.A.) 9184, otherwise known as the "Government Procurement Reform Act," for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines (GoP).^(a)

Section 2. Declaration of Policy

The provisions of this IRR are in line with the commitment of the GoP to promote good governance and its effort to adhere to the principles of transparency, accountability, equity, efficiency, and economy in its procurement process. It is the policy of the GoP that procurement of Goods, Infrastructure Projects and Consulting Services shall be competitive and transparent, and therefore shall undergo competitive bidding, except as provided in Rule XVI of this IRR.^(a)

Section 3. Governing Principles on Government Procurement

The procurement of the GoP shall be governed by these principles:

- a) Transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities and participation of pertinent non-government organizations.
- b) Competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in competitive bidding.
- c) Streamlined procurement process that will uniformly apply to all government procurement. The procurement process shall be simple and made adaptable to advances in modern technology in order to ensure an effective and efficient method.
- d) System of accountability where both the public officials directly or indirectly involved in the procurement process as well as in the implementation of procurement contracts and the private parties that deal with GoP are, when warranted by circumstances, investigated and held liable for their actions relative thereto.
- e) Public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of the Act and this IRR, and that all these contracts are performed strictly according to specifications.

Section 4. Scope and Application of the IRR

- 4.1 This IRR shall apply to all procurement of any branch, agency, department, bureau, office, or instrumentality of the GoP, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs).
- 4.2 Any Treaty or International or Executive Agreement to which the GoP is a signatory affecting the subject matter of the Act and this IRR shall be observed. In case of conflict between the terms of the Treaty or International or Executive Agreement and this IRR, the former shall prevail.
- 4.3 Unless the Treaty or International or Executive Agreement expressly provides another or different procurement procedures and guidelines, R.A. 9184 and this IRR shall apply to Foreign-funded Procurement of Goods, Infrastructure Projects, and Consulting Services by the GoP.

The GoP negotiating panels shall, as its default position, adhere to R.A. 9184 and this IRR, or at the very least, selection through competitive bidding, in all Foreign-funded Procurement. If the Treaty or International or Executive Agreement states otherwise, then the negotiating panel shall ensure that the reasons for the adoption of a different rule or method of procurement are clearly reflected in the records of discussion.^(a)

- 4.4 This IRR shall not apply to the following activities:
 - a) Procurement of Goods, Infrastructure Projects and Consulting Services funded from Foreign Grants covered by R.A. 8182, as amended by R.A. 8555, entitled "An Act Excluding Official Development Assistance (ODA) from the Foreign Debt Limit in order to Facilitate the Absorption and Optimize the Utilization of ODA Resources, Amending for the Purpose Paragraph 1, Section 2 of R.A. 4860, As Amended," unless the GoP and the foreign grantor/foreign or international financing institution agree otherwise;
 - b) Acquisition of real property which shall be governed by R.A. 10752, entitled "An Act Facilitating the Acquisition of Right-Of-Way Site or Location for National Government Infrastructure Projects," and other applicable laws, rules and regulations; and
 - c) Public-Private sector infrastructure or development projects and other procurement covered by R.A. 6957, as amended by R.A. 7718, entitled "An Act Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, and for Other Purposes," as amended: *Provided, however,* That for the portions financed by the GoP, in whole or in part, the provisions of the Act and this IRR shall apply.^(a)
- 4.5 The following are not procurement activities under R.A. 9184 and this IRR:
 - a) Direct financial or material assistance given to beneficiaries in accordance with the existing laws, rules and regulations, and subject to the guidelines of the concerned agency;
 - b) Participation in local or foreign scholarships, trainings, continuing education, conferences, seminars or similar activities that shall be governed by applicable COA, CSC, and DBM rules;
 - c) Lease of government-owned property as lessor for private use;

- d) Hiring of Job Order Workers;
- e) Joint Venture under the revised NEDA Guidelines (GOCC and Private Entities), and Joint Venture Agreements by LGU with Private entities; and
- f) Disposal of Property and Other Assets of the Government.⁽ⁿ⁾

Section 5. Definition of Terms

For purposes of this IRR, the following terms or words and phrases shall mean or be understood as follows:

- a) **Act.** Refers to R.A. 9184, entitled "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes," otherwise known as the Government Procurement Reform Act.
- b) **Approved Budget for the Contract (ABC).** Refers to the budget for the contract duly approved by the HoPE, as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations, in the case of national government agencies (NGAs); the corporate budget for the contract approved by the governing board, pursuant to Executive Order (E.O). No. 518, s. 1979, in the case of GOCCs and GFIs, and R.A. 8292 in the case of SUCs; the budget approved by the Sanggunian through an appropriations ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Obligational Authority (MYOA) or an equivalent document is required, the ABC shall be that incorporated in the project cost reflected in the MYOA or equivalent document.

For Foreign-funded Procurement, the ABC refers to the cost estimate prepared by the Procuring Entity and approved by the foreign government/foreign or international financing institution as specified in the Treaty or International or Executive Agreement.^(a)

- c) **Bid.** Refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents. For purposes of, and throughout this IRR, the term "Bid" shall be equivalent to and be used interchangeably with "Proposal" and "Tender."^(5.d)
- d) **Bidder.** Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents.^(5.ea)
- e) **Bidding Documents.** Refer to the documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects and/or Consulting Services required by the Procuring Entity.^(5.f)
- f) **Bids and Awards Committee (BAC).** Refers to the Committee established in accordance with Rule V of this IRR.^(5.c)
- g) **Common-Use Supplies and Equipment (CSE).** Refer to those goods, materials and equipment that are used in the day-to-day operations of Procuring Entities in the performance of their functions. For the purpose of this IRR, CSE shall be those included in the Electronic Catalogue of the PhilGEPS.^(a)

- h) **Competitive Bidding.** Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, the terms "Competitive Bidding" and "Public Bidding" shall have the same meaning and shall be used interchangeably.
- i) **Consulting Services.** Refer to services for infrastructure projects and other types of projects or activities of the GoP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GoP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. General principles on Consulting Services are provided for in Annex "B" of this IRR.
- j) **Domestic Bidder.** Refers to any person or entity offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.
- k) **Domestic Entity.** Refers to an individual or a sole proprietor who is a citizen of the Philippines or a partnership, corporation, cooperative, or association duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest or outstanding capital stock belongs to citizens of the Philippines, habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid.¹
- l) **Executive Agreements.** Refer to International Agreements except that they do not require legislative ratification.
- m) **Expendable Supplies.** Refer to articles which are normally consumed in use within one (1) year or converted in the process of manufacture or construction, or those having a life expectancy of more than one (1) year but which shall have decreased substantially in value after being put to use for only one (1) year (*e.g.*, medicines, stationery, fuel, and spare parts).
- n) **Foreign Bid.** Refers to any offer of articles, materials or supplies not manufactured or not to be manufactured in the Philippines, substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.
- o) **Foreign-funded Procurement.** Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the GoP which are wholly or partly funded by Foreign Loans or Grants pursuant to a Treaty or International or Executive Agreement. For purposes of, and throughout this IRR, the term "foreign-funded procurement" shall have the same meaning as and shall be used interchangeably with "foreign-funded projects" or "foreign-assisted projects."

¹ Preference to domestic entities, provided for under Commonwealth Act 138, dated 7 November 1936, which has been expressly repealed by R.A. 10667, The Philippine Competition Act of 2015, shall no longer be applied.

- p) **Foreign Grants.** Refer to grants with no repayment obligations and are provided in monetary form, goods, works, and consultancy services, among others.
- q) **Foreign Loans.** Refer to loans, credits, and indebtedness with private foreign banks or with foreign governments, agencies, or instrumentalities of such foreign governments, foreign financial institutions, or other international organizations with whom, or belonging to countries with which, the Philippines has diplomatic relations, as may be necessary and upon such terms and conditions as may be agreed upon, to enable the GoP to finance, either directly or through any government office, agency or instrumentality or any government-owned and controlled corporation, industrial, agricultural or other economic development purposes or projects authorized by law.
- r) **Goods.** Refer to all items, supplies, materials and general support services, except Consulting Services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity.^(a)
- s) **Government Procurement Policy Board (GPPB).** Refers to the Body created in accordance with Rule XX of this IRR.
- t) **Head of the Procuring Entity (HoPE).** Refers to: (i) the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices, and other branches of government; (ii) the governing board or its duly authorized official, for GOCCs, GFIs and SUCs; or (iii) the local chief executive, for LGUs: *Provided, however,* That in an agency, department, or office where the procurement is decentralized, the head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the agency, department, or office.^(a)
- u) **Infrastructure Projects.** Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. For purposes of, and throughout this IRR, the term "Infrastructure Projects" shall have the same meaning as, and shall be used interchangeably with, "civil works" or "works."
- v) **International Agreement.** Refers to a contract or understanding, regardless of nomenclature, entered into between the GoP and another government or foreign or international financing institution in written form and governed by international law, whether embodied in a single instrument or in two (2) or more related instruments.
- w) **Non-expendable Supplies.** Refer to articles which are not consumed in use and ordinarily retain their original identity during the period of use, whose serviceable life is more than one (1) year and which add to the assets of the GoP (*e.g.*, furniture,

fixtures, transport and other equipment). For this IRR, the term non-expendable supplies shall include semi-expendable property.^(a)

- x) **Philippine Government Electronic Procurement System (PhilGEPS).** Refers to the **electronic** System as provided in Section 8 of this IRR. For purposes of, and throughout this IRR, the term "PhilGEPS" shall have the same meaning as, and shall be used interchangeably with, "G-EPS" referred to in the Act.
- y) **Philippine National.** Refers to an individual or a sole proprietor who is a citizen of the Philippines or a partnership, corporation, or association organized under the laws of the Philippines of which at least sixty percent (60%) of the capital or interest is owned by citizens of the Philippines, or cooperatives registered with the Cooperative Development Authority.^(a)
- z) **Portal.** Refers to a website that integrates a wide variety of contents for the purpose of attracting and aggregating multiple users together in a central virtual space.
- aa) **Procurement.** Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the Procuring Entity. In case of projects involving mixed procurements, the nature of the procurement, *i.e.*, Goods, Infrastructure Projects or Consulting Services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 10752 and other applicable laws, rules and regulations.^(a)
- bb) **Procuring Entity.** Refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the GoP (NGA), including GOCC, GFI, SUC and LGU procuring goods, infrastructure projects and consulting services.
- cc) **Treaties.** Refer to international agreements entered into by the GoP which require legislative ratification after executive concurrence.
- dd) **Universal or Commercial Banks.** Refer to universal or commercial banks duly authorized under R.A. 8791, otherwise known as "The General Banking Act of 2000."

Section 6. Standardization of Procurement Process and Forms

- 6.1 To systematize the procurement process, avoid confusion and ensure transparency, the GPPB shall pursue the development and approval of generic procurement manuals, standard Bidding Documents, and forms, including those to be used for major procurement like drugs and textbooks.^(a)
- 6.2 Procuring Entities are mandated to use the Generic Procurement Manuals (GPMs), Philippine Bidding Documents (PBDs), and other standard forms issued by the GPPB. However, whenever necessary, to suit the particular needs of the Procuring Entity, modifications may be made, particularly for major and specialized procurement, subject to the approval of the GPPB.^(a)

RULE II – PROCUREMENT PLANNING

Section 7. Procurement Planning and Budgeting Linkage

- 7.1. All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP). For purposes of this IRR, a procurement project shall be considered crucial to the efficient discharge of governmental functions if it is required for the day-to-day operations or is in pursuit of the principal mandate of the Procuring Entity concerned. The APP shall include provisions for foreseeable emergencies based on historical records. In the case of Infrastructure Projects, the APP shall consider the appropriate timing/phasing of related project activities, such as, engineering design and acquisition of right-of-way site or location, to reduce/lower project costs.^(a)
- 7.2. No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the HoPE or second-ranking official designated by the HoPE to act on his behalf.^(a)
- 7.3. The APP shall be formulated and revised only in accordance with the following guidelines:
 - 7.3.1. Upon issuance of the budget call in the case of NGAs, SUCs, Constitutional Commissions or Offices, or similar document for GOCCs, GFIs and LGUs, the Procuring Entity shall prepare its indicative APP for the succeeding calendar year to support its proposed budget taking into consideration the budget framework for that year in order to reflect its priorities and objectives.^(a)
 - 7.3.2. In the preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs). The PPMP shall include:
 - a) information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB, or consigned;
 - b) the type and objective of contract to be employed;
 - c) the extent/size of contract scopes/packages;
 - d) the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 7.3.3 of this IRR;
 - e) the time schedule for each procurement activity and for the contract implementation; and
 - f) the estimated budget for the general components of the contract.

For purposes of this Section, consignment refers to an arrangement where the following requisites are present: (a) delivery of goods by their owner (consignor), without sale, to a government agency (consignee); (b) consignee must try to sell the goods and remit the price of the sold goods to the consignor; (c) consignee accepts without any liability except for failure to reasonably protect them from damage; (d) no disbursement of government funds is involved; and (e) at terms not disadvantageous to the GoP.

Based on the specific needs, the end-user or implementing units of the Procuring Entity shall be responsible for the preparation of all documents necessary for the procurement activity, including but shall not be limited to, the technical specifications, scope of work, or terms of reference.^(a)

7.3.3. In order to hasten project implementation, Procuring Entities which may not have the proficiency or capability to undertake a particular procurement, as determined by the HoPE concerned, may outsource the procurement tasks by:

- a) Requesting other GoP agencies to undertake such procurement for them, through the execution of a memorandum of agreement containing specific arrangements, stipulations and covenants, in accordance with government budgeting, accounting and auditing rules;
- b) Engaging private procurement agents to directly undertake the procurement for them, subject to the guidelines to be issued by the GPPB; or
- c) Recruiting or engaging consultants to assist them directly and/or train their staff in the management of the procurement function.^(53.6a)

7.3.4. The PPMPs shall then be submitted to the Procuring Entity's Budget Office for evaluation in order to ensure consistency with the Procuring Entity's budget proposal and compliance with existing budgeting rules. The PPMPs included in the budget proposal shall be forwarded to the BAC Secretariat for consolidation into an indicative APP, and to the BAC for final recommendation of the appropriate procurement modality. For this purpose, the indicative APP shall include the following:

- a) Name of Procurement Project;
- b) Procurement Management Office (PMO)/end-user/implementing unit;
- c) Method of Procurement;
- d) Schedule of identified procurement activities as reflected in the APP form approved by the GPPB;
- e) Source of funds;
- f) Indicative ABC; and
- g) Other relevant descriptions of the project, if applicable.

The indicative APP and budget proposal shall be simultaneously submitted to the HoPE and/or other oversight bodies for approval.^(a)

7.3.5. As soon as the GAA, corporate budget, or appropriation ordinance, as the case may be, becomes final, the end-user or implementing units shall revise and adjust the PPMPs to reflect the budgetary allocation for their respective PAPs. The revised PPMPs shall be submitted to the BAC, through its Secretariat, for the final recommendation of the methods of procurement. The indicative APP shall then be revised and approved in accordance with Section 7.2 of this IRR. The APP shall be submitted to the GPPB on or before the end of January of the budget year, and shall be posted in accordance with E.O. 662, series of 2007, as amended.^(a)

- 7.4. Changes to the individual PPMPs and the consolidated APP may be undertaken every six (6) months or as often as may be required by the HoPE. The respective end-user or implementing units of the Procuring Entity shall be responsible for the changes to the PPMPs, while the BAC Secretariat shall be responsible for the consolidation of these PPMPs into an APP, which shall be subject to the approval of the HoPE.

Changes in the APP, if any, for the budget year shall be submitted to the GPPB in July of the current budget year, and in January of the following budget year.^(a)

- 7.5. The ABC as reflected in the approved APP shall be at all times consistent with the appropriations for the project authorized in the GAA, continuing, and automatic appropriations, the corporate budget, and the appropriations ordinance, as the case may be.^(a)
- 7.6. To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake the procurement activities short of award.

NGAs, SUCs, Constitutional Commissions or Offices are encouraged to start their procurement activities immediately after the National Expenditure Program (NEP) has been submitted by the President to Congress, provided that the HoPE has approved the corresponding indicative APP. This will facilitate the awarding of procurement contracts after the enactment of the GAA, enabling the timely implementation and completion of programs and projects.

For a contract with a period not exceeding one (1) year, the ABC shall be based on the amount in the indicative APP as included in the proposed national budget submitted by the President to Congress; for GOCCs, on budget levels as proposed to the governing board; or for LGUs, on budget levels as proposed in the executive budget submitted to the Sanggunian. In the case of multi-year contracts, for which a MYOA or an equivalent document is required, the ABC shall be the amount reflected in the MYOA or equivalent document.

No award of contract shall be made until the GAA, corporate budget or appropriations ordinance, as the case may be, has been approved or enacted.⁽ⁿ⁾

RULE III – PROCUREMENT BY ELECTRONIC MEANS

Section 8. Procurement by Electronic Means and the Philippine Government Electronic Procurement System (PhilGEPS)

8.1. *The PhilGEPS*

- 8.1.1. To promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedures. Accordingly, there shall be a single portal that shall serve as the primary source of information on all government procurement. The PhilGEPS shall serve as the primary and definitive source of information on government procurement. For this purpose, the

Electronic Procurement System (EPS) established in accordance with E.O. 322, s. 2000, and E.O. 40, s. 2001, shall continue to be managed by the DBM-PS under the supervision of the GPPB, as the PhilGEPS, in accordance with this IRR.

8.1.2. To take advantage of the significant built-in efficiencies of the PhilGEPS and the volume discounts inherent in bulk purchasing, all Procuring Entities shall utilize the PhilGEPS for the procurement of Common-Use Supplies in accordance with the rules and procedures to be established by the GPPB. With regard to the procurement of non-common use items, Infrastructure Projects, and Consulting Services, agencies may hire service providers through competitive bidding to undertake their electronic procurement: *Provided, however,* That these service providers meet the following minimum requirements:

- a) Comply with the provisions of the Act and this IRR, and R.A. 8792, otherwise known as the "Electronic Commerce Act;"
- b) Linked to the PhilGEPS, particularly with regard to the posting of all bid opportunities and awards;
- c) Allow parallel manual submission of bids to the Procuring Entity;
- d) Ensure that the BAC shall have complete control of the bidding process, and that the BAC's sole authority to open bids is strictly observed;
- e) Its system must be virus-resilient and must provide sufficient security which is at least equivalent to that employed by the PhilGEPS, such as, but not limited to, firewall and encryption devices;
- f) Must provide for the use of electronic signatures and other current electronic authentication devices;
- g) Must have sufficient redundant back-up facilities;
- h) Must have provisions for linkage to the Procuring Entity's Financial Management Information System (FMIS), Logistics Management Systems, and other internal information systems that may interact with the procurement process; and
- i) Electronic payment facilities, if used, shall comply with all laws, rules and regulations issued by the Government.

8.1.3. The GPPB shall determine and certify compliance with the above requirements. However, the GPPB may delegate this task to technically capable agencies/offices/units of the Government.

8.2. *Features of the PhilGEPS*

8.2.1. The Electronic Bulletin Board

- a) The PhilGEPS shall have a centralized electronic bulletin board for posting procurement opportunities, notices, awards and reasons for award. All Procuring Entities are required to post all procurement opportunities, results of bidding and related information in the PhilGEPS bulletin board.

- b) Procuring Entities shall post the Invitation to Bid for Goods and Infrastructure Projects or the Request for Expression of Interest for Consulting Services, in the electronic bulletin board in accordance with Section 21 of this IRR.

8.2.2. Registry of Manufacturers, Suppliers, Distributors, Contractors and Consultants

- a) The PhilGEPS shall have a centralized electronic database of all manufacturers, suppliers, distributors, contractors and consultants registered under the system.
- b) Registration shall entail the submission of the requirements specified by the DBM-PS. Submission of these requirements may be done on-line at the PhilGEPS website or physically at the PhilGEPS office. Registration shall be effective for one year and may be renewed, provided that the manufacturer, supplier, distributor, contractor or consultant concerned maintains its registration current and updated at least once a year, or more frequently when needed.
- c) Manufacturers, suppliers, distributors, contractors and consultants applying for registration must also indicate their account number with a bank duly licensed by the *Bangko Sentral ng Pilipinas* (BSP) to facilitate payment as well as the posting of bid and performance security, when applicable. Any information submitted in connection with this subsection shall be kept confidential.
- d) The PhilGEPS shall deny registration to or exclude from the registry any party that is found to have willfully misrepresented any of the information provided in the application for registration or who is in the "blacklist" of the Government or any of its Procuring Entities in accordance with Section 69.4 of this IRR, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
- e) A manufacturer, supplier, distributor, contractor or consultant applying for registration shall be required to provide an e-mail address to which all communications from the BAC and the Procuring Entity shall be sent. The e-mail address provided shall be considered as such applicant's information system for purposes of reckoning the date of sending or receipt of electronic messages or documents.
- f) Registered manufacturers, suppliers, distributors, contractors and consultants shall secure a digital certificate from the government-accredited certification authority to be able to participate in the procurement activities of the PhilGEPS.
- g) Registration with the PhilGEPS is not an accreditation and thus not tantamount to a finding of eligibility, nor is it a guaranty that a manufacturer, supplier, distributor, contractor or consultant may participate in a competitive bidding without first being determined to be eligible for that particular competitive bidding.

8.2.3. The Electronic Catalogue

- a) The PhilGEPS shall have a centralized electronic catalogue of common and non-common use goods, supplies, materials and equipment.

- b) Procuring Entities shall procure common-use goods, supplies, materials and equipment from the Electronic Catalogue in the PhilGEPS. To be able to use the PhilGEPS, Procuring Entities shall be required to register and designate the officials or personnel authorized to transact with and operate the PhilGEPS from such Procuring Entities' terminals.
- c) Procuring Entities without internet access may avail of the PhilGEPS Public Access Terminals which shall be installed at DBM-designated locations in the provinces and in Metro Manila: *Provided, however,* That they shall comply with Section 8.3 of this IRR.
- d) The Electronic Catalogue may also feature non-common use items that may be procured directly and without competitive bidding by Procuring Entities from suppliers through the PhilGEPS Virtual Store: *Provided, however,* That for an item to be carried in the Electronic Catalogue for this purpose, the supplier thereof must have been determined as the Lowest Calculated Responsive Bidder in a previous bidding conducted by DBM-PS or by a Procuring Entity for DBM-PS: *Provided, further,* That such item will be featured in the Electronic Catalogue for a maximum period of six (6) months unless another supplier offers a price lower by at least five percent (5%) and such supplier is determined by the DBM-PS or by the Procuring Entity that conducted the previous bidding for DBM-PS to meet the eligibility and bidding requirements for the item, in which case the item from the latter supplier will be that featured in the Electronic Catalogue for the remainder of the six (6)-month period.

8.2.4. Additional Features

The PhilGEPS shall also feature a Virtual Store, Electronic Payment, Electronic Bid Submission, and such other features as may be developed in the future.

8.2.4.1. Virtual Store

The PhilGEPS may have a feature that will enable the ordering of common-use and non-common use items online called a virtual store. The virtual store shall be open only to registered Procuring Entities and may not be accessed by suppliers.

8.2.4.2. Electronic Payment

The PhilGEPS may support e-payment functions to pay for goods purchased through the Virtual Store to manage the generation of purchase orders and the payment of bids processed through the system.

The focus of this feature is to facilitate the electronic transfer of funds from DBM-PS to and from Procuring Entities and suppliers, and from Procuring Entities to suppliers, for bids managed directly by the Procuring Entity. The system shall:

- a) Generate purchase orders from a bid notice, award notice or contract;
- b) Support approval process for purchase orders before any payment or fund transfer is processed;

- c) Have a process to submit request for payment upon delivery of goods and/or services and the completion of the approval process; and
- d) Have the ability to interface with the designated bank of the Procuring Entity and suppliers to support the electronic transfer of funds.

8.2.4.3. Electronic Bid Submission

The PhilGEPS may support the implementation of e-Bid submission processes, which includes creation of electronic bid forms, creation of bid box, delivery of bid submissions, notification to supplier of receipt of bids, bid receiving and electronic bid evaluation. This facility shall cover all types of procurement for Goods, Infrastructure Projects and Consulting Services.

8.3. *Use of the PhilGEPS*

8.3.1. All Procuring Entities are mandated to fully use the PhilGEPS in accordance with the policies, rules, regulations, and procedures adopted by the GPPB and embodied in this IRR. In this connection, all Procuring Entities shall register with the PhilGEPS and shall undertake measures to ensure their access to an on-line network to facilitate the open, speedy and efficient on-line transmission, conveyance and use of electronic data messages or electronic documents. The DBM-PS shall assist Procuring Entities to ensure their on-line connectivity and help in training their personnel responsible for the operation of the PhilGEPS from their terminals.

8.3.2. The rules and regulations governing the manual method of procurement shall apply whenever the rules in this Section are silent. Further, the GPPB is authorized to approve changes in the procurement process to adapt to improvements in modern technology, provided that such modifications are consistent with the provisions of Section 3 of the Act and this IRR.

8.4. *Pre-bid Conferences and Notices under the PhilGEPS*

8.4.1. Pre-bid conferences shall be conducted in accordance with Section 22 of this IRR.^(a)

8.4.2. Requests for clarification from bidders may be sent electronically to the BAC. To be binding on bidders, clarifications and amendments to the Invitation to Bid/Request for Expression of Interest and to the Bidding Documents shall be in the form of Supplemental/Bid Bulletins which shall be posted in the PhilGEPS bulletin board.

8.4.3. The Supplemental/Bid Bulletins mentioned in the immediately preceding Subsection as well as all other notices to be made by the BAC to the bidders or prospective bidders shall be posted in the PhilGEPS bulletin board and sent electronically to the e-mail address indicated in the bidders' registration.

8.5. *Registration, Eligibility Requirements and Submission of Bids under the PhilGEPS*

8.5.1. To ensure the widest dissemination of the Invitation to Bid/Request for Expression of Interest, manufacturers, suppliers, distributors, contractors and/or consultants shall register with the PhilGEPS. All Procuring Entities already maintaining an electronic registry upon the effectivity of this IRR shall integrate the same with that of the PhilGEPS. A manufacturer, supplier, distributor, contractor or consultant duly registered with the PhilGEPS may participate in a procurement undertaken by any Procuring Entity, provided that the said manufacturer, supplier, distributor,

contractor or consultant maintains its registration current and updated in accordance with the provisions of this IRR, and its registration is proper and relevant to the particular type of procurement.

8.5.2. All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- a) Registration Certificate;
- b) Mayor's/Business Permit or its Equivalent Document;
- c) Tax Clearance;
- d) Philippine Contractors Accreditation Board (PCAB) license and registration; and
- e) Audited Financial Statements.

For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

These documents shall be accompanied by a Sworn Statement in a form prescribed by the GPPB stating that the documents submitted are complete and authentic copies of the original, and all statements and information provided therein are true and correct. Upon receipt of the said documents, the PhilGEPS shall process the same in accordance with the guidelines on the Government of the Philippines – Official Merchants Registry (GoP-OMR).^(a)

8.5.3. Registered bidders determined to be eligible may submit their bids at any time before the closing date specified in the Bidding Documents. The PhilGEPS shall bar all incoming bids after such prescribed date and time.^(a)

8.5.4. The PhilGEPS shall have a feature that allows the electronic submission of eligibility requirements and bids.

8.5.5. Upon receipt of a bid, the PhilGEPS shall generate and send a message to the bidder acknowledging such receipt.

8.6. *Opening of Bids under the PhilGEPS*

8.6.1. The BAC shall have the sole authority to open the bids.

8.6.2. Only the financial proposals of bidders whose technical proposals meet the minimum technical requirements shall be opened or decrypted.

8.6.3. An update of all procurement contracts, regardless of whether procurement is done electronically or manually, shall be posted on the PhilGEPS bulletin board. The update shall include, but shall not be limited to, the status of procurement contracts, including the names of contract awardees and the amount of the contract.

8.6.4. Without prejudice to criminal prosecution under the applicable provisions of the Act and this IRR, R.A. 8792, R.A. 3019, otherwise known as the "Anti-Graft and Corrupt Practices Act," and other applicable penal laws, public officials and employees who

commit any of the following acts shall be deemed to have committed grave misconduct and shall be sanctioned and/or penalized in accordance with the applicable Civil Service rules and regulations:

- a) Opening or decryption, by whatever means, of bids submitted through the PhilGEPS ahead of the appointed time for the opening or decryption of such bids;
- b) Causing the unauthorized disclosure of any information or document submitted through the PhilGEPS;
- c) Hacking into or cracking the PhilGEPS, or aiding another person to hack into or crack the same; or
- d) Any other act that breaches or violates the security, integrity, and confidentiality of the PhilGEPS.

8.6.5. When any of the foregoing acts is done by the administrator(s) or employee(s) of a service provider hired by a Procuring Entity, or in collusion with, or by a private party who is a participant in the bidding process, said administrator(s), employee(s) or private party shall be imposed the corresponding sanctions and/or penalties under this IRR.

8.7. *Observers*

The PhilGEPS shall allow observers, duly authorized by the BAC, to monitor the procurement proceedings on-line: *Provided, however,* That such observers do not have any direct or indirect interest in the contract to be bid as prescribed in Section 13 of this IRR.

Section 9. Security, Integrity and Confidentiality

The PhilGEPS shall incorporate the following features, which shall be periodically upgraded to keep abreast with developments in technology:

- a) *Security* – The PhilGEPS shall be protected from unauthorized access or interference through the incorporation of security features such as, but not limited to, firewalls. Periodic tests shall be conducted to ensure that the system cannot be breached.
- b) *Integrity* – The PhilGEPS shall ensure that no person, including the system administrators and chairperson and members of the BAC, shall be able to alter the contents of bids submitted through the system or read the same ahead of the stipulated time for the decryption or opening of bids. For this purpose, bids submitted through the PhilGEPS shall be sealed through electronic keys. The authenticity of messages and documents submitted through the PhilGEPS shall also be ensured by the use of electronic signatures.
- c) *Confidentiality* – The PhilGEPS shall ensure the privacy of parties transacting with it. For this purpose, no electronic message or document sent through the system shall be divulged to third parties unless such electronic message or document was sent after the sender was informed that the same will be made publicly available. The PhilGEPS shall protect the intellectual property rights over documents, including technical designs, submitted in response to Invitations to Bid.

- d) *Audit Trail* – The PhilGEPS shall include a feature that provides for an audit trail for on-line transactions, and allows the Commission on Audit (COA) to verify the security and integrity of the system at any time.
- e) *Performance Tracking* – The performance of manufacturers, suppliers, distributors, contractors and consultants shall be tracked to monitor compliance with delivery schedules and other performance indicators. Similarly, the performance of Procuring Entities shall be tracked to monitor the settlement of their obligations to manufacturers, suppliers, distributors, contractors and consultants.

RULE IV – COMPETITIVE BIDDING

Section 10. Competitive Bidding

All procurement shall be done through competitive bidding, except as provided in Rule XVI of this IRR.

RULE V – BIDS AND AWARDS COMMITTEE

Section 11. The BAC and its Composition

11.1. BAC Structure

- 11.1.1. Each Procuring Entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of this IRR in order to facilitate professionalization and harmonization of procedures and standards. In line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, Heads of Procuring Entities shall aim to consolidate or unify all procurement activities of the organization, whether locally-funded or foreign-assisted, and whether pertaining to Goods, Infrastructure Projects or Consulting Services.
- 11.1.2. However, to expedite the procurement process for practical intents and purposes, the HoPE may create separate BACs where the number and complexity of the items to be procured shall so warrant. The BACs may be organized either according to: (a) geographical location of PMO or end-user or implementing units of the Procuring Entity; or (b) nature of procurement. Similar committees for decentralized and lower level offices may also be formed when deemed necessary by the HoPE.

11.2. BAC Composition

- 11.2.1. The HoPE shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency.
- 11.2.2. The BAC for NGAs, departments, bureaus, offices, or instrumentalities of the GoP, including the judicial and legislative branches, constitutional commissions, SUCs, GOCCs, and GFIs shall be composed of the following:

Regular Members:

- a) Chairperson, who is at least a third (3rd) ranking permanent official of the Procuring Entity;
- b) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the legal or administrative area of the Procuring Entity: *Provided*, That in the case of bureaus, regional offices and sub-regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;
- c) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the finance area of the Procuring Entity: *Provided*, That in the case of bureaus, regional offices and sub-regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;

Provisional Members:

- d) An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement; and
- e) A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures. When procurement tasks are outsourced to another GoP agency as a procurement agent pursuant to Section 7.3.3, a representative from the Procuring Entity may be designated as a provisional member to the BAC. For this purpose, the procuring entity shall recommend the provisional member to be designated.

The Chairperson and the Vice-Chairperson shall also be designated by the HoPE. Moreover, the Vice-Chairperson shall be a regular member of the BAC. For purposes of this IRR, the term "permanent" shall refer to a *plantilla* position within the Procuring Entity concerned.^(a)

11.2.3 The BAC for Local Government Units shall be composed of the following:

- a.) For Provinces, Cities, and Municipalities
 - i. One representative each from the regular offices under the Office of the Local Chief Executive such as, but not limited to, the following: Office of the Administrator, Budget Office, Legal Office, Engineering Office, General Services Offices; and
 - ii. A representative from the end user unit.

The Chairperson and Vice-Chairperson shall be designated by the Local Chief Executive. The Chairperson of the BAC shall be at least a third (3rd) ranking permanent official of the Procuring Entity. The members of the BAC shall be personnel occupying *plantilla* positions of the Procuring Entity concerned.

b.) For Barangays:

- i. The BAC shall be composed of at least five (5), but not more than seven (7) regular members of the Sangguniang Barangay, except the Punong Barangay.
- ii. The Punong Barangay, being the Local Chief Executive, shall designate the Chairperson, Vice-Chairperson, and members of the BAC.^(a)

11.2.4. The HoPE may designate alternate BAC members, who shall have the same qualifications as that of the members originally designated under Section 11.2.2 of this IRR. The alternate members shall attend meetings of the BAC and receive the proportionate honoraria, whenever the original members are absent. The alternate members shall have the same term as the original members.^(a)

11.2.5. In no case shall the HoPE and/or the approving authority be the Chairperson or a member of the BAC.

11.2.6. Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term: *Provided, however,* That in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the HoPE.

Section 12. Functions of the BAC

12.1. The BAC shall have the following functions: (a) advertise and/or post the invitation to bid/request for expressions of interest; (b) conduct pre-procurement and pre-bid conferences; (c) determine the eligibility of prospective bidders; (d) receive and open bids; (e) conduct the evaluation of bids; (f) undertake post-qualification proceedings; (g) resolve requests for reconsideration; (h) recommend award of contracts to the HoPE or his duly authorized representative; (i) recommend the imposition of sanctions in accordance with Rule XXIII; (j) recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof; k) conduct any of the Alternative Methods of Procurement; l) conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and m) perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the following:

- 1.) Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- 2.) Review of Bidding Documents;
- 3.) Shortlisting of Consultants;
- 4.) Eligibility Screening;

- 5.) Evaluation of Bids;
- 6.) Post-Qualification; and
- 7.) Resolution of Request for Reconsideration.

To the extent possible, the BAC in central offices shall render necessary assistance to its regional or lower office BACs to facilitate the conduct of procurement from pre-procurement conference to the post-qualification stage.^(a)

- 12.2. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.^(a)

12.3. *Quorum*

A majority of the total BAC composition as designated by the HoPE shall constitute a quorum for the transaction of business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.

12.4. *Meetings*

The Chairperson or, in his absence, the Vice-Chairperson, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is quorum shall be valid and binding as an act of the BAC: *Provided, however,* That the Chairperson or, in his absence, the Vice-Chairperson, shall vote only in case of a tie.

Section 13. Observers

- 13.1. To enhance the transparency of the process, the BAC shall, during the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification, invite, in addition to the representative of the COA, at least two (2) observers, who shall not have the right to vote, to sit in its proceedings where:

1. At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand, for example:
 - a) For Infrastructure Projects, national associations of constructors duly recognized by the Construction Industry Authority of the Philippines (CIAP), such as, but not limited to the following:
 - (1) Philippine Constructors Association, Inc.; or
 - (2) National Constructors Association of the Philippines, Inc.

- b) For Goods, a specific relevant chamber-member of the Philippine Chamber of Commerce and Industry.
 - c) For Consulting Services, a project-related professional organization accredited or duly recognized by the Professional Regulation Commission or the Supreme Court, such as, but not limited to:
 - (1) Philippine Institute of Civil Engineers (PICE);
 - (2) Philippine Institute of Certified Public Accountants (PICPA); or
 - (3) Confederation of Filipino Consulting Organizations; and
2. The other observer shall come from a non-government organization (NGO).^(a)
- 13.2. The observers shall come from an organization duly registered with the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA), and should meet the following criteria:
- a) Knowledge, experience or expertise in procurement or in the subject matter of the contract to be bid;
 - b) Absence of actual or potential conflict of interest in the contract to be bid; and
 - c) Any other relevant criteria that may be determined by the BAC.
- 13.3. Observers shall be invited at least five (5) calendar days before the date of the procurement stage/activity. The absence of observers will not nullify the BAC proceedings: *Provided*, That they have been duly invited in writing. The Procuring Entities should ensure that the invitation is received at least five (5) calendar days before each procurement activity. In the event that a procurement activity has to be postponed, the observers shall be notified immediately of the change in schedule. ^(a)
- 13.4. The observers shall have the following responsibilities:
- a) To prepare the report either jointly or separately indicating their observations made on the procurement activities conducted by the BAC for submission to the HoPE, copy furnished the BAC Chairperson. The report shall assess the extent of the BAC's compliance with the provisions of this IRR and areas of improvement in the BAC's proceedings;
 - b) To submit their report to the Procuring Entity and furnish a copy to the GPPB and Office of the Ombudsman/Resident Ombudsman. If no report is submitted by the observer within seven (7) calendar days after each procurement activity, then it is presumed that the bidding activity conducted by the BAC followed the correct procedure; and
 - c) To immediately inhibit and notify in writing the Procuring Entity concerned of any actual or potential interest in the contract to be bid.^(a)
- 13.5. Observers shall be allowed access to or be provided with the following documents free of charge upon their request: (a) minutes of BAC meetings; (b) abstract of Bids; (c) post-qualification summary report; (d) APP and related PPMP; and (e) opened proposals. In all instances, observers shall be required to enter into a confidentiality

agreement with the concerned Procuring Entity in accordance with the form prescribed by the GPPB.^{2(a)}

Section 14. BAC Secretariat / Procurement Unit

- 14.1. The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. The Secretariat shall have the following functions and responsibilities:
- a) Provide administrative support to the BAC and the TWG;
 - b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
 - c) Prepare minutes of meetings and resolutions of the BAC;
 - d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
 - e) Manage the sale and distribution of Bidding Documents to interested bidders;
 - f) Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
 - g) Assist in managing the procurement processes;
 - h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
 - i) Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
 - j) Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.^(a)
- 14.2. In case of an existing *ad hoc* Secretariat, the HoPE shall assign full-time support staff to their BAC Secretariat. The head of the Secretariat in central offices shall be at least a fifth (5th) ranking permanent employee or, if not available, a permanent employee of lower rank; or shall be at least a third (3rd) ranking permanent employee in bureaus, regional offices and sub-regional/ district offices, or if not available, a permanent employee of lower rank. In addition to integrity, Heads of Procuring Entities shall consider procurement proficiency as a factor in designating the head of the Secretariat and Procurement Unit.^(a)
- 14.3. To expedite the procurement process, the HoPE shall ensure that the members of the BAC, its Secretariat and TWG, shall give utmost priority to BAC assignments over all

² Confidentiality Agreement based on the 2014 Procurement Observer's Guide.
Page 21 of 149

other duties and responsibilities, until the requirements for the said assignments at hand are completed.^(a)

Section 15. Honoraria of BAC, BAC Secretariat, and TWG Members

The Procuring Entity may grant payment of honoraria to the BAC members in an amount not to exceed twenty five percent (25%) of their respective basic monthly salary subject to availability of funds. For this purpose, the DBM shall promulgate the necessary guidelines. The Procuring Entity may also grant payment of honoraria to the BAC Secretariat and the TWG members, subject to the relevant rules of the DBM.

Section 16. Professionalization of BAC, TWG Members and Procurement Units

The GPPB shall establish a sustained training program to develop the capability of the BACs, BAC Secretariats, TWGs, and the Procurement Units of Procuring Entities, and professionalize the same.

The HoPE shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program. Within six (6) months upon designation, the BAC, its Secretariat and TWG members should have satisfactorily completed such training or program conducted, authorized or accredited by the GPPB through its Technical Support Office.

The HoPE is encouraged to attend similar procurement training and capacity development activities.^(a)

RULE VI - PREPARATION OF BIDDING DOCUMENTS

Section 17. Form and Contents of Bidding Documents

17.1. The Bidding Documents shall be prepared by the Procuring Entity following the standard forms and manuals prescribed by the GPPB. The Bidding Documents shall include the following:

- a) ABC;
- b) Invitation to Bid/Request for Expression of Interest;
- c) Eligibility Requirements;
- d) Instructions to Bidders, including scope of bid, documents comprising the bid, criteria for eligibility, bid evaluation methodology/criteria in accordance with the Act, and post-qualification, as well as the date, time and place of the pre-bid conference (where applicable), submission of bids and opening of bids;
- e) Terms of Reference, for Consulting Services;
- f) Scope of work, where applicable;
- g) Plans/Drawings and Technical Specifications;
- h) Form of Bid, Price Form, and List of Goods or Bill of Quantities;

- i) Delivery Time or Completion Schedule;
 - j) Form, Amount, and Validity Period of Bid Security;
 - k) Form, Amount, and Validity of Performance Security and Warranty; and
 - l) Form of Contract and General and Special Conditions of Contract.
- 17.2. The specifications and other terms in the Bidding Documents shall reflect the necessary specifications required to meet the needs of the Procuring Entity in clear and unambiguous terms.

In mixed procurements, the Procuring Entity shall specify in the Bidding Documents the requirements, criteria and other conditions of the bidding procedures and of the ensuing contract as applicable to each component of the project. In the preparation of Bidding Documents, the Procuring Entity shall ensure compliance with existing laws, rules and regulations, especially those concerning licenses and permits required for the project, in accordance with Section 34.2 of this IRR.^(a)

- 17.3. To provide prospective bidders ample time to examine the Bidding Documents and to prepare their respective bids, the concerned BAC shall make the Bidding Documents available from the time the Invitation to Bid / Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids.^(a)
- 17.4. Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of Bidding Documents. The Procuring Entity shall post the complete Bidding Documents at its website and the PhilGEPS website from the time the Invitation to Bid/Request for Expression of Interest is advertised. Bidding Documents may be downloaded from any of the said websites: *Provided*, That upon submission of their bids, the bidders shall pay the applicable fee, if required. The Bidding Documents may also be secured from the BAC Secretariat upon payment of the corresponding fee, if required.^(a)
- 17.5. Bidding Documents Fee may be refunded in accordance with the aforementioned Guidelines based on the grounds provided for under Section 41 of the Act and this IRR.⁽ⁿ⁾
- 17.6. *Detailed Engineering for the Procurement of Infrastructure Projects*

No bidding and award of contract for Infrastructure Projects shall be made unless the detailed engineering investigations, surveys and designs, for the project have been sufficiently carried out and duly approved in accordance with the standards and specifications prescribed by the HoPE concerned or his duly authorized representative, pursuant to the recommendation of the end-user or implementing unit and in accordance with the provisions of Annex "A" of this IRR. In case of projects with pending acquisition of right-of-way site or location, the procurement process may commence, but no award of contract shall be made until an authority or permit to enter is issued by the property owner; or a notarized deed of sale or deed of donation is executed in favor of the government; or a writ of possession is issued by a court of competent jurisdiction, as the case may be.

The exception is in case of design and build scheme, wherein the bidders shall be allowed to submit its preliminary engineering designs as part of its bid. The procedures

for the procurement and contract implementation of Infrastructure Projects using a design and build scheme shall be in accordance with the provisions of Annex "G" of this IRR.^(a)

Section 18. Reference to Brand Names

Specifications for the procurement of Goods shall be based on relevant characteristics, functionality and/or performance requirements. Reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment.

This Section shall also apply to the goods component of Infrastructure Projects and Consulting Services.^(a)

Section 19. Access to Information

In all stages of the preparation of the Bidding Documents, the Procuring Entity shall ensure equal access to information. Prior to their official release to prospective bidders, no aspect or part of the Bidding Documents shall be divulged or released to any prospective bidder or person having direct or indirect interest in the project to be procured, or to any party, except those officially authorized in the handling of the documents.^(a)

RULE VII – INVITATION TO BID

Section 20. Pre-procurement Conference

20.1. Prior to the advertisement or the issuance of the Invitation to Bid/Request for Expression of Interest for each procurement undertaken through a competitive bidding, the BAC, through its Secretariat, shall call for a pre-procurement conference. The pre-procurement conference shall be attended by the BAC, the Secretariat, the unit or officials, including consultants hired by the Procuring Entity, who prepared the Bidding Documents and the draft Invitation to Bid/Request for Expression of Interest for each procurement. During this conference, the participants, led by the BAC, shall:

- a) Confirm the description and scope of the contract, the ABC, and contract duration;
- b) Ensure that the procurement is in accordance with the PPMP and APP;
- c) Determine the readiness of the procurement at hand, including, among other aspects, the following:
 - i) availability of appropriations and programmed budget for contract. For the purpose of pre-procurement conference, pending the approval or enactment of the GAA, corporate budget or appropriations ordinances, as the case may be, the certification of availability of funds refers to the amount in the indicative APP consistent with the NEP, or MYOA or its equivalent document, the proposed corporate budget or executive budget, in accordance with Section 7.6 of this IRR on procurement activities short of award;
 - ii) completeness of the Bidding Documents and their adherence to relevant general procurement guidelines;

- iii) completion of the detailed engineering according to the prescribed standards in the case of Infrastructure Projects; and
 - iv) confirmation of the availability of right-of-way site or location, and the possession of affected properties, subject to Section 17.6 of this IRR.
- d) Review, modify and agree on the criteria for eligibility screening, evaluation, and post-qualification;
 - e) Review and adopt the procurement schedule, including deadlines and timeframes, for the different activities; and
 - f) Reiterate and emphasize the importance of confidentiality, in accordance with Section 19 of this IRR, and the applicable sanctions and penalties, as well as agree on measures to ensure compliance with the foregoing.^(a)

20.2. The holding of a pre-procurement conference may not be required for small procurements, *i.e.*, procurement of Goods costing Two Million Pesos (2,000,000.00) and below, procurement of Infrastructure Projects costing Five Million Pesos (5,000,000.00) and below, and procurement of Consulting services costing One Million Pesos (1,000,000.00) and below.

Section 21. Advertising and Contents of the Invitation to Bid/Request for Expression of Interest

21.1. Contents of the Invitation to Bid/Request for Expression of Interest

The Invitation to Bid/Request for Expression of Interest shall provide prospective bidders the following information, among others:

- a) For the procurement of:
 - i) Goods, the name of the contract to be bid and a brief description of the goods to be procured;
 - ii) Infrastructure Projects, the name and location of the contract to be bid, the project background and other relevant information regarding the proposed contract works, including a brief description of the type, size, major items, and other important or relevant features of the works; and
 - iii) Consulting services, the name of the contract to be bid, a general description of the project and other important or relevant information;
- b) The name of the project, identification and number of lots or items specific to the bidding, as well as the basis of evaluation of the project, lots, or items, where applicable;
- c) A general statement on the criteria to be used by the Procuring Entity for the eligibility check, the short listing of prospective bidders, in the case of the procurement of Consulting Services, the examination and evaluation of bids, post-qualification, and award;

- d) The date, time and place of the deadline for the submission and receipt of the eligibility requirements, the pre-bid conference if any, the submission and receipt of bids, and the opening of bids;
- e) ABC for the project, lot, or item to be bid;
- f) The source of funding;
- g) The place, time and website where the Bidding Documents may be secured or downloaded, and, where required, the price of the Bidding Documents, in accordance with Section 17.4 of this IRR;
- h) The contract duration or delivery schedule;
- i) The name, address, telephone number, facsimile number, e-mail and website addresses of the concerned Procuring Entity, as well as its designated contact person; and
- j) Such other necessary information deemed relevant by the Procuring Entity.^(a)

21.2. Advertising and Posting of the Invitation to Bid/Request for Expression of Interest

21.2.1. Except as otherwise provided in Section 54.2 of this IRR and for the procurement of common-use goods and supplies, the Invitation to Bid/Request for Expression of Interest shall be:

- a) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days as certified by the head of the BAC Secretariat of the Procuring Entity concerned.
- b) Posted continuously in the PhilGEPS website, the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on date of advertisement; and
- c) Advertised at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement: *Provided*, That advertisement shall not be required for contracts to be bid with an ABC of Ten Million Pesos (10,000,000.00) and below for the procurement of goods, Fifteen Million Pesos (15,000,000.00) and below for the procurement of Infrastructure Projects, and Five Million Pesos (5,000,000.00) and below for the procurement of Consulting Services.

Two (2) years after the effectivity of this IRR, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.^(a)

Section 22. Pre-bid Conference

22.1. For contracts to be bid with an ABC of One Million Pesos (1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of

the requirements, terms, conditions, and specifications stipulated in the Bidding Documents. For contracts to be bid with an ABC of less than One Million Pesos (1,000,000), pre-bid conferences may be conducted at the discretion of the BAC. Subject to the approval of the BAC, a pre-bid conference may also be conducted upon written request of any prospective bidder.

- 22.2. The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the PhilGEPS posting of the Invitation to Bid or Bidding Documents and in the case of Consulting Services, from the determination of the shortlisted consultants. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids.^(a)
- 22.3. The pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.

Pre-bid conference may be conducted in person or face-to-face through videoconferencing, webcasting, or similar technology, or a combination thereof. Procuring Entities with videoconferencing capabilities that have manufacturers, suppliers, distributors, contractors and/or consultants that also have videoconferencing capabilities may conduct their pre-bidding conferences electronically. The Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.^(a)

- 22.4. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to prospective bidders not later than five (5) days upon written request.

Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.^(a)

22.5. *Supplemental/Bid Bulletins*

- 22.5.1. Requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.^(a)
- 22.5.2. For purposes of clarifying or modifying any provision of the Bidding Documents, Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative at least seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.^(a)

- 22.5.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity. It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with Section 26 of this IRR.^(a)

RULE VIII – RECEIPT AND OPENING OF BIDS

Section 23. Eligibility Requirements for the Procurement of Goods and Infrastructure Projects

- 23.1. For purposes of determining the eligibility of bidders using the criteria stated in Section 23.4 of this IRR, only the following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:

a) Class "A" Documents

Legal Documents

- i) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
- ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- iv) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- v) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.

All of the above statements shall include all information required in the PBDs prescribed by the GPPB.

- vi) In the case of procurement of Infrastructure Projects, a valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.

Financial Documents

- vii) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- viii) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation.

b) Class "B" Document

For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.^(a)

23.2. In case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.^(a)

23.3. To facilitate determination of eligibility, the BAC of a Procuring Entity shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, and/or consultants, in accordance with Section 8.5.2 of this IRR.^(23.4a)

23.4. *Eligibility Criteria*

23.4.1. For the procurement of Goods:

23.4.1.1. The following shall be eligible to participate in the bidding for the supply of goods:

- a) Duly licensed Filipino citizens/sole proprietorships;
- b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Cooperatives duly organized under the laws of the Philippines; or
- e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: *Provided, however,* That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.^(23.5.1.1a)

23.4.1.2. Foreign bidders may be eligible to participate under any of the following circumstances in accordance with the guidelines issued by the GPPB:

- a) When provided for under any Treaty or International or Executive Agreement as provided in Section 4 of the Act and this IRR;
- b) When the foreign supplier is a citizen, corporation or association of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations or associations of the Philippines;
- c) When the goods sought to be procured are not available from local suppliers; or
- d) When there is a need to prevent situations that defeat competition or restrain trade.^(23.5.1.2a)

23.4.1.3. The prospective bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC.

If, at the outset and after conducting market research, the Procuring Entity can already determine that imposing the same will likely result to: (a) failure of bidding, or (b) monopoly that will defeat the purpose of competitive bidding, the Procuring Entity, in lieu of the above, may require the following:

- a) The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and
- b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

For this purpose, the similar contracts mentioned under (a) and (b) above must have been completed within the period specified in the Invitation to Bid. The Procuring Entity may clarify in the Bidding Documents the definition or description of what it considers to be a similar project.^(23.5.1.3a)

23.4.1.4. The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.^(23.5.1.4a)

23.4.1.5. If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid: *Provided*, That if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank. ⁽ⁿ⁾

23.4.2. For the procurement of Infrastructure Projects:

23.4.2.1. The following persons/entities shall be allowed to participate in the bidding for Infrastructure Projects:

- a) Duly licensed Filipino citizens/sole proprietorships;
- b) Partnerships duly organized under the laws of the Philippines and of which at least seventy-five percent (75%) of the interest belongs to citizens of the Philippines;
- c) Corporations duly organized under the laws of the Philippines, and of which at least seventy-five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Cooperatives duly organized under the laws of the Philippines; or
- e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: *Provided, however*, That in accordance with Letter of Instructions No. 630 (LOI

contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.^(23.5.2.6a)

- 23.5. GOCCs may be eligible to participate in Competitive Bidding only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity. The GPPB shall promulgate the necessary guidelines for this provision.^(23.6)
- 23.6. Notwithstanding the eligibility of a bidder, the Procuring Entity concerned reserves the right to review the qualifications of the bidder at any stage of the procurement process if the Procuring Entity has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility requirements, statements or documents, or any changes in the situation of the bidder which will affect the capability of the bidder to undertake the project so that it fails the eligibility criteria, the Procuring Entity shall consider the said bidder as ineligible and shall disqualify it from obtaining an award or contract, in accordance with Rules XXI, XXII, and XXIII of this IRR.^(23.7a)

Section 24. Eligibility Requirements and Short Listing for Consulting Services

24.1. For purposes of determining the eligibility and short list of bidders in accordance with Sections 24.4 and 24.5 of this IRR, only the following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:

a) Class "A" Documents

Legal Documents

- i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
- ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: *Provided*, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Technical Documents

- iv) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.
- v) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

Financial Document

- vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

b) Class "B" Document

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.^(a)

- 24.2. In the case of foreign consultants, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.^(a)

24.3. *Eligibility Criteria*

- 24.3.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- a) Duly licensed Filipino citizens/sole proprietorships;
- b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Cooperatives duly organized under the laws of the Philippines; or
- e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: *Provided, however,* That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

24.3.2. When the types and fields of consulting services in which the foregoing persons/entities wish to engage involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

24.3.3. In order to manifest trust and confidence in and promote the development of Filipino consultancy, foreign consultants may be hired in the event Filipino consultants do not have the sufficient expertise and capability to render the services required under the project, as determined by the HoPE subject to the submission of the documents in accordance with Section 37.1.4(a)(iv).^(a)

24.4. *Eligibility Check of Prospective Bidders*

24.4.1. The eligibility envelopes of prospective bidders for procurement of Consulting Services shall be submitted on or before the deadline specified in the Request for Expression of Interest, and shall be opened before the dates of the pre-bid conference and bid opening to determine eligibility of prospective bidders.^(a)

24.4.2. Subject to the short listing of consultants as provided in this IRR, the determination of eligibility of consultants shall be based on the evaluation of the eligibility documents prescribed above in accordance with the procedures provided in Section 30.1 of this IRR.

24.5.1. With respect to a particular contract for Consulting Services to be bid, the concerned Procuring Entity shall only consider for short listing those consultants whose contracts, as identified in the eligibility documents submitted for registration, are similar in nature and complexity to the contract to be bid, based on the Request for Expression of Interest.

24.5.2. The BAC shall draw up the short list of consultants from those who have been determined as eligible in accordance with the provisions of this IRR. The number of short listed consultants, which shall be determined in the pre-procurement

- 25.1. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of this IRR for the procurement of Goods and Infrastructure Projects, and the second shall contain the financial component of the bid.
- 25.2. The first envelope shall contain the following technical information/documents, at the least:
- a) For the procurement of Goods:
- i) PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of this IRR: *Provided*, That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of this IRR;
 - ii) Statement of all Ongoing Government and Private Contracts;
 - iii) Statement of SLCC;
 - iv) NFCC Computation or committed Line of Credit;
 - v) JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of this IRR, if applicable;
 - vi) Bid security in the prescribed form, amount and validity period;
 - vii) Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable;
 - viii) Omnibus Sworn Statement in accordance with Section 25.3 of this IRR; and
 - ix) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.
- b) For the procurement of Infrastructure Projects:
- i) PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of this IRR: *Provided*, That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of this IRR.
 - ii) PCAB License and Registration;
 - iii) Statement of all Ongoing Government and Private Contracts;

- iv) Statement of SLCC;
- v) NFCC Computation;
- vi) JVA, if applicable;
- vii) Bid security in the prescribed form, amount and validity period;
- viii) Project Requirements, which shall include the following:
 - (1) Organizational chart for the contract to be bid;
 - (2) List of contractor's personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - (3) List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- ix) Omnibus Sworn Statement in accordance with Section 25.3 of this IRR;
- c) For the procurement of Consulting Services:
 - i) The bid security in the prescribed form, amount and validity period;
 - ii) Organizational chart for the contract to be bid;
 - iii) List of completed and ongoing projects;
 - iv) Approach, work plan, and schedule: *Provided, however,* That for architectural design, submission of architectural plans and designs shall not be required during the consultant's selection process;
 - v) List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data; and
 - vi) Omnibus Sworn Statement in accordance with Section 25.3 of this IRR.^(a)

25.3. The Omnibus Sworn Statement executed by the bidder, or its duly authorized representative, shall contain the following:

- (a) The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- (b) It is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or

international financing institution whose blacklisting rules have been recognized by the GPPB;

- (c) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (d) It is authorizing the HoPE or his duly authorized representative/s to verify all the documents submitted;
- (e) It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;
- (f) It complies with existing labor laws and standards;
- (g) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;
- (h) It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.^[25.2(a)(iv), 25.2(b)(iv), 25.2(c)(iv)a]

25.4. The second envelope shall contain the financial information/documents as specified in the PBDs.

25.5. Bids shall be received by the BAC on the date, time, and place specified in the Invitation to Bid/Request for Expression of Interest. The following periods from the last day of posting of the Invitation to Bid/Request for Expression of Interest up to the submission and receipt of bids shall be observed:

- a) For Goods, a maximum period of forty-five (45) calendar days.
- b) For Infrastructure Projects, the following maximum periods:

ABC (in Philippine currency)	Period
Fifty (50) million and below	50 calendar days
Above fifty (50) million	65 calendar days

- c) For Consulting Services, a maximum period of seventy five (75) calendar days.

25.6. Bids, including the eligibility requirements under Section 23.1 of this IRR, submitted after the deadline shall not be accepted by the BAC. The BAC shall record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted.^(a)

25.7. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.⁽ⁿ⁾

25.8. The original copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.⁽ⁿ⁾

25.9. Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.⁽ⁿ⁾

Section 26. Modification and Withdrawal of Bids

26.1. A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Where a bidder modifies its bid, it shall not be allowed to retrieve its original bid, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a “modification,” thereof, and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

26.2. A bidder may, through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in this IRR. A bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped received by the BAC before the deadline for the receipt of bids. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

Section 27. Bid Security

27.1. All bids shall be accompanied by a bid security, payable to the Procuring Entity concerned as a guarantee that the successful bidder shall, within ten (10) calendar days from receipt of the notice of award, enter into contract with the Procuring Entity and furnish the performance security required in Section 39 of this IRR, except when Section 37.1 of this IRR allows a longer period. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.

27.2. The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:^(a)

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier’s/manager’s check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. ^(a)	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated	

<p>by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. ^(a)</p>	
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%)</p>

- 27.3. The bid security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity.
- 27.4. Without prejudice to the provisions of the Act and this IRR on the forfeiture of bid securities, bid securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid (LCRB) or Highest Rated Responsive Bid (HRRB), as the case may be, has signed the contract and furnished the performance security, except to those declared by the BAC as failed or post-disqualified in accordance with this IRR, upon submission of a written waiver of their right to file a request for reconsideration and/or protest.
- 27.5. A Bid Securing Declaration is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days, as indicated in the Bidding Documents, from receipt of the Notice of Award, and commits to pay the corresponding amount as fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.^(a)
- 27.6. In no case shall the bid security be returned later than the expiration of the bid validity period indicated in the Bidding Documents, unless it has been extended in accordance with Section 28.2 of this IRR.^(a)

Section 28. Bid Validity

- 28.1. Bids and bid securities shall be valid for a reasonable period as determined by the HoPE concerned, which shall be indicated in the Bidding Documents, but in no case shall the period exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 28.2. Should it become necessary to extend the validity of the bids and bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their bid security.

Section 29. Bid Opening

The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date, and place of the opening of bids shall be specified in the Bidding Documents.

In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and reschedule the opening of bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The abstract of bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.^(a)

RULE IX – BID EVALUATION

Section 30. Preliminary Examination of Bids

- 30.1. The BAC shall open the first bid envelopes in public to determine each bidder's compliance with the documents required to be submitted for eligibility and for the technical requirements, as prescribed in this IRR. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed." Otherwise, the BAC shall rate the said first bid envelope as "passed."^(a)
- 30.2. Immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed." The second envelope of each complying bidder shall be opened within the same day, except as provided under Section 33 of this IRR. In case any of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as "failed." Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.^(a)
- 30.3. For the procurement of Goods where, due to the nature of the requirements of the project, the required technical specifications/requirements of the contract cannot be precisely defined in advance of bidding, or where the problem of technically unequal bids is likely to occur, a two (2)-stage bidding procedure may be employed. In these cases, the Procuring Entity concerned shall prepare the Bidding Documents, including the technical specification in the form of performance criteria only. Under this procedure, prospective bidders shall be requested at the first stage to submit their respective eligibility requirements if needed, and initial technical proposals only (no price tenders). The concerned BAC shall then evaluate the technical merits of the proposals received from eligible bidders vis-à-vis the required performance standards. A meeting/discussion shall then be held by the BAC with those eligible bidders whose technical tenders meet the minimum required standards stipulated in the Bidding Documents for purposes of drawing up the final revised technical specifications/requirements of the contract. Once the final revised technical

specifications are completed and duly approved by the concerned BAC, copies of the same shall be issued to all the bidders identified in the first stage who shall then be required to submit their revised technical tenders, including their price proposals in two (2) separate sealed envelopes in accordance with this IRR, at a specified deadline, after which time no more bids shall be received. The concerned BAC shall then proceed in accordance with the procedure prescribed in this IRR.

30.4. For the procurement of Consulting Services, the detailed implementation of the procedure specified in this Section shall be as provided in Section 33 of this IRR.

Section 31. Ceiling for Bid Prices

31.1. The ABC shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified. There shall be no lower limit or floor on the amount of the award.

31.2. For Foreign-funded Procurement, the ABC shall be applied as the ceiling: *Provided*, That the following conditions are met:

- a) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the Procuring Entity, payment could be made upon the submission of bids.
- b) The Procuring Entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the Procuring Entity and that the estimates are based on adequate detailed engineering (in the case of Infrastructure Projects) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of Goods or Infrastructure Projects to be procured.
- c) The Procuring Entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of Infrastructure Projects, the Procuring Entity must also have trained quantity surveyors.
- d) The Procuring Entity has established a system to monitor and report bid prices relative to ABC and engineer's/Procuring Entity's estimate.
- e) The Procuring Entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of Goods and Infrastructure Projects.

However, the GoP and the foreign government/foreign or international financing institution may agree to waive the foregoing conditions.^(a)

Section 32. Bid Evaluation for the Procurement of Goods and Infrastructure Projects

32.1. Members of the BAC, its staff and personnel, Secretariat and TWG, as well as Observers, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing.^(a)

- 32.2. For the procurement of Goods and Infrastructure Projects, the BAC shall evaluate the financial component of the bids to determine the Lowest Calculated Bid using the following steps:
- 32.2.1. The BAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:
- a) Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for; and
 - b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications if expressly allowed in the Bidding Documents. Any adjustment shall be calculated in monetary terms to determine the calculated prices.^(a)
- 32.2.2. The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 32.2.3. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
- 32.2.4. Bids shall then be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, and other bid modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, and other bid modifications, which exceed the ABC shall be disqualified.
- 32.3. After all bids have been received, opened, examined, evaluated, and ranked, the BAC shall prepare the corresponding Abstract of Bids. All members of the BAC shall sign the Abstract of Bids and attach thereto all the bids with their corresponding bid securities and the minutes or proceedings of the bidding. The Abstract of Bids shall contain the following:
- a) Name of the contract and its location, if applicable;
 - b) Time, date and place of bid opening; and

E.3 Composition and Function of the Bids and Awards Committee



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 104
Series of 2020

TO: **MS. MARGIE B. GALANG** - Head
MS. MYRNA R. TAN - Member
MS. ALODIA U. MAPANAO - Member
MS. LOLITA P. DARUCA - Member
MS. AIVIE MAE B. ALIUDIN - Member
MR. DANILO T. VILLANUEVA - Member

SUBJECT: **Designation as BAC SECRETARIAT**

DATE:

In the exigency of public service and in consonance with Republic Act 9184, or the Government Procurement Reform Act, you are hereby designated as BAC-SECRETARIAT with Ms. Margie B. Galang as Head, in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC in the conduct of its functions. You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and other pertinent government regulations.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
SUC President IV

Conforme:

Copy Furnished
____ records
____ HRMDO/201 file
____ File
____ COA file
____ Board Secretary



**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**

TO: _____ ENGR. EUGENE MARS H. ABRIL

ARCH. ARVIN M. BOLODO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 108

Series of 2020

- TO: ENGR. FREDELINO A. GALLETTO -
 ENGR. ALVIN JOHN R. VILLANUEVA -
 MR. CRIS HARVIN REY G. CALVO -
 PROF. JMJSON C. BAUTISTA -
 MR. AP WARREN P. ADAMAT -
 MR. RUBEN L. TAGARE -
 PROF. BERNARD M. ESCARZA -
 PROF. BENEDICT D. ENTERA -
 DR. JULIUS JEROME G. ELE -
 MR. CLARK I. MAARAT -

SUBJECT: Designation as BAC-TECHNICAL WORKING GROUP (TWG) for GOODS

DATE: Tuesday, 10 March 2020

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for GOODS in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

1. Review of the Technical Specifications;
2. Review of the Bidding Documents;
3. Eligibility Screening;
4. Evaluation of Bids;
5. Post-Qualification; and,
6. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

FRANCISCO GIL N. GARCIA, RPAE, PhD

SUC President IV

Conforme:

- _____
 Copy Furnished
 ___ records
 ___ HRMDO/201 file
 ___ File
 ___ COA file
 ___ Board Secretary





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 107
 Series of 2020

TO: DR. LILIAN A. LUMBAO
MR. JALALODEN B. MAROHOM

SUBJECT: Designation as BAC-TECHNICAL WORKING GROUP (TWG) for TEACHING SERVICES

DATE: Tuesday, 10 March 2020

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for TEACHING SERVICES in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

1. Review of the Scope of Work and Terms of Reference of the learning service provisions;
2. Review of the Bidding Documents;
3. Shorlisting of Learning Service Providers;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary



"UNITY IN DIVERSITY AND SUSTAINABLE DEVELOPMENT IN MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 106

Series of 2020

TO:  **MR. REZIN G. CABANTUG**
MR. TITO JUN T. TIDULA

SUBJECT: **Designation as BAC-TECHNICAL WORKING GROUP (TWG) for RESEARCH SERVICES**

DATE: **Tuesday, 10 March 2020**

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for RESEARCH SERVICES in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

1. Review of the Scope of Work and Terms of Reference of the research services provisions;;
2. Review of the Bidding Documents;
3. Shorlisting of Researchers;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD

SUC President IV 

Conforme:

- _____
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary



**"UNITY IN DIVERSITY AND
 SUSTAINABLE DEVELOPMENT IN
 MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 105

Series of 2020

TO: MR. RANDY P. POJOL _____
 MR. ARIEL P. ARROGANTE _____

SUBJECT: **Designation as BAC-TECHNICAL WORKING GROUP (TWG) for NON TEACHING SERVICES**

DATE: **Tuesday, 10 March 2020**

In the exigency of public service and in consonance with Republic Act 9184, or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for NON TEACHING SERVICES in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

1. Review of the Scope of Work and Terms of Reference of the non teaching service provisions;;
2. Review of the Bidding Documents;
3. Shorlisting of non teaching service providers;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

Francisco Gil N. Garcia
FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV *op*

Conforme:

- _____
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 104
 Series of 2020

- TO: MS. MARGIE B. GALANG  - Head
 MS. MYRNA R. TAN - Member
 MS. ALODIA U. MAPANAO - Member
 MS. LOLITA P. DARUCA - Member
 MS. AIVIE MAE B. ALIUDIN - Member
 MR. DANILO T. VILLANUEVA - Member

SUBJECT: **Designation as BAC SECRETARIAT**

DATE:

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-SECRETARIAT with Ms. Margie B. Galang as Head, in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC in the conduct of its functions. You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and other pertinent government regulations.

This designation shall remain in force and in effect starting March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV 

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: fgngpres@gmail.com
OFFICE OF THE PRESIDENT

Special Order No. 103

Series of 2020

TO: DR. LOPE E. DAPUN _____ - Chairperson
 ENGR. WILLIE JONES B. SALILING - Member
 PROF. ORLANDO B. FORRO - Member
 ENGR. ARNEL B. TOLEDO - Member
 DR. EIMER M. ESTILLOSO - Member

SUBJECT: Composition of BIDS AND AWARDS COMMITTEE (BAC) for INFRASTRUCTURE/CONSTRUCTION SUPPLIES

DATE: Tuesday, 10 March 2020

In the exigency of public service and in consonance with Republic Act 9184, or the Government Procurement Reform Act, you are hereby constituted to compose the BIDS AND AWARDS COMMITTEE (BAC) for INFRASTRUCTURE/CONSTRUCTION SUPPLIES with Dr. Lope E. Dapun as Chairperson, in addition to your appointive positions, effective immediately.

As such, you shall exercise the following duties and functions:

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve requests for reconsideration;
8. Consultants for Design of buildings;
8. Recommend the imposition of sanctions in accordance with Rule XXIII;
9. Recommend to the HOPE the use of Alternative Methods of Procurement;
10. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR; and,
11. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG).

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting today, March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV

Conforme:

- _____
 Copy Furnished
 records
 HRMDO/201 file
 File
 COA file
 Board Secretay





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: fgngpres@gmail.com

OFFICE OF THE PRESIDENT

Special Order No. 102

Series of 2020

TO: DR. CAYETANO C. POMARES  - Chairperson

DR. ALRIS JOHN G. CALVO - Member

 PROF. BONIFACIO C. SOLSOLOY - Member

 ENGR. SAQUE J. AMILBAHAR - Member

 DR. AMORSOLO L. DELA CRUZ - Member

SUBJECT: **Composition of BIDS AND AWARDS COMMITTEE (BAC) for GOODS AND SERVICES**

DATE: **Tuesday, 10 March 2020**

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby constituted to compose the BIDS AND AWARDS COMMITTEE (BAC) for GOODS and SERVICES with Dr. Cayetano C. Pomares as Chairperson, in addition to your appointive positions, effective immediately.

As such, you shall exercise the following duties and functions:

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve requests for reconsideration;
8. Recommend the imposition of sanctions in accordance with Rule XXIII;
9. Recommend to the HOPE the use of Alternative Methods of Procurement;
10. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR; and,
11. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG).

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting today, March 10, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
SUC President IV 

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





BAC

Special Order No. 055
 Series of 2020

TO: ENGR. EUGENE MARS H. ABRIL
ARCH. ARVIN M. BOLODO
PROF. SOLOMON L. PRESTO
ENGR. RENEL M. ALUCILJA
ENGR. JAY M. NAVALUNA
ENGR. BERNADETH V. DAPUN
ENGR. RONALD A. GARBIN
ENGR. CRISTOPHER A. BENITO
PROF. ROBERTO L. GORNEZ

SUBJECT: Designation as BAC-TECHNICAL WORKING GROUP (TWG) for
INFRASTRUCTURE/CONSTRUCTION SUPPLIES

DATE: January 22, 2020

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for INFRASTRUCTURE/CONSTRUCTION SUPPLIES in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

1. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
2. Review of the Bidding Documents;
3. Shortlisting of Consultants;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting January 22, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





Special Order No. 054
Series of 2020

TO: MR. ARIEL P. ARROGANTE
MR. CLARK I. MAARAT
DR. LILIAN A. LUMBAO
DR. JULIUS JEROME G. ELE
MR. BENEDICT D. ENTERA
MR. JALALODEN B. MAROHOM
MR. BERNARD M. ESCARZA
MR. RUBEN L. TAGARE
DR. AP WARREN P. ADAMAT
PROF. JMJSON C. BAUTISTA
MR. CRIS HARVIN REY G. CALVO
ENGR. ALVIN JOHN R. VILLANUEVA
ENGR. FREDELINO A. GALLETTO
MR. RANDY P. POJOL
MR. REZIN G. CABANTUG
ENGR. TITO JUN T. TIDULA

SUBJECT: Designation as BAC-TECHNICAL WORKING GROUP (TWG) for GOODS and SERVICES

DATE: January 22, 2020

=====

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby designated as BAC-TWG for GOODS and SERVICES in addition to your appointive positions, effective immediately.

As such, you shall assist the BAC on the following:

GOODS

1. Review of the Technical Specifications;
2. Review of the Bidding Documents;
3. Eligibility Screening;
4. Evaluation of Bids;
5. Post-Qualification; and,
6. Resolution of Request for Reconsideration.

SERVICES

1. Review of the Scope of Work and Terms of Reference of the consultancy, technical and research services and learning service provisions;;
2. Review of the Bidding Documents;
3. Shortlisting of Consultants, Learning Service Providers, and Researchers;
4. Eligibility Screening;
5. Evaluation of Bids;



6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

IT SUPPLIES AND SERVICES

1. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
2. Review of the Bidding Documents;
3. Shortlisting of Consultants;
4. Eligibility Screening;
5. Evaluation of Bids;
6. Post-Qualification; and,
7. Resolution of Request for Reconsideration.

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting January 22, 2020 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV

Conforme:

- ___
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary





Special Order No. 383

Series of 2019

TO: **DR. CAYETANO C. POMARES** - Chairperson
DR. AMORSOLO L. DELA CRUZ - Vice-Chairperson
PROF. MARLOWE LLORITO - Member
ENGR. SAQUE J. AMILBAHAR - Member
MR. DANILO T. VILLANUEVA - Member

SUBJECT: **Composition of BIDS AND AWARDS COMMITTEE (BAC) for GOODS AND SERVICES**

DATE: **November 19, 2019**

In the exigency of public service and in consonance with Republic Act 9184 or the Government Procurement Reform Act, you are hereby constituted to compose the BIDS AND AWARDS COMMITTEE (BAC) for GOODS and SERVICES with Dr. Cayetano C. Pomares as Chairperson, in addition to your appointive positions, effective immediately.

As such, you shall exercise the following duties and functions:

1. Advertise and/or post the invitation to bid/request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve requests for reconsideration;
8. Recommend the imposition of sanctions in accordance with Rule XXIII;
9. Recommend to the HOPE the use of Alternative Methods of Procurement;
10. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR; and,
11. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG).

By virtue of this designation, you shall be entitled to benefits pursuant to pertinent provisions of the USM Code and pertinent government regulations; and on Vacation/Sick Leave Status for faculty members.

This designation shall remain in force and in effect starting today, November 19, 2019 until otherwise the same revoked by the undersigned or by a higher authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.


FRANCISCO GIL N. GARCIA, RPAE, PhD
 SUC President IV 

Conforme:

- ___
- ___ Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary



III. MATTERS FOR APPROVAL

2. Administrative Matters

a. Bids and Awards Committee (BAC) Designations

Resolution No. 072
Series of 2018

Approving the following Bids and Awards Committee designations for Goods and Services, Infrastructure/Construction Supplies with its corresponding Technical Working Groups (TWG) all in consonance with the provisions of RA 9184:

GOODS AND SERVICES

Dr. Cayetano C. Pomares	Chairperson
Dr. Amorsolo L. Dela Cruz	Vice Chairperson
Atty. Abdullah R. Abdulmaguid	Member
Engr. Saque J. Amilbahar	Member
Prof. Marlowe Llorito	Member

Secretariat for Goods and Services

Mr. Danilo T. Villanueva	Chairperson
Ms. Haidy H. Malacad	Member
Ms. Lolita Daruca	Member
Ms. Shirly Mondia	Member

INFRASTRUCTURE/CONSTRUCTION SUPPLIES

Dr. Lope E. Dapun	Chairperson
Dr. Eimer Estilloso	Vice Chairperson
Engr. George Gamolo	Member
Engr. Arnel Toledo	Member

Secretariat for Infrastructure/Construction Supplies

Ms. Myrna Tan	Chairperson
Ms. Laksni Catubay	Member
Ms. Jasmin Pecho	Member

TECHNICAL WORKING GROUP

Goods and Services

Engr. Willie Jones Saliling (CENCOM)
Dr. Jelly Grace Nonesa
Mr. Ardnriel Arrogante (ULRC)
Prof. Benedict Entera (CAS)
Prof. JMJson Bautista (CHEFS)
Prof. Jalaloden Marohom (CBDEM)
Prof. Aldrin Alem (CHEFS)
Prof. Clark Maarat (CA)
Ms. Emily Montero (Drugs and Medicines)
Dr. Lilian Lumbao (CVM)
Dr. Julius Jerome Ele (CA)

Infrastructure/Construction Supplies

Engr. Eugene Mars Abril
Prof. Orlando B. Forro
Arch. Arvin Bolodo
Prof. Solomon Presto
Engr. Shiela Bautista
Engr. Jowena Belocura
Engr. Jay Navaluna
Engr. Bernadeth Dapun
Engr. Bonifacio Aznar
Engr. Analiza Bingil

IT

Engr. Renel Alucilja
Engr. Ronald Garbin
Prof. Alvin Mibalo

Prof. Eugene Ranjo
Prof. Arjay Agbunag
Prof. Maricel Dayaday

APPROVED

X - X

CERTIFIED TRUE AND CORRECT:


MARIO M. BELLO, JR., Ed.D.
Acting Board Secretary V

ATTESTED:


FRANCISCO GIL N. GARCIA, RPAE, Ph.D.
President, USM & Vice Chairperson, USM – BOR

E.4 Evidence of compliance to RA 9184 (Procurement of equipment, supplies and materials)



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 012
Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR INFRASTRUCTURE

____ PROF. WILLIE JONES B. SALILING
____ ENGR. ARNEL TOLEDO
____ PROF. ORLANDO B. FORRO
____ ENGR. RENEL ALUCILJA

BAC MEMBERS FOR GOODS & SERVICES

____ DR AMORSOLO L DELA CRUZ
____ DR. ALRIS JOHN CALVO
____ PROF SAQUE AMILBAHAR
____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

____ MS. MARGIE B. GALANG (*Head*)
____ MR. DANILO T. VILLANUEVA
____ MS. ALODIA U. MAPANAO
____ MS. BERNALOU MALAQUE
____ MS. MYRNA R. TAN
____ MS. AIVIE MAE B. ALIUDIN
____ MR. AL BALIWAN

TWG MEMBERS FOR GOODS & SERVICES

GOODS

____ DR. JULIUS JEROME ELE
____ PROF. BENEDICT ENTERA
____ PROF. FREDELINO GALLETO
____ PROF. JM JASON BAUTISTA
____ PROF. CRIS HARVIN REY CALVO
____ PROF. JALALODEN MAROHOM
____ DR. AP WARREN ADAMAT
____ PROF. CLARK MAARAT
____ PROF. BERNARD ESCARZA
____ PROF. ALVIN VILLANUEVA
____ PROF. RUBEN TAGARE

TWG MEMBERS FOR INFRASTRUCTURE

____ ENGR. EUGENE MARS ABRIL
____ ENGR. JAY NAVALUNA
____ ENGR. RONALD GARBIN
____ ARCH. ARVIN M. BOLODO
____ ENGR. BERNADETH DAPUN
____ ENGR. CRISTOPHER BENITO

END USER

____ DR. LYDIA PASCUAL
____ DR. ADEFLOR G. GARCIA
____ DR. ARDNIEL BALDJAY
____ DR. JONALD PIMENTEL
____ DR. LIZA D. MARIPOSQUE

OBSERVER

____ MR. EDGARDO SEGUERRA – STATE AUDITOR
____ DR. SAMSUDIN PANDAY – FACULTY ASSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 012
Series 2021

FROM: EIMER M. ESTILLOSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 013
Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR GOODS & SERVICES

_____ DR AMORSOLO L DELA CRUZ
_____ DR. ALRIS JOHN CALVO

_____ PROF SAQUE AMILBAHAR
_____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

_____ MS. MARGIE B. GALANG (*Head*)
_____ MR. DANILO T. VILLANUEVA
_____ MS. ALODIA U. MAPANAO
_____ MS. BERNALOU MALAQUE

_____ MS. MYRNA R. TAN
_____ MS. AIVIE MAE B. ALIUDIN
_____ MR. AL BALIWAN

TWG MEMBERS FOR GOODS & SERVICES

GOODS

_____ DR. JULIUS JEROME ELE
_____ PROF. BENEDICT ENTERA
_____ PROF. FREDELINO GALLETO
_____ PROF. JM JASON BAUTISTA
_____ PROF. CRIS HARVIN REY CALVO
_____ PROF. JALALODEN MAROHOM

_____ DR. AP WARREN ADAMAT
_____ PROF. CLARK MAARAT
_____ PROF. BERNARD ESCARZA
_____ PROF. ALVIN VILLANUEVA
_____ PROF. RUBEN TAGARE

END USER

_____ DR. JONALD PIMENTEL
_____ ENGR. BENJAMIN FORTINEZ JR.

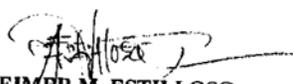
OBSERVER

_____ MR. EDGARDO SEGUERRA – STATE AUDITOR
_____ DR. SAMSUDIN PANDAY – FACULTY ASSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 013
Series 2021


FROM: EIMER M. ESTILLOSO
BAC CHAIRMAN OF GOODS AND SERVICES

Date: April 14, 2021

May we invite you to please attend the Bids and Awards Committee (BAC) Regular Meeting on **Monday, April 19, 2021 @ 1:00 PM** to be held at the Commercial Building, USM to discuss the following agenda:

NO	End-user	Project	Pre-Bid Con	Opening	ABC
GOODS					
1	Dr. Jonald Pimentel	Supply & Delivery of Various Equipment for S&T Building	April 19, 2021		1,334,703.00
2	Engr. Benjamin Fortinez Jr.	Supply & Delivery of Various Fire Extinguisher	April 19, 2021		1,000,000.00
3	Engr. Benjamin Fortinez Jr.	Supply & Delivery of 4 units Tri - Wheeler	April 19, 2021		800,000.00
GOODS/Negotiated Procurement					
1	Engr. Benjamin Fortinez Jr.	Supply & Delivery of Various Material s for the Installation of Fire Hydrants		April 19, 2021	613,700.00

Other Matters:

1. Opening of RFQ for Small Value Procurement and Shopping
2. Opening of RFQ for Services
3. Opening of Negotiated Procurement



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 014
Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR INFRASTRUCTURE

____ PROF. WILLIE JONES B. SALILING
____ ENGR. ARNEL TOLEDO
____ PROF. ORLANDO B. FORRO
____ ENGR. RENEL ALUCILJA

BAC MEMBERS FOR GOODS & SERVICES

____ DR AMORSOLO L DELA CRUZ
____ DR. ALRIS JOHN CALVO
____ PROF SAQUE AMILBAHAR
____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

____ MS. MARGIE B. GALANG (*Head*)
____ MR. DANILO T. VILLANUEVA
____ MS. ALODIA U. MAPANAO
____ MS. BERNALOU MALAQUE
____ MS. MYRNA R. TAN
____ MS. AIVIE MAE B. ALIUDIN
____ MR. AL BALIWAN

TWG MEMBERS FOR GOODS & SERVICES

GOODS

____ DR. JULIUS JEROME ELE
____ PROF. BENEDICT ENTERA
____ PROF. FREDELINO GALLETO
____ PROF. JM JASON BAUTISTA
____ PROF. CRIS HARVIN REY CALVO
____ PROF. JALALODEN MAROHOM
____ DR. AP WARREN ADAMAT
____ PROF. CLARK MAARAT
____ PROF. BERNARD ESCARZA
____ PROF. ALVIN VILLANUEVA
____ PROF. RUBEN TAGARE

TWG MEMBERS FOR INFRASTRUCTURE

____ ENGR. EUGENE MARS ABRIL
____ ENGR. JAY NAVALUNA
____ ENGR. RONALD GARBIN
____ ARCH. ARVIN M. BOLODO
____ ENGR. BERNADETH DAPUN
____ ENGR. CRISTOPHER BENITO

TWG MEMBER FOR I.T

____ PROF. EUGENE RANJO

END USER

____ DR. LYDIA PASCUAL
____ DR. ADEFLORE G. GARCIA
____ DR. ARDNIEL BALDJAY
____ DR. JONALD PIMENTEL
____ DR. LIZA D. MARIPOSQUE
____ DR. JEANIE U. DUKA
____ ENGR. BENJAMIN FORTINEZ JR.

OBSERVER

____ MR. EDGARDO SEGUERRA - STATE AUDITOR
____ DR. SAMSUDIN PANDAY - FACULTY ASSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 014
Series 2021


FROM: EIMER M. ESTILLOSO
BAC CHAIRMAN OF GOODS AND SERVICES/INFRASTRUCTURE

Date: April 21, 2021

May we invite you to please attend the Bids and Awards Committee (BAC) Regular Meeting on **Monday, April 26, 2021 @ 1:00 PM** to be held at the Commercial Building, USM to discuss the following agenda:

N O	End-user	Project	Pre-Bid Con	Opening	ABC
INFRASTRUCTURE					
1	DR. LISA D. MARIPOSQUE	Supply, Delivery & installation of Fire Alarm System of USM Hospital (Smoke Detector & Fire Sprinklers)	April 12, 2021	April 26, 2021	3,000,000.00
2	DR. ADEFLO G. GARCIA	Supply, Delivery & Installation of Structured Cabling for Smart Agriculture Technologies	April 12, 2021	April 26, 2021	1,000,000.00
3	DR. ADEFLO GARCIA	Supply, Delivery & Installation of Mono Pole Tower for Data Hub for Smart Agriculture Technologies	April 12, 2021	April 26, 2021	700,000.00
GOODS					
1	DR. JONALD PIMENTEL	Supply & Delivery of various Furniture & Fixtures for S&T Building	April 12, 2021	April 26, 2021	1,628,500.00
2	DR. ADEFLO G. GARCIA	Supply & Delivery of 6 units SAP Flow Meter Sensor for Smart Agriculture Technologies	April 12, 2021	April 26, 2021	1,200,000.00
3	DR. ARDNIEL BALADJAY	Supply & Delivery of Various Equipment for Community – Based Tablea Production	April 12, 2021	April 26, 2021	989,800.00
4	DR. LYDIA PASCUAL	Supply & Delivery of Laboratory Equipment for Tuklas – Lunas (LEFT ITEM)	April 12, 2021	April 26, 2021	450,000.00
INFRASTRUCTURE/Negotiated Procurement					
1	DR. JEANIE U. DUKA	Design, Delivery & Installation of Structured Cabling for CBDEM		April 26, 2021	1,000,000.00

Other Matters:

1. Opening of RFQ for Small Value Procurement and Shopping
2. Opening of RFQ for Services
3. Opening of Negotiated Procurement



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel. No. 064-572-2785
 Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 015
 Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR GOODS & SERVICES

_____ DR. AMORSOLO L DELA CRUZ
 _____ DR. ALRIS JOHN CALVO
 _____ PROF SAQUE AMILBAHAR
 _____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

_____ MS. MARGIE B. GALANG (*Head*)
 _____ MR. DANILO T. VILLANUEVA
 _____ MS. ALODIA U. MAPANAO
 _____ MS. BERNALOU MALAQUE
 _____ MS. MYRNA R. TAN
 _____ MS. AIVIE MAE B. ALIUDIN
 _____ MR. AL BALIWAN

TWG MEMBERS FOR GOODS & SERVICES

GOODS

_____ DR. JULIUS JEROME ELE
 _____ PROF. BENEDICT ENTERA
 _____ PROF. FREDELINO GALLETTO
 _____ PROF. JM JASON BAUTISTA
 _____ PROF. CRIS HARVIN REY CALVO
 _____ PROF. JALALODEN MAROHOM
 _____ DR. AP WARREN ADAMAT
 _____ PROF. CLARK MAARAT
 _____ PROF. BERNARD ESCARZA
 _____ PROF. ALVIN VILLANUEVA
 _____ PROF. RUBEN TAGARE

END USER

_____ DR. JONALD L. PIMENTEL
 _____ ENGR. BENJAMIN FORTINEZ JR.

OBSERVER

_____ MR. EDGARDO SEGUERRA – STATE AUDITOR
 _____ DR. SAMSUDIN PANDAY – FACULTY ASSO

FROM: EIMER M. ESTILLOSO
 ✓ BAC CHAIRMAN OF GOODS AND SERVICES

Date: April 29, 2021

May we invite you to please attend the Bids and Awards Committee (BAC) Regular Meeting on **Monday, May 03, 2021 @ 1:00 PM** to be held at the Commercial Building, USM to discuss the following agenda:

N O	End-user	Project	Pre-Bid Con	Opening	ABC
GOODS					
1	DR. JONALD L. PIMENTEL	Supply and Delivery of Various Laboratory Equipment of S&T Building	April 19, 2021	May 03, 2021	1,334,703.00
2	ENGR. BENJAMIN E. FORTINEZ JR.	Supply and Delivery of Various Fire Extinguishers	April 19, 2021	May 03, 2021	1,000,000.00
3	ENGR. BENJAMIN E. FORTINEZ JR.	Supply and Delivery of 4 units Tri-wheeler	April 19, 2021	May 03, 2021	800,000.00

Other Matters:

1. Opening of RFQ for Small Value Procurement and Shopping
2. Opening of RFQ for Services
3. Opening of Negotiated Procurement



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 016
Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR INFRASTRUCTURE

_____ PROF. WILLIE JONES B. SALILING
_____ ENGR. ARNEL TOLEDO
_____ PROF. ORLANDO B. FORRO
_____ ENGR. RENEL ALUCILJA

BAC MEMBERS FOR GOODS & SERVICES

_____ DR AMORSOLO L DELA CRUZ
_____ DR. ALRIS JOHN CALVO
_____ PROF SAQUE AMILBAHAR
_____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

_____ MS. MARGIE B. GALANG (*Head*)
_____ MR. DANILO T. VILLANUEVA
_____ MS. ALODIA U. MAPANAO
_____ MS. BERNALOU MALAQUE
_____ MS. MYRNA R. TAN
_____ MS. AIVIE MAE B. ALIUDIN
_____ MR. AL BALIWAN

TWG MEMBERS FOR INFRASTRUCTURE

_____ ENGR. EUGENE MARS ABRIL
_____ ENGR. JAY NAVALUNA
_____ ENGR. RONALD GARBIN
_____ ARCH. ARVIN M. BOLODO
_____ ENGR. BERNADETH DAPUN
_____ ENGR. CRISTOPHER BENITO

TWG MEMBERS FOR GOODS & SERVICES

GOODS
_____ DR. JULIUS JEROME ELE
_____ PROF. BENEDICT ENTERA
_____ PROF. FREDELINO GALLETO
_____ PROF. JM JASON BAUTISTA
_____ PROF. CRIS HARVIN REY CALVO
_____ PROF. JALALODEN MAROHOM
_____ DR. AP WARREN ADAMAT
_____ PROF. CLARK MAARAT
_____ PROF. BERNARD ESCARZA
_____ PROF. ALVIN VILLANUEVA
_____ PROF. RUBEN TAGARE

END USER

_____ DR. ADEFLOL G. GARCIA
_____ DR. ARDNIEL BALADJAY

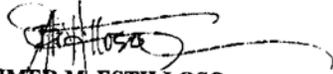
OBSERVER

_____ MR. EDGARDO SEGUERRA – STATE AUDITOR
_____ DR. SAMSUDIN PANDAY – FACULTY ASSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 016
Series 2021


FROM: EIMER M. ESTILLOSO
BAC CHAIRMAN OF GOODS AND SERVICES/INFRASTRUCTURE

Date: **MAY 7, 2021**

May we invite you to please attend the Bids and Awards Committee (BAC) Regular Meeting on **Monday, May 10, 2021 @ 1:00 PM** to be held at the Commercial Building, USM to discuss the following agenda:

NO	End-user	Project	Pre-Bid Con	Opening	ABC
GOODS					
1	DR. ADEFLO G. GARCIA	Supply and Delivery of 6 Units SAP Flow Meter Sensor	May 10, 2021		1,200,000.00
2	DR. ARDNIEL BALADJAY	Supply and Delivery of Various Equipment for Community – Based Tablea Production	May 10, 2021		989,800.00
INFRASTRUCTURE					
1	DR. ADEFLO G. GARCIA	Supply, Delivery and Installation of Mono Pole Tower for Data Hub for Smart Agriculture Technologies	May 10, 2021		700,000.00

Other Matters:

1. Opening of RFQ for Small Value Procurement and Shopping
2. Opening of RFQ for Services
3. Opening of Negotiated Procurement



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153
BIDS AND AWARDS COMMITTEE

BAC Memo No. 017
Series 2021

MEMORANDUM TO:

BAC MEMBERS FOR INFRASTRUCTURE

_____ PROF. WILLIE JONES B. SALILING
_____ ENGR. ARNEL TOLEDO
_____ PROF. ORLANDO B. FORRO
_____ ENGR. RENEL ALUCILJA

BAC MEMBERS FOR GOODS & SERVICES

_____ DR. AMORSOLO L DELA CRUZ
_____ DR. ALRIS JOHN CALVO
_____ PROF. SAQUE AMILBAHAR
_____ PROF. BONIFACIO SOLSOLOY

BAC SECRETARIAT

_____ MS. MARGIE B. GALANG (*Head*)
_____ MR. DANILO T. VILLANUEVA
_____ MS. ALODIA U. MAPANAO
_____ MS. BERNALOU MALAQUE
_____ MS. MYRNA R. TAN
_____ MS. AIVIE MAE B. ALIUDIN
_____ MR. AL BALIWAN

TWG MEMBERS FOR INFRASTRUCTURE

_____ ENGR. EUGENE MARS ABRIL
_____ ENGR. JAY NAVALUNA
_____ ENGR. RONALD GARBIN
_____ ARCH. ARVIN M. BOLODO
_____ ENGR. BERNADETH DAPUN
_____ ENGR. CRISTOPHER BENITO

TWG MEMBERS FOR GOODS & SERVICES

GOODS

_____ DR. JULIUS JEROME ELE
_____ PROF. BENEDICT ENTERA
_____ PROF. FREDELINO GALLETO
_____ PROF. JM JASON BAUTISTA
_____ PROF. CRIS HARVIN REY CALVO
_____ PROF. JALALODEN MAROHOM
_____ DR. AP WARREN ADAMAT
_____ PROF. CLARK MAARAT
_____ PROF. BERNARD ESCARZA
_____ PROF. ALVIN VILLANUEVA
_____ PROF. RUBEN TAGARE

TWG MEMBERS FOR IT

_____ PROF. ARJAY AGBUNAG
_____ PROF. ALVIN MIBALO
_____ ENGR. MARICEL DAYADAY
_____ PROF. EUGENE RANJO

END USER

_____ PROF. EUGENE RANJO
_____ PROF. LOTHY CASIM
_____ ENGR. BENJAMIN FORTINEZ

OBSERVER

_____ MR. EDGARDO SEGUERRA – STATE AUDITOR
_____ DR. SAMSUDIN PANDAY – FACULTY ASSO



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2785
Mobile No. 09685331153

BIDS AND AWARDS COMMITTEE

BAC Memo No. 017
Series 2021

FROM: EIMER M. ESTILLOSO
BAC CHAIRMAN OF GOODS AND SERVICES/INFRASTRUCTURE

Date: MAY 14, 2021

May we invite you to please attend the Bids and Awards Committee (BAC) Regular Meeting on **Monday, May 17, 2021 @ 1:00 PM** to be held at the Commercial Building, USM to discuss the following agenda:

NO	End-user	Project	Pre-Bid Con	Opening	ABC
INFRASTRUCTURE					
1	ENGR. BENJAMIN FORTINEZ	Renovation of Tissue Culture Laboratory	May 17, 2021		2,000,000.00
2	ENGR. BENJAMIN FORTINEZ	Upgrading of High Value Crops Processing Laboratory	May 17, 2021		2,000,000.00
GOODS					
1	PROF. EUGENE RANJO	Supply and Delivery of Various I.T Equipment for E – Admin Frontline Services	May 17, 2021		2,000,000.00
2	PROF. LOTHY CASIM	Supply and Delivery of Laboratory Equipment for NRCP HUMAIN PROJECT 2 (LINE ITEM)	May 17, 2021		801,000.00
3	ENGR. BENJAMIN FORTINEZ	Supply and Delivery of 4 Units Tri – Wheeler	May 17, 2021		800,000.00
4	ENGR. BENJAMIN FORTINEZ	Supply and Delivery of Various Materials for the installation of Fire Hydrants	May 17, 2021		705,371.00
5	ENGR. BENJAMIN FORTINEZ	Supply and Delivery of Various Construction Materials for the Repair of ULS Convention Hall	May 17, 2021		546,690.00

Other Matters:

1. Opening of RFQ for Small Value Procurement and Shopping
2. Opening of RFQ for Services
3. Opening of Negotiated Procurement

E.5 Files copies annual inventories of serviceable and non-serviceable equipment

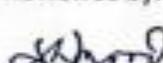
 UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines						
SUMMARY OF PHYSICAL INVENTORY AND TOTAL ACCUMULATED DEPRECIATION OF PROPERTY, PLANT AND EQUIPMENT AS OF DECEMBER 31, 2024 FUND 01						
Account Code	Total Cost	Depreciation Period	Depreciation Prior	Total Depreciation	Net Book Value	Fund Source
10601010	78,498,720.76	-	-	-	78,498,720.76	101
10602990	10,188,506.70	952,328.13	4,411,812.56	5,364,140.69	4,824,366.01	101
10603040	8,088,135.04	336,578.77	400,970.87	737,549.64	7,350,585.40	101
10603050	1,020,800.00	96,976.00	205,751.00	302,727.00	718,073.00	101
10604010	80,488,119.94	809,667.60	41,298,939.99	42,108,607.59	38,379,512.35	101
	23,206,846.34	-	22,046,504.03	22,046,504.03	1,160,342.31	USMARC
Total	103,694,966.28	809,667.60	63,345,444.02	64,155,111.62	39,539,854.66	
10604020	495,000.00	23,512.50	290,250.00	313,762.50	181,237.50	FOS
	369,507,826.04	4,824,186.55	157,183,702.98	162,007,889.53	207,499,936.51	101
Total	370,002,826.04	4,847,699.05	157,473,952.98	162,321,652.03	207,681,174.01	
10604030	9,096,000.00	-	8,642,200.00	8,642,200.00	454,800.00	101
10604060	54,913,702.40	729,147.24	33,363,584.10	34,092,731.34	20,820,971.06	101
10604990	262,500.00	-	249,375.00	249,375.00	13,125.00	Donation
	385,320.00	13,680.00	358,854.00	372,534.00	12,786.00	FOS
	174,404,927.70	1,964,041.56	75,793,380.60	77,757,422.16	96,647,505.54	101
	4,167,174.32	-	2,399,605.00	2,399,605.00	1,767,569.32	USMARC
Total	179,219,922.02	1,977,721.56	78,801,214.60	80,778,936.16	98,440,985.86	
10605010	54,350.00	-	51,632.50	51,632.50	2,717.50	Donation
	685,000.00	65,075.00	119,304.15	184,379.15	500,620.85	101
Total	739,350.00	65,075.00	170,936.65	236,011.65	503,338.35	
10605020	8,713,955.94	729,307.39	5,003,543.34	5,732,850.73	2,981,105.21	101
10605030	26,852,971.71	1,739,170.84	6,233,003.72	7,972,174.56	18,880,797.15	
10605040	9,078,096.60	551,294.18	6,434,099.90	6,985,394.08	2,092,702.52	Donation
	50,000.00	4,275.00	39,431.25	43,706.25	6,293.75	FOS
	5,338,845.00	17,250.00	5,054,652.75	5,071,902.75	266,942.25	101
Total	14,466,941.60	572,819.18	11,528,183.90	12,101,003.08	2,365,938.52	

10605080	5,024,500.00	477,327.50	264,902.97	742,230.47	4,282,269.53	ADM COST
	54,000.00	-	51,300.00	51,300.00	2,700.00	161
	935,000.00	-	888,250.00	888,250.00	46,750.00	Oil Palm
Total	6,013,500.00	477,327.50	1,204,452.97	1,681,780.47	4,331,719.53	
10605090	112,166.00	10,655.76	7,103.84	17,759.60	94,406.40	ADM COST
10605100	3,149,800.00	354,977.00	305,105.15	660,082.15	2,489,717.85	ADM COST
	55,000.00	-	52,250.00	52,250.00	2,750.00	AIPS
	754,420.00	139,365.00	54,715.25	194,080.25	560,339.75	161
Total	3,959,220.00	494,342.00	412,070.40	906,412.40	3,052,807.60	
10605110	1,420,000.00	134,900.00	300,200.00	435,100.00	984,900.00	ADM COST
	219,228.00	6,833.16	196,308.57	203,141.73	16,086.27	161
	89,723.08	-	85,236.93	85,236.93	4,486.15	PRTC
	580,718.08	-	551,682.18	551,682.18	29,035.90	RSTC
	90,000.00	8,550.00	18,525.00	27,075.00	62,925.00	PERMS
	12,602,594.00	1,113,269.83	5,861,656.11	6,974,925.94	5,627,668.06	Hospital
Total	15,002,263.16	1,263,552.99	7,013,608.79	8,277,161.78	6,725,101.38	
10605120	9,910,000.00	1,725,991.64	-	1,725,991.64	8,184,008.36	161
10605130	51,000.00	-	48,450.00	48,450.00	2,550.00	AIPS
10605140	912,664.00	79,477.82	-	79,477.82	833,186.18	161
10606010	12,596,819.00	550,364.45	10,097,502.30	10,647,866.75	1,948,952.25	ADM COST
	359,500.00	-	341,525.00	341,525.00	17,975.00	AIPS
	55,500.00	-	52,725.00	52,725.00	2,775.00	161
	70,250.00	-	66,737.50	66,737.50	3,512.50	PERF
	2,557,946.43	-	1,480,049.11	1,480,049.11	77,897.32	Hospital
Total	14,640,015.43	550,364.45	12,038,538.91	12,588,903.36	2,051,112.07	
10607010	193,840.00	13,811.10	-	13,811.10	180,028.90	161
10607020	1,215,500.00	230,945.00	269,435.83	500,380.83	715,119.17	ADM COST
10699990-A	396,550.00	-	376,722.50	376,722.50	19,827.50	161
10701030	43,744.00	-	-	-	43,744.00	161

Prepared by:


CHERYL M. ITABLE
 Admin. Assistant II

Reviewed by:


SHIRLY J. MONDIA
 Administrative Officer V

Certified Correct:


MARGIE B. GALANG
 Chief Administrative Officer

Date:

02/14/2025

	773,230.00	73,456.85	165,277.91	238,734.76	534,495.24	PCA-SARAJ
	3,257,368.50	247,073.25	2,456,783.43	2,703,856.68	553,511.82	PCAARD-CHEV
	50,000.00	4,750.00	4,750.00	9,500.00	40,500.00	RESEARCH
	646,313.50	-	613,997.82	613,997.82	32,315.68	SOKAARRDEC
Total	70,908,764.94	5,119,116.80	32,016,780.99	37,135,897.79	33,772,867.15	

10605120	267,000.00	12,682.50	-	12,682.50	254,317.50	NEDA-KR2
10605130	112,758.00	10,712.01	74,091.40	84,803.41	27,954.59	NAFES
10605140	77,000.00	-	73,150.00	73,150.00	3,850.00	CIRDUP
	75,111.00	-	71,355.45	71,355.45	3,755.55	VERMI
Total	152,111.00	-	144,505.45	144,505.45	7,605.55	

10606010	500,000.00	-	475,000.00	475,000.00	25,000.00	ACIAR
	348,652.00	-	331,219.40	331,219.40	17,432.60	ATEP
	640,000.00	-	608,000.00	608,000.00	32,000.00	IDG
	799,100.00	-	759,145.00	759,145.00	39,955.00	IDP
	60,500.00	-	57,475.00	57,475.00	3,025.00	HELP-MC
	59,000.00	-	56,050.00	56,050.00	2,950.00	MFPD
	124,000.00	-	117,800.00	117,800.00	6,200.00	PPSM
Total	2,531,252.00	-	2,404,689.40	2,404,689.40	126,562.60	

10607010	395,102.00	37,536.68	100,092.50	137,627.18	257,474.82	DA-BAR
	57,945.00	5,504.78	11,927.02	17,431.80	40,513.20	DOST-ATBI
Total	453,047.00	43,039.46	112,019.52	155,058.98	297,988.02	

10699990-A	365,000.00	-	346,750.00	346,750.00	18,250.00	DA-BAR
	573,000.00	-	544,350.00	544,350.00	28,650.00	PCAARD-CHEV
Total	938,000.00	-	891,100.00	891,100.00	46,900.00	

10699990-B	211,200.00	-	200,640.00	200,640.00	10,560.00	IDG
	210,000.00	39,900.00	86,450.00	126,350.00	83,650.00	PCAARRD
Total	421,200.00	39,900.00	287,090.00	326,990.00	94,210.00	

Prepared by:


CHERYL M. ITABLE
 Admin Assistant II

Reviewed by:


SHIRLY J. MONDIA
 Administrative Officer V

Certified/Correct:


MARGIE S. GALANG
 Chief Administrative Officer

Date:

02/14/2025



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

**SUMMARY OF PHYSICAL INVENTORY AND TOTAL ACCUMULATED DEPRECIATION
OF PROPERTY, PLANT AND EQUIPMENT AS OF DECEMBER 31, 2024**

FUND 05

Account Code	Total Cost	Depreciation Period	Depreciation Prior	Total Depreciation	Net Book Value	Fund Source
10602990	6,040,026.72	573,802.53	1,925,028.55	2,498,831.08	3,541,195.64	164
10603050	10,508,861.25	792,941.42	3,276,105.04	4,069,046.46	6,439,814.79	164
	350,060.00	32,693.62	285,397.26	318,090.88	31,969.12	Tuition
Total	10,858,921.25	825,635.04	3,561,502.30	4,387,137.34	6,471,783.91	
10604010	12,005,942.65	394,234.42	1,032,750.00	1,426,984.42	10,578,958.23	164
10604020	20,430,000.00	646,950.00	10,674,675.00	11,321,625.00	9,108,375.00	164
10604030	4,885,329.58	154,702.10	373,863.41	528,565.51	4,356,764.07	164
10604990	7,370,034.45	251,264.91	2,020,254.06	2,271,518.97	5,098,515.48	164
10605010	2,950,810.00	188,195.00	1,956,392.00	2,144,587.00	806,223.00	164
10605020	63,365.00	-	60,196.75	60,196.75	3,168.25	CHED
	19,573,199.97	1,609,346.74	10,048,156.78	11,657,503.52	7,915,696.45	164
	1,195,985.77	5,661.68	971,997.66	977,659.34	218,326.43	TUITION
	517,501.20	-	491,626.14	491,626.14	25,875.06	LOCAL
Total	21,350,051.94	1,615,008.42	11,571,977.33	13,186,985.75	8,163,066.19	
10605030	1,188,090.00	-	1,128,685.50	1,128,685.50	59,404.50	CHED
	14,724,526.56	1,784,234.32	4,371,987.06	6,156,221.38	8,568,305.18	164
	1,002,939.00	-	948,843.30	948,843.30	54,095.70	TUITION
	562,250.00	69,318.33	156,037.50	225,355.83	336,894.17	LOCAL
Total	17,477,805.56	1,853,552.65	6,605,553.36	8,459,106.01	9,018,699.55	
10605040	239,500.00	16,625.00	123,618.75	140,243.75	99,256.25	164
10605070	13,412,643.00	1,215,848.34	6,728,826.03	7,944,674.37	5,467,968.63	164
	162,994.00	5,016.00	143,140.30	148,156.30	14,837.70	TUITION
	285,566.00	27,128.77	224,537.45	251,666.22	33,899.78	LOCAL
Total	13,861,203.00	1,247,993.11	7,096,503.78	8,344,496.89	5,516,706.11	



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUMMARY OF PHYSICAL INVENTORY AND TOTAL ACCUMULATED DEPRECIATION
OF PROPERTY, PLANT AND EQUIPMENT AS OF DECEMBER 31, 2024**
FUND 07

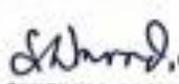
Account Code	Total Cost	Depreciation Period	Depreciation Prior	Total Depreciation	Net Book Value	Fund Source
10602990	149,000.00	14,155.00	24,771.25	38,926.25	110,073.75	PCA-NICER
10603040	497,988.00	47,308.86	173,340.29	220,649.15	277,338.85	NAFES
	7,367,353.00	291,624.37	-	291,624.37	7,075,728.63	NICER-Cacao
Total	7,865,341.00	338,933.23	173,340.29	512,273.52	7,353,067.48	
10603050	420,003.40	18,002.76	1,694.16	19,696.92	400,306.48	External
	563,535.00	22,306.59	-	22,306.59	541,228.41	NICER-Cacao
Total	983,538.40	40,309.35	1,694.16	42,003.51	941,534.89	
10604010	386,389.00	18,353.48	191,262.59	209,616.07	176,772.93	CLONAL
	150,000.00	-	142,500.00	142,500.00	7,500.00	PHILRICE
Total	536,389.00	18,353.48	333,762.59	352,116.07	184,272.93	
10604020	1,920,000.00	-	1,824,000.00	1,824,000.00	96,000.00	ATEP
10604990	720,000.00	-	684,000.00	684,000.00	36,000.00	BPI
	498,758.01	47,382.01	130,300.52	177,682.53	321,075.48	NAFES
	1,740,200.84	55,106.36	-	55,106.36	1,685,094.48	DA-BAR-ACEF
	14,829,284.77	469,594.01	1,840,037.42	2,309,631.43	12,519,653.34	DA-BAR
	293,832.00	13,957.02	145,446.84	159,403.86	134,428.14	CLONAL
Total	18,082,075.62	586,039.40	2,799,784.78	3,385,824.18	14,696,251.44	
10605010	52,000.00	4,940.00	28,816.67	33,756.67	18,243.33	NAFES
	140,000.00	-	133,000.00	133,000.00	7,000.00	CHED-EXT
	108,000.00	-	102,600.00	102,600.00	5,400.00	PPSM
	663,000.00	20,591.25	589,800.83	610,392.08	52,607.92	PCA-CHEVON
	82,000.00	-	77,900.00	77,900.00	4,100.00	VERMI
Total	1,045,000.00	25,531.25	932,117.50	957,648.75	87,351.25	
10605020	106,400.00	-	101,080.00	101,080.00	5,320.00	CA-COE
	63,875.00	3,034.06	57,647.19	60,681.25	3,193.75	CHED-EXT
	150,010.00	-	142,509.50	142,509.50	7,500.50	IDG
	875,600.00	152,161.50	478,815.82	630,977.32	244,622.68	DA-BAR
	87,900.00	-	83,505.00	83,505.00	4,395.00	DOST-NSTA
	255,190.00	22,648.00	45,296.00	67,944.00	187,246.00	DOST-ATBI
	336,000.00	-	319,200.00	319,200.00	16,800.00	PPSM
	59,997.00	-	56,997.15	56,997.15	2,999.85	Sr. High Shc
	156,757.77	19,946.20	94,067.82	114,014.02	42,743.75	SOXAARRDEC
	58,000.00	2,755.00	-	2,755.00	55,245.00	IPTMB
Total	2,149,729.77	200,544.76	1,379,118.48	1,579,663.24	570,066.53	

10605070	1,045,300.00	63,274.74	432,291.17	495,565.91	549,734.09	101
10605090	3,342,050.00	317,494.74	185,205.24	502,699.98	2,839,350.02	101
10605100	78,000.00	-	74,100.00	74,100.00	3,900.00	FOS
	84,131.65	-	79,925.10	79,925.10	4,206.55	101
Total	162,131.65	-	154,025.10	154,025.10	8,106.55	
10605110	3,060,735.54	240,054.16	2,135,492.57	2,375,546.73	685,188.81	DA-Biotech
	4,574,292.50	-	4,345,577.86	4,345,577.86	228,714.64	Donation
	355,112.50	-	337,356.87	337,356.87	17,755.63	FOS
	2,000,000.00	190,000.00	-	190,000.00	1,810,000.00	101-Hosp
	55,694,911.54	4,016,620.61	28,662,473.64	32,679,094.25	23,015,817.29	101
Total	65,685,052.08	4,446,674.77	35,480,900.94	39,927,575.71	25,757,476.37	
10605130	1,263,458.00	120,028.51	733,903.31	853,931.82	409,526.18	101
10605140	1,383,350.00	89,218.00	1,224,964.50	1,314,182.50	69,167.50	101
10606010	178,380.00	-	169,461.00	169,461.00	8,919.00	101
10607010	11,727,947.00	1,077,941.32	3,272,417.74	4,350,359.06	7,377,587.94	101
10607020	345,565.00	-	328,286.75	328,286.75	17,278.25	101
10699990-A	150,000.00	-	142,500.00	142,500.00	7,500.00	Donation
	200,000.00	-	190,000.00	190,000.00	10,000.00	FOS
Total	350,000.00	-	332,500.00	332,500.00	17,500.00	
10699990-B	426,000.00	80,940.00	199,500.00	280,440.00	145,560.00	101

Prepared by:


CHERYL M. ITABLE
 Admin. Assistant II

Reviewed by:


SHIRLY J. MONDIA
 Administrative Officer V

Certified Correct:


MARGIE B. GALANG
 Chief Administrative Officer

Date:

02/14/2015



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUMMARY OF PHYSICAL INVENTORY AND TOTAL ACCUMULATED DEPRECIATION
OF PROPERTY, PLANT AND EQUIPMENT AS OF DECEMBER 31, 2024**
FUND 06

Account Code	Total Cost	Depreciation Period	Depreciation Prior	Total Depreciation	Net Book Value	Fund Source
10602990	3,949,747.09	280,225.97	887,382.23	1,167,608.20	1,782,138.89	161
10603050	164,000.00	-	155,800.00	155,800.00	8,200.00	AIPS
	1,400,020.00	132,001.90	671,009.65	803,011.55	597,008.45	161
	2,564,000.00	134,900.00	2,974,891.66	2,109,791.66	454,208.34	Hospital
	68,000.00	-	64,600.00	64,600.00	3,400.00	RSTC
Total	4,196,020.00	266,901.90	2,866,301.31	3,133,203.21	1,062,816.79	
10604010	374,560.00	17,791.60	292,078.76	309,870.36	64,689.64	AIPS
10604030	18,365,265.65	581,566.75	9,256,604.09	9,838,170.84	8,527,094.81	Hospital
10604990	2,083,540.00	-	1,979,363.00	1,979,363.00	104,177.00	AIPS
10605020	416,341.80	65,064.88	153,513.90	218,578.78	197,763.02	ADM COST
	121,758.00	-	115,670.10	115,670.10	6,087.90	AIPS
	1,048,489.77	12,065.00	947,805.28	959,870.28	88,619.49	161
	232,980.00	44,266.20	24,951.09	69,217.29	163,762.71	BDC
	335,002.00	39,026.00	279,225.89	318,151.89	16,750.11	Hospital
Total	2,154,571.57	160,422.08	1,521,166.26	1,681,588.34	472,983.23	
10605030	5,327,224.50	845,104.34	759,753.37	1,604,857.71	3,722,366.79	ADM COST
	1,360,205.00	228,111.70	120,586.68	348,698.37	1,011,506.63	161
Total	6,687,429.50	1,073,216.04	880,340.05	1,953,556.08	4,733,873.42	
10605040	349,000.00	33,155.00	212,744.58	245,899.58	103,100.42	ADM COST
	2,514,500.00	-	2,388,775.00	2,388,775.00	125,725.00	AIPS
	330,455.00	15,833.33	123,932.25	139,765.58	190,689.42	161
	719,000.00	68,305.00	569,208.33	637,513.33	81,486.67	PERF
	2,500,000.00	-	2,375,000.00	2,375,000.00	125,000.00	Oil Palm
Total	6,412,955.00	117,293.33	5,669,660.16	5,786,953.49	626,001.51	
10605070	1,489,600.00	141,512.00	11,792.67	153,304.67	1,336,295.33	ADM COST
	60,990.00	-	57,940.50	57,940.50	3,049.50	AIPS
	2,204,278.90	156,664.32	1,264,158.67	1,420,822.99	783,455.91	161
Total	3,754,868.90	298,176.32	1,333,891.84	1,632,068.16	2,122,800.74	



PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

F. RECORDS MANAGEMENT



F.1. Composition of the records Management Office, their qualifications and functions

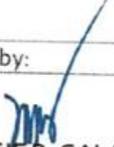
RECORDS MANAGEMENT AND ARCHIVING UNIT

NAME	POSITION	QUALIFICATION	FUNCTION
1. Camaddo, Ma. Juliet G.	Administrative Officer V	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional/ Second Level) Eligibility 	<ul style="list-style-type: none"> • Receiving of various documents. • Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System. • Recording of the documents in the logbook. • Supervises the processes and flows of the office. • Check and sign the DTRs of the staff in the office. • Check and sign the IPCRs of the staff in the office.
2. Antonio, Rhea Ann P.	Administrative Officer III	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • 2 years of relevant experience • 8 hours of relevant trainings • Career Service (Professional/ Second Level) Eligibility 	<ul style="list-style-type: none"> • Receiving of various documents. • Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System. • Recording of the documents in the logbook. • Supervises the processes and flows of archiving unit.
3. Matillano, Raynamie Jean B.	Administrative Officer I	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Career Service (Professional/ Second Level) Eligibility 	<ul style="list-style-type: none"> • Receiving of various documents during the absence of AO V and AO III. • Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System during the absence of AO V and AO III. • Recording of the documents in the logbook. • Determining and scanning of documents that are qualified for archiving. • Digital Archiving in-charge.
4. Sanchez, Maylen P.	Administrative Officer I	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Career Service (Professional/ 	<ul style="list-style-type: none"> • Receiving of various documents. • Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System. • Recording of the documents in the logbook.

		Second Level) Eligibility	<ul style="list-style-type: none"> Physical Archiving in-charge.
5. Quiñanola, Riez Vernie R.	Administrative Aide VI	<ul style="list-style-type: none"> Completion of two-year in college Career Service (Sub-Professional/ First Level) Eligibility 	<ul style="list-style-type: none"> Receiving of various documents during the absence of AO V and AO III. Generating of tracking numbers, and releasing of all types of documents in the Document Tracking System during the absence of AO V and AO III. Recording of the documents in the logbook. Determining and scanning of documents that are qualified for archiving. Digital Archiving in-charge.
6. Datucan B. Abaran	Administrative Aide I	<ul style="list-style-type: none"> Must be able to read and write 	<ul style="list-style-type: none"> Utility Worker Messenger

F.2. Description of the management records in the institution

	UNIVERSITY OF SOUTHERN MINDANAO				
	RECORDS MANAGEMENT PROCEDURE				
	Document No.	USM-REC-001-Rev.0.2020.08.17		Rev. No.	0
EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
August 17, 2020	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	MARGIE B. GALANG

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY		
 MARGIE B. GALANG Name and Signature	 ANITA C. SORNITO, EdD Name and Signature	 JENNIFER E. SINCO Name and Signature	DOCUMENT CONTROL INDICATOR		
			 MASTER	2020.08.17	COPY

**ELECTRONICALLY
RELEASED**

2020.11.23



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-REC-001- REV.0.2020.08.17
Records Management Procedure		Rev. No.	0 Page 2 of 3

1.0 PURPOSE

The procedure on the Records Management ensures a systematic Receiving system for accurate recording of incoming communications, request and other pertinent documents within and outside the University. This procedure further ensures the safety forwarding from one office to another until it is approve by the top management, then returned back towards the Records and Management Office for Releasing to the concern offices or recipient client.

2.0 SCOPE

This procedure shall apply to all offices of the University to facilitate the accurate and easier way of tracing the status and the exact office that holds the documents, request, communications and other pertinent papers that are very important in the operation of the University.

3.0 DEFINITION OF TERMS

- 3.0 Record's Office is responsible for the receiving, barcoding, forwarding and releasing of communications, request, documents and other pertinent papers for processing of concern offices in the University.
- 3.1 Receiving is the act of accepting submitted communications, request, documents, and other pertinent papers.
- 3.2 Barcoding is a process of recording using a numbering system to establish the proper sequencing of recording.
- 3.3 Barcoding slip is a piece of paper bearing the sequence number of recording of the document submitted
- 3.4 Releasing is the act of returning/ giving out the communications, request, documents and other pertinent papers.

4.0 REFERENCES

- 4.1 USM OMS Manual (USM-QMS-002-Rev.3.2020.02.18)
- 4.2 USM Code

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The receiving in-charge for Communications and Request shall be responsible for the receiving, barcoding, releasing in the system of communications, requests, documents and other pertinent papers before it will be forwarded to the next office where the document shall be processed for approval. E.g. T.O, J.O & others
- 5.2 The receiving in-charge for finance-related documents and pertinent papers shall be responsible for the receiving, barcoding and releasing of finance related documents and pertinent papers. E.g. vouchers, PRs, POs, BAC documents and others.

6.0 PROCEDURE DETAILS

6.1. Non-Financial Documents and Correspondence

- 6.1.1 Requisitioner prepares and submits documents to the Records Staff in-charge of receiving non-financial documents.
- 6.1.2 Records Staff attaches to the document a barcoded slip indicating the tracking number for reference before forwarding to the next approving office, example:
 - 6.1.2.a HRMDO- request for Travel Order, Job Order and hiring request and application letter.
 - 6.1.2.b FMS/ Accounting Office- request for travel support
 - 6.1.2.c Office of the President- external and internal communication

6.2. Finance-Related Request

- 6.2.1. Requisitioner prepares and submits to the Records staff in-charge in the receiving of the financial related documents like Vouchers, Purchase Request, Purchase Order, Abstract of Quotations or Bids, BAC Resolutions, and other related documents to the in-charge of the finance related documents.
 - 6.2.1.a FMS/Accounting Office-Vouchers
 - 6.2.1.b BAC- Purchase Requests
 - 6.2.1.c Other finance-elated pertinent documents.

7.0 RECORDS RETENTION AND DISPOSAL

- 7.1 Records retention and disposal of this procedure shall be determined by the following offices according to the applicable rules set by appropriate government agencies:
 - 7.1.1 HRMDO- personnel records and documents
 - 7.1.2 ARO- students' records
 - 7.1.3 FMS/Accounting Office- University's Financial Records
 - 7.1.4 Board Secretary- University's documents and contracts

F. 3. Description of the system of maintaining the confidentiality and security of official records.

TABLE OF CONTENTS

1. Overview
 1. Purpose of the Manual
 2. Structure of the Manual
 3. Coverage of the Manual
 4. FOI Receiving Officer
 5. FOI Decision Maker
 6. Central Appeals and Review Committee
 7. Approval and Denial of Request
2. Definition of Terms
3. Protection of Privacy
4. Standard Procedure
 1. Receipt of Request for Information
 2. Initial Evaluation
 - a. Request relating to more than one office under the USM
 - b. Information is not in the custody of the USM
 - c. Requested information already available in USM website
 - d. Similar or Identical request for information
 3. Transmittal from FRO to Decision Maker
 4. Role of Decision Maker in processing the Freedom of Information Request
 5. Role of FRO to transmit the Information
 6. Extension of Time
 7. Notifying the requesting party of the decision
 8. Approval of Request
 9. Denial of Request
5. Remedies in Case of Denial of Request
6. Request Tracking System
7. Fees
8. Administrative Liability
9. Annexes
 - a. FOI FAQs
 - b. Executive Order No. 02
 - c. FOI Receiving Officers of the USM and local offices
 - d. List of Exceptions to FOI
 - e. Flow Chart
 - f. FOI Request Form

SECTION 1: OVERVIEW

1. **Purpose:** The purpose of this People's FOI Manual (Manual) is to provide the process to guide and assist Filipino Citizens in requesting for information under Executive Order (E.O.) No. 2, Series of 2016, on Freedom of Information (FOI). (Annex "B")

2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the UNIVERSITY OF SOUTHERN MINDANAO (USM) when a request for access to information is received. The President is responsible for all actions carried out under this Manual and may delegate this responsibility to the Dr. Lope E. Dapun of Vice President for Administration and Finance of the USM. The President may delegate a specific officer to act as the Decision Maker (DM), who shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).

3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the USM.

4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the USM. The FRO shall preferably come and hold office at PLANNING AND DEVELOPMENT OFFICE.

The functions of the FRO shall include receiving on behalf of the USM all requests for information and forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals; provide assistance to the FOI Decision Maker; provide assistance and support to the public and staff with regard to FOI; compile statistical information as required; and, conduct initial evaluation of the request and advise the requesting party whether the request will be forwarded to the FOI Decision Maker for further evaluation, or deny the request based on:

- a. That the form is incomplete; or
- b. That the information is already disclosed in the USM's Official Website, foi.gov.ph, or at data.gov.ph.

Local offices of the USM shall assign their respective FROs. (Annex "C")

5. **FOI Decision Maker:** There shall be an FOI Decision Maker (FDM), designated by the President, with a rank of not lower than a Division Chief or its equivalent, who shall conduct evaluation of the request for information and has the authority to grant the request, or deny it based on the following:

- a. The USM does not have the information requested;
- b. The information requested contains sensitive personal information protected by the Data Privacy Act of 2012;
- c. The information requested falls under the list of exceptions to FOI; or

d. The request is an unreasonable subsequent identical or substantially similar request from the same requesting party whose request has already been previously granted or denied by the USM.

6. Central Appeals and Review Committee: There shall be a central appeals and review committee composed of three (3) officials with a rank not lower than a Director or its equivalent, designated by the President to review and analyze the grant or denial of request of information. The Committee shall also provide expert advice to the President on the denial of such request.

7. Approval and Denial of Request to Information: The Decision Maker shall approve or deny all request of information. In case where the Decision Maker is on official leave, the President may delegate such authority to his Chief of Staff or any Officer not below the rank of a Director.

SECTION 2: DEFINITION OF TERMS

CONSULTATION. When a government office locates a record that contains information of interest to another office, it will ask for the views of that other agency on the disclosability of the records before any final determination is made. This process is called a “consultation.”

data.gov.ph. The Open Data website that serves as the government’s comprehensive portal for all public government data that is searchable, understandable, and accessible.

FOI.gov.ph. The website that serves as the government’s comprehensive FOI website for all information on the FOI. Among many other features, FOI.gov.ph provides a central resource for the public to understand the FOI, to locate records that are already available online, and to learn how to make a request for information that is not yet publicly available. FOI.gov.ph also promotes agency accountability for the administration of the FOI by graphically displaying the detailed statistics contained in Annual FOI Reports, so that they can be compared by agency and over time.

EXCEPTIONS. Information that should not be released and disclosed in response to a FOI request because they are protected by the Constitution, laws or jurisprudence.

FREEDOM OF INFORMATION (FOI). The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to the procedures and limitations provided in Executive Order No. 2. This right is indispensable to the exercise of the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

FOI CONTACT. The name, address and phone number at each government office where you can make a FOI request

FOI REQUEST. A written request submitted to a government office personally or by email asking for records on any topic. A FOI request can generally be made by any Filipino to any government office.

FOI RECEIVING OFFICE. The primary contact at each agency where the requesting party can call and ask questions about the FOI process or the pending FOI request.

FREQUENTLY REQUESTED INFORMATION. Info released in response to a FOI request that the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records.

FULL DENIAL. When the USM cannot release any records in response to a FOI request, because, for example, the requested information is exempt from disclosure in its entirety or no records responsive to the request could be located.

FULL GRANT. When a government office is able to disclose all records in full in response to a FOI request.

INFORMATION. Shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

INFORMATION FOR DISCLOSURE. Information promoting the awareness and understanding of policies, programs, activities, rules or revisions affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted to government websites, such as data.gov.ph, without need for written requests from the public.

MULTI-TRACK PROCESSING. A system that divides incoming FOI requests according to their complexity so that simple requests requiring relatively minimal review are placed in one processing track and more complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

OFFICIAL RECORD/S. Shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

OPEN DATA. Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.

PARTIAL GRANT/PARTIAL DENIAL. When a government office is able to disclose portions of the records in response to a FOI request, but must deny other portions of the request.

PENDING REQUEST OR PENDING APPEAL. An FOI request or administrative appeal for which a government office has not yet taken final action in all respects. It captures anything that is open at a given time including requests that are well within the statutory response time.

PERFECTED REQUEST. A FOI request, which reasonably describes the records, sought and is made in accordance with the government office's regulations.

PERSONAL INFORMATION. Shall refer to any information, whether recorded in a material form or not, from which the identify of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

PROACTIVE DISCLOSURE. Information made publicly available by government agencies without waiting for a specific FOI request. Government agencies now post on their websites a vast amount of material concerning their functions and mission.

PROCESSED REQUEST OR PROCESSED APPEAL. The number of requests or appeals where the agency has completed its work and sent a final response to the requester.

PUBLIC RECORDS. Shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

RECEIVED REQUEST OR RECEIVED APPEAL. An FOI request or administrative appeal that an agency has received within a fiscal year.

REFERRAL. When a government office locates a record that originated with, or is of otherwise primary interest to another agency, it will forward that record to the other agency to process the record and to provide the final determination directly to the requester. This process is called a "referral."

SENSITIVE PERSONAL INFORMATION. As defined in the Data Privacy Act of 2012, shall refer to personal information:

(1) About an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations;

(2) About an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings;

(3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(4) Specifically established by an executive order or an act of Congress to be kept classified.

SIMPLE REQUEST. A FOI request that an agency anticipates will involve a small volume of material or which will be able to be processed relatively quickly.

SECTION 3. PROTECTION OF PRIVACY

While providing for access to information, the USM shall afford full protection to a person's right to privacy, as follows:

- a. The USM shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
- b. The USM shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
- c. The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the USM, shall not disclose that information except as authorized by existing laws.

SECTION 4. STANDARD PROCEDURE (See Annex "E" for flowchart)

1. Receipt of Request for Information.

1.1 The FOI Receiving Officer (FRO) shall receive the request for information from the requesting party and check compliance of the following requirements:

- The request must be in writing;
- The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization; and
- The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information. (See Annex "F" for request form).

The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI request form, and a copy of a duly recognized government ID with photo.

1.2 In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing.

1.3 The request shall be stamped received by the FRO, indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party. In case of email requests, the email shall be printed out and shall follow the procedure

mentioned above, and be acknowledged by electronic mail. The FRO shall input the details of the request on the Request Tracking System and allocate a reference number.

1.4 The USM must respond to requests promptly, within the fifteenth (15) working day following the date of receipt of the request. A working day is any day other than a Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Art. 13 of the New Civil Code shall be observed.

The date of receipt of the request will be either:

a. The day on which the request is physically or electronically delivered to the government office, or directly into the email inbox of a member of staff; or

b. If the government office has asked the requesting party for further details to identify and locate the requested information, the date on which the necessary clarification is received.

An exception to this will be where the request has been emailed to an absent member of staff, and this has generated an 'out of office' message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the request arrives in the inbox of that contact.

Should the requested information need further details to identify or locate, then the 15 working days will commence the day after it receives the required clarification from the requesting party. If no clarification is received from the requesting party after sixty (60) calendar days, the request shall be closed.

2. Initial Evaluation. After receipt of the request for information, the FRO shall evaluate the contents of the request.

2.1. Request relating to more than one office under the USM: If a request for information is received which requires to be complied with, of different offices, the FRO shall forward such request to the said office concerned and ensure that it is well coordinated and monitor its compliance. The FRO shall also clear with the respective FROs of such offices that they will only provide the specific information that relates to their offices.

2.2. Requested information is not in the custody of the USM or any of its offices: If the requested information is not in the custody of the USM or any of its offices, following referral and discussions with the FDM, the FRO shall undertake the following steps:

□ If the records requested refer to another AGENCY, the request will be immediately transferred to such appropriate AGENCY through the most expeditious manner and the transferring office must inform the requesting party that the information is not held within the 15 working day limit. The 15 working day requirement for the receiving office commences the day after it receives the request.

□ If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known.

2.3. Requested information is already posted and available on-line: Should the information being requested is already posted and publicly available in the AGENCY website, data.gov.ph or foi.gov.ph, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.

2.4. Requested information is substantially similar or identical to the previous request: Should the requested information be substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason of such denial.

3. Transmittal of Request by the FRO to the FDM: After receipt of the request for information, the FRO shall evaluate the information being requested, and notify the FDM of such request. The copy of the request shall be forwarded to such FDM within one (1) day from receipt of the written request. The FRO shall record the date, time and name of the FDM who received the request in a record book with the corresponding signature of acknowledgement of receipt of the request.

4. Role of FDM in processing the request: Upon receipt of the request for information from the FRO, the FDM shall assess and clarify the request if necessary. He or she shall make all necessary steps to locate and retrieve the information requested. The FDM shall ensure that the complete information requested be submitted to the FRO within 10 days upon receipt of such request.

The FRO shall note the date and time of receipt of the information from the FDM and report to the AGENCY Head or the designated officer, in case the submission is beyond the 10-day period.

If the FDM needs further details to identify or locate the information, he shall, through the FRO, seek clarification from the requesting party. The clarification shall stop the running of the 15 working day period and will commence the day after it receives the required clarification from the requesting party.

If the FDM determines that a record contains information of interest to another office, the FDM shall consult with the agency concerned on the disclosability of the records before making any final determination.

5. Role of FRO to transmit the information to the requesting party: Upon receipt of the requested information from the FDM, the FRO shall collate and ensure that the information is complete. He shall attach a cover/transmittal letter signed by the USM President or the designated officer and ensure the transmittal of such to the requesting party within 15 working days upon receipt of the request for information.

6. Request for an Extension of Time: If the information requested requires extensive search of the government's office records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases, the FDM should inform the FRO.

The FRO shall inform the requesting party of the extension, setting forth the reasons for such extension. In no case shall the extension exceed twenty (20) working days on top of the mandated fifteen (15) working days to act on the request, unless exceptional circumstances warrant a longer period.

7. Notice to the Requesting Party of the Approval/Denial of the Request: Once the DM approved or denied the request, he shall immediately notify the FRO who shall prepare the response to the requesting party either in writing or by email. All actions on FOI requests, whether approval or denial, shall pass through the USM President or his designated officer for final approval.

8. Approval of Request: In case of approval, the FRO shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The FRO shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted and be directed to pay the applicable fees, if any.

9. Denial of Request: In case of denial of the request wholly or partially, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein provided shall be deemed a denial of the request to information. All denials on FOI requests shall pass through the Office of the USM President or to his designated officer.

SECTION 5. REMEDIES IN CASE OF DENIAL

A person whose request for access to information has been denied may avail himself of the remedy set forth below:

1. Administrative FOI Appeal to the USM Central Appeals and Review Committee: Provided, that the written appeal must be filed by the same requesting party within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

a. Denial of a request may be appealed by filing a written appeal to the USM Central Appeals and Review Committee within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.

b. The appeal shall be decided by the USM President upon the recommendation of the Central Appeals and Review Committee within thirty (30) working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal.

2. Upon exhaustion of administrative FOI appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court.

SECTION 6. REQUEST TRACKING SYSTEM

The USM shall establish a system to trace the status of all requests for information received by it, which may be paper-based, on-line or both.

SECTION 7. FEES

1. No Request Fee. The USM shall not charge any fee for accepting requests for access to information.

2. Reasonable Cost of Reproduction, Copying, and/or Delivery of the Information: The FRO shall immediately notify the requesting party in case there shall be a reproduction, copying and/or delivery fee in order to provide the information. Such fee shall be the actual amount spent by the USM in providing the information to the requesting party. The schedule of fees shall be posted by the USM.

3. Exemption from Fees: The USM may exempt any requesting party from payment of fees, upon request stating the valid reason why such requesting party shall not pay the fee.

SECTION 8. ADMINISTRATIVE LIABILITY

1. Non-compliance with FOI. Failure to comply with the provisions of this Manual shall be a ground for the following administrative penalties:

a. 1st Offense - Reprimand;

b. 2nd Offense - Suspension of one (1) to thirty (30) days; and

c. 3rd Offense - Dismissal from the service.

2. Procedure. The Revised Rules on Administrative Cases in the Civil Service shall be applicable in the disposition of cases under this Manual.

3. Provisions for More Stringent Laws, Rules and Regulations. Nothing in this Manual shall be construed to derogate from any law, any rules, or regulation prescribed by any body or agency, which provides for more stringent penalties.

ANNEX “A”

FOI FREQUENTLY ASKED QUESTIONS

Introduction to FOI

1. What is FOI?

Freedom of Information (FOI) is the government’s response to the call for transparency and full public disclosure of information. FOI is a government mechanism which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security.

The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

2. What is Executive Order No. 2 S. 2016?

Executive Order No. 2 is the enabling order for FOI. EO 2 operationalizes in the Executive Branch the People’s Constitutional right to information. EO 2 also provides the State policies to full public disclosure and transparency in the public service.

EO 2 was signed by President Rodrigo Roa Duterte on July 23, 2016.

3. Who oversees the implementation of EO 2?

The Presidential Communications Operations Office (PCOO) oversees the operation of the FOI program. PCOO serves as the coordinator of all government agencies to ensure that the FOI program is properly implemented.

Making a Request

4. Who can make an FOI request?

Any Filipino citizen can make an FOI Request. As a matter of policy, requestors are required to present proof of identification.

9. What will I receive in response to an FOI request?

You will be receiving a response either granting or denying your request.

If the request is granted, the information requested will be attached, using a format that you specified. Otherwise, the agency will explain why the request was denied.

10. How long will it take before I get a response?

It is mandated that all replies shall be sent fifteen (15) working days after the receipt of the request. The agency will be sending a response, informing of an extension of processing period no longer than twenty (20) working days, should the need arise.

11. What if I never get a response?

If the agency fails to provide a response within the required fifteen (15) working days, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

12. What will happen if my request is not granted?

If you are not satisfied with the response, the Requestor may write an appeal letter to the Central Appeals and Review Committee within fifteen (15) calendar days from the lapse of required response period. The appeal shall be decided within thirty (30) working days by the Central Appeals and Review Committee.

If all administrative remedies are exhausted and no resolution is provided, requestors may file the appropriate case in the proper courts in accordance with the Rules of Court.

MALACAÑAN PALACE
MANILA
BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 02

OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE'S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

WHEREAS, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

WHEREAS, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

WHEREAS, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

WHEREAS, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

WHEREAS, the President, under Section 17, Article VII of the Constitution, has control over all executive AGENCYs, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

WHEREAS, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

(a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs,

data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in

or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

(b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.

(c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

SECTION 2. Coverage. This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, AGENCYs, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

SECTION 3. Access to information. Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

SECTION 4. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The AGENCY of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the AGENCY of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

SECTION 5. Availability of SALN. Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

SECTION 6. Application and Interpretation. There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office, which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

SECTION 7. Protection of Privacy. While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

(a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;

(b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information, which unduly exposes the individual, whose personal information is requested, to vilification, harassment or any other wrongful acts.

(c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

SECTION 8. People's Freedom to Information (FOI) Manual. For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

(a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;

(b) The person or office responsible for receiving requests for information;

(c) The procedure for the filing and processing of the request as specified in the succeeding section 9 of this Order.

(d) The standard forms for the submission of requests and for the proper acknowledgment of requests;

(e) The process for the disposition of requests;

- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

SECTION 9. Procedure. The following procedure shall govern the filing and processing of request for access to information:

(a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.

(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.

(c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.

(e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

SECTION 10. Fees. Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

SECTION 11. Identical or Substantially Similar Requests. The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

SECTION 12. Notice of Denial. If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

SECTION 13. Remedies in Cases of Denial of Request for Access to Information.

(a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 9 of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

(c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

SECTION 14. Keeping of Records. Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

SECTION 15. Administrative Liability. Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

SECTION 16. Implementing Details. All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

SECTION 17. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 18. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

SECTION 19. Effectivity. This Order shall take effect immediately upon publication in a newspaper of general circulation.

DONE, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

(Sgd.) RODRIGO ROA DUTERTE
President of the Philippines

By the President:

(Sgd.) SALVADOR C. MEDIALDEA
Executive Secretary

ANNEX "C"

FOI Receiving Officers of the AGENCY and its local offices

Name of Office	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
PLANNING AND DEVELOPMENT OFFICE	ADMINISTRATION BUILDING, USM, KABACAN, COTABATO	(064)572-2605	DR. EIMER M. ESTILLOSO

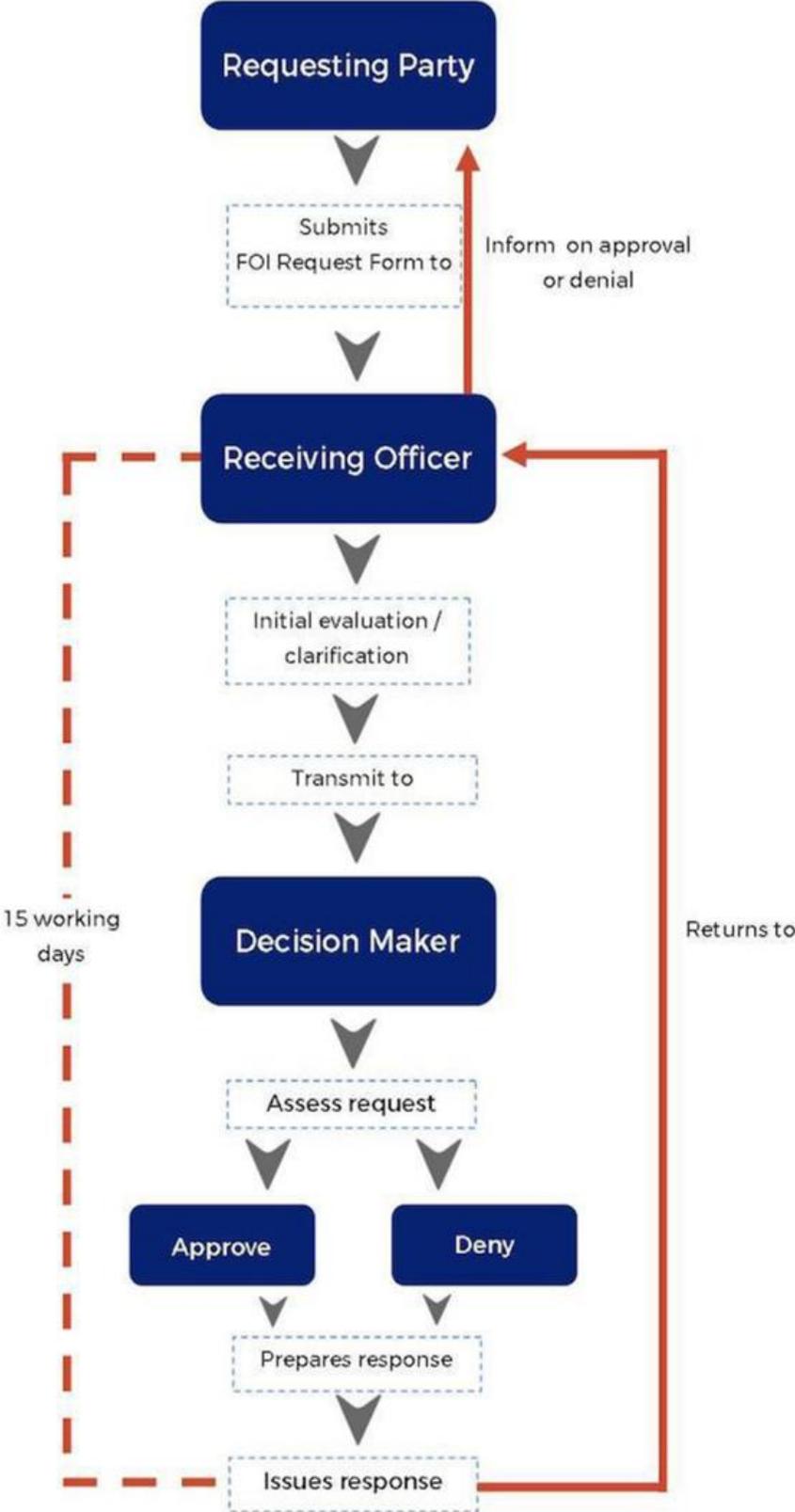
LIST OF EXCEPTIONS

The following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence: These exceptions only apply to governmental bodies within the control and supervision of the Executive department. Unless specifically identified, these exceptions may be invoked by all officials, officers, or employees in the Executive branch in possession of the relevant records or information.

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

ANNEX "E"

Flow Chart



ANNEX "F"

FOI Request Form

This document may be reproduced
and is NOT FOR SALE

FOI Tracking Number:



FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)
(as of November 2016)

Please read the following information carefully before proceeding with your application. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (◄) denotes a MANDATORY field.

A. Requesting Party

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your application and correspond with you in the manner you prefer.

1. Title (e.g. Mr, Mrs, Ms, Miss)	2. Given Name/s (including M.I)	3. Surname
_____	◄ _____	◄ _____
4. Complete Address (Apt/House Number, Street, City/Municipality, Province)		
◄ _____		
5. Landline/Fax	6. Mobile	7. Email
_____	◄ _____	_____
8. Preferred Mode of Communication	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email <input type="checkbox"/> Postal Address <i>(If your request is successful, we will be sending the documents to you in this manner.)</i>	
9. Preferred Mode of Reply	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Postal Address <input type="checkbox"/> Pick-Up at Agency	
10. Type of ID Given (Please ensure your IDs contain your photo and signature)	<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> SSS ID <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID <input type="checkbox"/> School ID <input type="checkbox"/> Company ID <input type="checkbox"/> Others _____	

B. Requested Information

11. Agency - Connecting Agency (if applicable)	◄ _____	◄ _____
12. Title of Document/Record Requested (Please be as detailed as possible)	◄ _____	
13. Date or Period (DD/MM/YY)	◄ _____	
14. Purpose	◄ _____ _____ _____	
15. Document Type	◄ _____	
16. Reference Numbers (if known)	◄ _____	
17. Any other Relevant Information	◄ _____	

C. Declaration

Privacy Notice: Once deemed valid, your information from your application will be used by the agency you have applied to, to deal with your application as set out in the Freedom of Information Executive Order No. 2. If the Department or Agency gives you access to a document, and if the document contains no personal information about you, the document will be published online in the Department's or Agency's disclosure log, along with your name and the date you applied, and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body.

I declare that:

- The information provided in the form is complete and correct;
- I have read the Privacy notice;
- I have presented at least one (1) government-issued ID to establish proof of my identity

I understand that it is an offense to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature ◀ _____

Date Accomplished (DD/MM/YYYY) ◀ _____

D. FOI Receiving Officer [INTERNAL USE ONLY]

Name (Print name) ◀ _____

Agency - Connecting Agency (if applicable, otherwise N/A) ◀ _____ ◀ _____

Date entered on eFOI (if applicable, otherwise N/A) ◀ _____

Proof of ID Presented (Photocopies of original should be attached) Passport Driver's License SSS ID Postal ID Voter's ID School ID Company ID Others _____

The request is recommended to be: Approved Denied

If Denied, please tick the Reason for the Denial Invalid Request Incomplete Data already available online

Second Receiving Officer Assigned (print name) ◀ _____

Decision Maker Assigned to Application (print name) ◀ _____

Decision on Application Successful Partially Successful Denied Cost

If Denied, please tick the Reason for the Denial Invalid Request Incomplete Data already available online Exception Which Exception? _____

Date Request Finished (DD/MM/YYYY) ◀ _____

Date Documents (if any) Sent (DD/MM/YYYY) ◀ _____

FOI Registry Accomplished Yes No

RO Signature ◀ _____

Date (DD/MM/YYYY) ◀ _____



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

DATA PRIVACY MANUAL

MARCH 2020
(BOR Resolution No 13, s. 2020)

**UNIVERSITY OF SOUTHERN MINDANAO
DATA PRIVACY MANUAL**

TABLE OF CONTENTS

- I. Introduction
- II. Privacy Policy Statements
- III. Definition of Terms
- IV. Scope and Limitations
- V. Collection of Personal Information
 - A. Privacy Principles
 - 1. Transparency
 - 2. Proportionality
 - 3. Legitimate Purpose
 - B. Provisions for Units in the University
 - 1. Admission and Records Office (ARO)
 - 2. Human Resources Management and Development Office (HRMDO)
 - 3. University Hospital
 - 4. University Guidance Center (UGC)
 - 5. University Information and Communications Technology Office (UICTO)
 - 6. Records Section
 - 7. Other Units
 - C. Privacy Policies
 - 1. Notification of and Securing Consent from Data Subjects
 - 2. Policy on Access to Personal Information
 - 3. Policy on Information Gathered
- VI. Use and Disclosure of Information
 - A. Primary Purpose
 - B. Secondary Purposes
 - C. Policy on Sensitive Personal Information
 - D. Government Related Use and Disclosure of Personal Information
- VII. Ensuring and Maintaining Accuracy of Information
 - A. Verification of Information
 - B. Correction and updating of Information
- VIII. Security of Personal Information
 - A. Security Measures
 - 1. Technical Measures
 - 2. Physical Measures
 - B. Request for Access
 - C. Retention and Destruction of Personal Information
- IX. Inquiry and Complaints
 - A. Inquiry on Data Privacy Issues
 - B. Procedure for Complaints for Breach, Loss, or Unauthorized Access, Disclosure or Destruction of Personal Information
- X. Effectivity
- XI. Annexes
 - A. DATA PRIVACY NOTICE
 - B. CONSENT FORM FOR STUDENTS OF THE UNIVERSITY
 - C. DATA INQUIRY/ACCESS REQUEST FORM
 - D. NON-DISCLOSURE AGREEMENT FOR EMPLOYEES OF THE UNIVERSITY
 - E. IMPLEMENTING RULES AND REGULATIONS OF THE DATA PRIVACY ACT OF 2012 REPUBLIC OF THE PHILIPPINES

I. INTRODUCTION

This Privacy Manual is hereby adopted in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and other relevant policies, including issuances of the National Privacy Commission. The aim of the DPA is to protect personal data in information and communications systems in both the government and private sector.

It is the policy of the University of Southern Mindanao (**USM**) to respect and uphold data privacy rights, and to ensure that all personal data collected from students, their parents or guardians, employees and other third parties, are processed pursuant to the general principles of transparency, legitimate purpose, and proportionality as provided for in the DPA.

This Manual informs the USM community and the general public of the privacy and data protection protocols carried out within USM for specific circumstances in the lifecycle of the personal data, from collection to destruction, and serves as a guide in for data subjects to exercise their rights under the Data Privacy Act of 2012. =

USM commits to protect the privacy rights of individuals on personal information pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

All employees, students and administration officers are enjoined to comply with and to share in the responsibility to secure and protect personal information collected and processed by the University of Southern Mindanao in pursuit of legitimate purposes.

II. PRIVACY POLICY STATEMENT

1. USM adheres to the principles of transparency, legitimate purpose and proportionality in the collection, processing, securing, retention and disposal of personal information.
2. The students, parents, guardians, faculty members, employees or third parties whose personal information is being collected shall be considered as data subjects for purposes of these policies.
3. USM upholds the following rights of its data subjects:
 - a. to be informed of the reason or purpose of collecting and processing of their personal data
 - b. to object or withhold consent for the collection of their personal data, especially in cases of amendments in the use of their personal data and under conditions allowed by privacy and education laws
 - c. to be granted access to their personal data that were processed, as well as the names of the recipients of data, manner and sources from which the data were obtained
 - d. to correct the information especially in cases of erroneous or outdated data, and to object to collection of personal information within the bounds allowed by privacy and education laws.
 - e. to file a complaint and to be granted damages in case of breach or unauthorized access of his personal information.
 - f. to erasure or blocking of personal data, to withdraw or order the destruction of their data from the system if there is substantial proof that the provisions of his consent were violated.
4. USM shall secure the personal information of students, parents, guardians, employees and third parties from whom personal information is collected and shall take adequate measures to secure both physical and digital copies of the information.
5. USM shall ensure that personal information is collected and processed only by authorized personnel for legitimate purposes of the University.
6. Any information that is declared obsolete based on the internal privacy and retention procedures of the University shall be disposed of in a secure and legal manner.

7. Any suspected or actual breach of the USM Data Privacy Policy must be reported to any member of the Breach Incident Response Team (BIRT) in accordance with the procedure provided in Section IX (ii) of this Manual.
8. Data subjects may inquire or request for information from the Data Privacy Response Team regarding any matter relating to the processing of their personal data under the custody of USM, including the data privacy and security policies implemented to ensure the protection of their personal data pursuant to Section IX (i) of this Manual.

III. DEFINITION OF TERMS

1. **Authorized personnel** refer to employees or officers of the University specifically authorized to collect and/ or to process personal information either by their function of their office or position, or through specific authority given in accordance with the policies of the University.
2. **Consent of the Data Subject** refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so.
3. **Data subject** refers to an individual whose personal, sensitive personal, or privileged information is processed. For purposes of this Manual, it refers to officers, employees, students, and third parties whose information is being collected and processed by the University (i.e. applicants for admission or employment, former students or alumni whose records are required by law to be kept and maintained by the University).
4. **Data Protection Officer or DPO** refers to the University officer designated to monitor and ensure the implementation of the Data Privacy policies of the University. The DPO is also the de facto head of the Data Privacy Response Team.
5. **Data Privacy Response Team** refers to the group of persons designated to respond to inquiries and complaints relating to data privacy and to assist in the monitoring and implementation of the Data Privacy policy of the University. The USM Data Privacy Response Team is composed of the Data Privacy Officer and the Personal Information Processors.
6. **Personal data** refers to all types of personal information collected and processed by the University from the data subjects.
7. **Personal data breach** refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.
8. **Personal Data Classification** refers to the categories of personal information collected and processed by USM. Personal data is classified as follows:
 - A. **Public**- These are information readily available and may be disclosed to the public. Examples: Directory of USM offices, course catalogs, program offerings, names of officers, deans and faculty as stated in the Administration portion of the USM website, published researches containing the names of faculty members and students.
 - B. **Confidential**- These are information which are declared confidential by law or policy of USM, and which may only be processed by authorized personnel and if disclosed, may cause material harm to the University, or information is sensitive in nature and will affect the health or well-being of the individual.

Examples:

Employee and student names, addresses, contact numbers, GSIS, SSS, PhilHealth, Passport numbers, student and employee's health information, student counselling and medical records; financial information of parents and students and employees, and student records, employee 201 files and the information contained therein.

- C. **Classified**- These are information the access of which is highly restricted, and if disclosed may cause severe or serious harm or injury to the employee, student or third party.

Examples:

Employee and student USM accounts or computer passwords (Data Privacy Law, Anti-Cyber Crime Law, USM IT policies), bank account numbers, PIN numbers of employee and student ATM numbers, if applicable.

9. **Personal information** refers to any information, whether recorded in a material or digital form, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
9. **Personal Information Controller or PIC** refers to the University as the entity which controls of the processing of personal data, or instructs another to process personal data on its behalf.
10. **Personal Information Processor or PIP** refers to the person designated as such to whom the personal information controller instructs the processing of personal data pertaining to a data subject.
12. **Processing** refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system.
13. **Privacy Statement** is a notification or statement provided to data subjects informing them of the use and purpose for collecting or processing their information, and/or which allows such individual to consent to such processing of information.
14. **Privileged information** refers to any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privileged communication.
15. **Security incident** is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach.
16. **Sensitive personal information** refers to personal information:
 1. about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 2. about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings.
 3. issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and,
 4. specifically established by an executive order or an act of Congress to be kept classified.

17. **School records** refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students. This includes, but are not limited to, the following:
 1. Personal and academic records of the student
 2. Baptismal and Birth Certificates
 3. Academic reports
 4. Medical and Records
 5. Guidance and Disciplinary records
 6. Alien Certificate (for foreign students)
 7. Individual financial records (i.e. individual tuition fee payments, balances etc.)
18. **University personnel** means all employees (regardless of the type of employment or contractual arrangement) of the University.

IV. SCOPE AND LIMITATIONS

This Manual applies to all students and employees regardless of employment status, parents or guardians of minor students, third parties including applicants for admission or employment and former students or alumni whose school records are required to be kept and secured by the University. The data covered by this Manual is limited to personal information, as defined under Section III, collected and processed by the University.

V. COLLECTION OF PERSONAL INFORMATION

A. Privacy Principles

1. **TRANSPARENCY.** Data subject's consent should be obtained before collecting the information and the latter should be informed of the purpose for which the information is to be collected.

Example:

In the enrolment process, students are required to fill out the Student Information Sheet. The purpose of such collection of information is stated in the form and the consent of the student is obtained through the form filled out and signed by the student.

2. **PROPORTIONALITY.** Personal Information collected must be reasonably necessary or directly related to the University's functions.

Example:

In the application for admission as a college student in USM, only information such as name, address, contact numbers, previous schools, parent's or guardian's name, which are necessary for the evaluation of eligibility for admission to the University is collected.

3. **LEGIMATE PURPOSE.** In collecting personal information, the University shall use the information only for legitimate purposes as discussed in Section VI of this Manual

Example:

Personal information such as student's name, parents' name and addresses and contact numbers etc., shall be used only for purposes such as enrolment, academic activities and availment of student services which is allowed under the provisions of the USM Code.

B. Provisions for Units in the University

The access and release of personal data from the following offices shall be restricted to authorized persons as defined by their operation procedures:

1. The **University Admission and Records Office (ARO)** collects personal information for the purpose of determining eligibility of the applicant for admission or in the case of current students, for continuing enrollment in the University.
2. The **Human Resource Management and Development Office (HRMDO)** collects personal information from employees or applicants for purposes of evaluating the applicant for eligibility for employment, and availment of employee benefits (i.e. retirement, educational and medical benefits) and collates the information in the individual 201 files of the employees as required under the provisions of the Labor Code.

Pursuant to existing labor laws and human resources policies of the University, the 201 files or employee's individual employment records are confidential and access is restricted to authorized personnel only.

3. The **University Hospital** collects sensitive information relating to the medical and dental health of students, faculty and staff for monitoring purposes. Access to the data collected is restricted and limited only to authorized personnel in the department such as the school doctor, dentist or nurse. Sensitive information may not be released without the prior consent of the student or guardian except in cases where the life of the student or other students (i.e. epidemic cases as provided under the DOH rules and regulations) is at stake.
4. The **University Guidance Center (UGC)** personal data for the purposes of individual inventory, counselling, academic follow-up, testing and other related guidance services.
5. The **University Information and Communication Technology Office (UICTO)** processes, secures and stores personal information in data base systems in the University. All personal information collected from students by the different units are primarily stored in the Student Information database. Employee personal information collected by the HRMDO is stored in the Human Resource Information database.

Access to the data is restricted and given only to predetermined authorized personnel in relation to their specific function which requires access to process student or employee information. All access to personal information of students must be with their or their parents'/ guardians' consent, or employee's consent and must be for legitimate purposes, or endorsed by the Department head, and approved by the UICTO Head or his authorized representative.

6. The **Records Section** is tasked to ensure the systematic flow and monitoring of documents within the University and coming from outside the University. Communication which contain personal information shall be held confidential by the receiving and releasing officers.
7. **Other Units**

All other units who collect, process or store student or employee personal information, if any, are subject to the policies provided under this Manual. Unit heads are responsible for ensuring compliance of the provisions of this Manual within their departments.

The Data Privacy Act exempts the collection of personal data for research purposes. However, the University is still duty-bound to ensure that members of the USM community provide informed consent when they are asked to participate in any study. The Research Office of the University, through relevant units under it, shall ensure that this safeguard is in place.

C. Privacy Policies

To ensure that the rights of the data subjects are protected, the above-mentioned units are subject to the following policies:

1. **Notification of and securing consent from data subjects**

Collection of information is done with the consent of data subjects (employees, students and their guardians). Consent is indicated in the forms filled out during application for admission, enrollment or availment of student services such as scholarships, on the job trainings; and in the case of employees, promotion or re-classification, etc.

Forms for collection of personal information by different units in the University shall include a provision or a variation of these privacy statements:

All information shall be used by the University for legitimate purposes, specifically for _____ and shall be processed by authorized personnel in accordance with the Data Privacy Policy of the University.”

“I hereby allow/authorize _____ to use, collect and process the information for legitimate purposes specifically for _____, and allow authorized personnel to process the information.”

3. **Policy on Access to Personal Information**

Only authorized personnel are allowed to access and process the personal information collected from the students, their parents or guardians in accordance with Data Privacy policies of the University which requires that student records as well as the information contained therein are to be kept confidential.

Example: Only the registrar or her duly authorized representative or personnel is allowed complete access to the student profile which includes the name, student number, parents’ names, addresses, contact numbers, grades etc.

3. **Policy on Collection of Personal Information**

Authorized university personnel shall collect personal information which is reasonably necessary or directly related to the University’s primary or secondary functions or activities. Personal Information shall not be collected in anticipation that it may be useful in the future. The physical records or those which are not digitally stored and secured in the USM database are stored in particular offices of each Unit, access to which is controlled by the Unit Head.

For student records which are required to be perpetually stored and maintained by the University, an office is maintained to physically store and secure the records. Access is restricted where such records may only be retrieved upon specific instructions of the Unit Head and only for legitimate purposes or upon request of the student or alumni for copies of their individual school record or pursuant to the Unit’s procedures and policies on request for records.

Personal information shall be collected by lawful and fair means, which is allowed under the University’s policies and provided by the USM Code.

Example:

For foreign students, nationality, ACR numbers, passport numbers and the contact numbers of the parents are guardians are necessary in case of emergencies and other situations where the student’s parents or embassy are required to be notified.

VI. USE AND DISCLOSURE OF INFORMATION

Authorized university personnel are allowed to access, use and process said information for legitimate primary or secondary purposes of the University and/or that which is stated in the privacy statement contained in the forms or documents signed by the students or employees.

A. Primary Purpose

As a higher education institution, personal information is collected primarily for the educational purposes of students and employment-related purposes of employees. This includes monitoring academic activities as well as extracurricular activities of students, pursuant to the USM Code, and monitoring potential and current employees in accordance with labor laws. This also includes information collected for purposes set out in the privacy statements contained in the documents signed by students or employees. Such information is allowed to be processed and used by authorized personnel for such purposes.

B. Secondary Purposes

Secondary purposes are those which are collateral to the primary purposes and which are necessary to process the information. This include monitoring the current administrative or disciplinary standing (for student and employee discipline), financial condition (for scholarship purposes) or the health and psychological wellness of students and employees (health purposes). Authorized university personnel are allowed to use personal information collected and/or processed for such purposes provided the following circumstances are present:

1. the student or employee has consented to the use or disclosure for the secondary purpose; or;
2. the student or employee would reasonably expect the University, through its authorized personnel, to use, or process personal information for secondary purposes directly related to the primary purposes

C. Policy on Sensitive Personal Information

Sensitive personal information may not be disclosed or processed, except in any of the following cases:

1. Consent is given by data subject, prior to the processing of the sensitive personal information or privileged information, which shall be undertaken pursuant to a declared, specified, and legitimate purpose of the University.
2. The processing of the sensitive personal information provided for by existing laws and regulations, such as medical history that need to be disclosed by the student as part of the monitoring of the health of the student, provided, that said laws and regulations do not require the consent of the data subject for the processing, and guarantee the protection of personal data.
3. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing.
4. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations provided that the processing is confined and related to the bona fide members of these organizations or their associations; the sensitive personal information are not transferred to third parties; and consent of the data subject was obtained prior to processing.
5. The processing is necessary for the purpose of medical treatment; provided, that it is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal data is ensured.

6. The processing concerns sensitive personal information or privileged information necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise, or defense of legal claims, or when provided to government or public authority pursuant to a constitutional or statutory mandate.

D. Government-Related Use and Disclosure of Personal Information

Personal information is allowed to be used and disclosed to government agencies to satisfy reportorial requirements in line with their constitutionally or legislatively mandated functions pursuant to existing education or labor laws or when the use of pursuant to lawful order of a court or tribunal.

VII. ENSURING AND MAINTAINING ACCURACY OF INFORMATION

A. Verification of information

Authorized university personnel must take reasonable steps to ensure that the personal information collected or processed, up-to-date, complete, relevant and not misleading. The information collected from students and employees shall be verified by the units collecting the information.

Example:

Student information is verified by the Admission and Records Office while the HRD conducts the verification of employee information and background checks.

B. Correction and updating of information

Students and employees shall update their personal information through forms available at the Data Protection Office or in the Office holding their information. In case of erroneous or false information, data subjects may request correction, rectification, blocking or erasure (only to the extent allowed by the Data Privacy Act and other applicable laws) using the same process.

VIII. SECURITY OF PERSONAL INFORMATION

A. Security Measures

1. Technical Measures

The University shall take reasonable steps to protect the personal information in its possession from misuse, loss or unauthorized access, modification or disclosure. As most of the personal information of students and employees are stored in the University databases, access to personal information in digital or digitized form by authorized IT personnel is restricted and individually identifiable.

internal requests (i.e. special requests for authority to view student profile for disciplinary cases, counselling, or health concerns) for access to restricted student or employee records contained in the University information systems shall be sent through the President for approval before access is granted.

As a general rule only authorized personnel with the necessary approvals may request for access of the information systems of personal information in accordance with the procedure established by the DPO. Physical access to the servers and network equipment is highly restricted to authorized personnel only. Security devices are employed to safeguard the university network and its systems.

A 24-hour security system is also provided by the University to secure the areas where the University data centers are located.

3. Physical Measures

Access to student and employee personal information is limited to authorized personnel of the specific units collecting or processing the information. Aside from access restriction, storage facilities for hard copies of documents containing personal information are also secured (i.e. locked) in cabinets or storage facilities.

Only authorized personnel may open or have access to keys to the storage facilities. The storage units or facilities are placed in areas which are not usually accessible to the public, safe from physical hazards such as rain, wind and dust, and located in areas which are usually manned by the authorized personnel.

Round-the-clock security is also provided for the entire University including areas where the hard copies of such documents are kept and secured. Buildings equipped with closed-circuit television (CCTV) should bear the sign: *This building is equipped with a CCTV. Your activities will be recorded for security purposes only. Should we need the footages for other purposes, your consent will be secured.*

B. Request for Access

As a general rule, only authorized personnel shall have access to student or employee personal information. Students, employees, parents or guardians (in case of minors) who wish to have access to their own personal information may submit a written request directly to the Unit or Office and may be allowed access to their specific individual information or given copies, pursuant to the policies and guidelines on requesting for access or copies of student records. Request for information through telephone is not allowed. In case of email inquiries, proof of parent or student identity shall be submitted along with the email request.

Employees who wish to view the personal information in their individual personnel file may file a written request or directly go to the HRD Office, and request for viewing of such information in the presence of an authorized personnel of the department.

As a general rule, only authorized personnel may be allowed to have access to the personal information subject to the procedure established in this section. In such cases where any individual or entity [other than the student, parent or guardian in the case of minors, or employee] wishes to have access pursuant to the instances or exceptions provided under Data Privacy Act or Article VI of this Manual, a written request shall be submitted to the Unit Head who may either endorse or reject the same. If approved, the endorsed request shall be submitted to the DPO or the duly authorized representative for approval. If the request involves digital or digitized data, approval of the UICTO Director is required prior to endorsement of the Unit Head to the DPO. Only written requests properly endorsed by the Unit Head shall be considered for approval.

The written request shall state the name of the requestor, the purpose, the type of access requested (i.e. copying or viewing only), and the time frame or time limit within which access shall be given with a guarantee that the information shall be used solely for purposes allowed by law and a statement that such shall be treated with utmost confidentiality

In cases where government agencies empowered under the law to request for personal information (i.e., BIR, DOH), request for access, university personnel must ensure that the request is in writing and cites the authority or basis upon which the request is made. In cases where the request is a result of a valid order or decision of a tribunal or court, a copy of such order shall be attached to the written request.

Once approved by the DPO, it shall be transmitted to the Unit Head of the appropriate Unit for implementation. The Unit Head who endorsed the same shall be responsible for monitoring compliance of the requestor on the terms of the approved request (i.e., time limit and confidentiality).

In case there is doubt on the propriety of any request for access, university personnel should consult with or seek clearance from the DPO.

C. Retention and Destruction of Personal Information

Under the provisions of applicable laws, the University is required to permanently keep the student and employee records including the information contained therein. In line with this, no personal information may be destroyed unless allowed by such laws, and such destruction, if allowed or authorized by law and the University, must be documented in writing by the University. Unauthorized destruction should be reported to the DPO or any member of the Breach Incident Response Team pursuant to the procedure stated in the succeeding section.

IX. INQUIRY AND COMPLAINTS

A. Inquiry on Data Privacy matters and issues

Data subjects may request for information from the Data Protection Officer regarding any issue relating to the processing of their personal data under the custody of USM, including the data privacy and security policies implemented to ensure the protection of their personal data.

B. Procedure for Complaints

Any suspected or actual breach of the provisions of the USM Data Privacy Manual, violation of data privacy rights, or any breach, loss or unauthorized access or disclosure of personal information in the possession or under the custody of the University must be reported in writing immediately to the any member of the Breach Incident Response Team.

In case of a complaint for violation of the provisions USM Data Privacy policies, or any serious breach, loss or unauthorized access, disclosure or destruction of personal information in the possession or under the custody of the University, a report shall be made to the National Privacy Commission within seventy-two (72) hours from knowledge of the breach incident.

Within reasonable time, the DPO or any (2) members of the Breach Incident Response Team shall verify the allegations in the complaint. If warranted, an official investigation shall be conducted in cases of serious security breach as provided under Republic Act No. 10173. The results of the investigation shall be reported to the National Privacy Commission.

The DPO may also convene the entire team in case of a complaint, or motu-proprio in case the violation of policies or data breach, loss, unauthorized access or destruction as an investigation committee to recommend actions, particularly when the violation is serious or causes or has the potential to cause material damage to the University or any of its students or employees. Such recommendation shall be submitted to the President of the University for approval.

Any appeal on such approved recommendation/Decision shall be made by any of the affected parties within 15 days from receipt of the approved Decision.

USM DATA PRIVACY TEAM:

- 1. FRANCISCO GIL N. GARCIA, RPAE, Ph.D.**
University President/Personal Information Controller
op@usm.edu.ph
- 2. JENNIFER E. SINCO**
Data Protection Officer
dpo@usm.edu.ph

X. EFFECTIVITY

The provisions of this Manual shall take effect on March 12, 2020.

XI. ANNEXES

- A. IRR OF RA 10173 (DATA PRIVACY ACT OF 2012)
- B. DATA PRIVACY NOTICE
- C. CONSENT FORM
- D. NONDISCLOSURE AGREEMENT FOR EMPLOYEES
- E. DATA INQUIRY/ACCESS REQUEST FORM

ANNEX A: IMPLEMENTING RULES AND REGULATIONS OF THE DATA PRIVACY ACT OF 2012 REPUBLIC OF THE PHILIPPINES

Implementing Rules and Regulations of Republic Act No. 10173, known as the "Data Privacy Act of 2012

Pursuant to the mandate of the National Privacy Commission to administer and implement the provisions of the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection, the following rules and regulations are hereby promulgated to effectively implement the provisions of the Act:

Rule I. Preliminary Provisions

1. Title
2. Policy
3. Definitions

Rule II. Scope of Application

4. Scope
5. Special Cases
6. Protection afforded to data subjects
7. Protection afforded to journalists and their sources

Rule III. National Privacy Commission

8. Mandate
9. Functions
10. Administrative Issuances
11. Reports and Public Information
12. Confidentiality of Personal Data
13. Organizational Structure
14. Secretariat
15. Effect of Lawful Performance of Duty
16. Magna Carta for Science and Technology Personnel

Rule IV. Data Privacy Principles

17. General Principles
18. Principles of Transparency, Legitimate Purpose and Proportionality
19. Principles in Collection, Processing and Retention
 - a. Collection must be for a specified and legitimate purpose
 - b. Personal Data shall be processed fairly and lawfully
 - c. Processing should ensure data quality
 - d. Personal data shall not be retained longer than necessary
 - e. Any authorized further processing shall have adequate safeguards
20. Principles for Data Sharing

Rule V. Lawful Processing of Personal Data

21. Lawful Processing of Personal Information
22. Lawful Processing of Sensitive Personal Information and Privileged Information
23. Extension of Privileged Communication
24. Surveillance of Subjects and Interception of Recording of Communications

Rule VI. Security Measures for Protection of Personal Data

25. Data Privacy and Security
26. Organizational Security
27. Physical Security
28. Technical Security
29. Appropriate Level of Security

Rule VII. Security of Sensitive Personal Information in Government

30. Responsibility of Heads of Agencies
31. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information
32. Implementation of Security Requirements
33. Applicability to Government Contractors

Rule VIII. Rights of Data Subject

34. Rights of the Data Subject
 - a. Right to be informed
 - b. Right to object
 - c. Right to access
 - d. Right to correct
 - e. Right to rectification, erasure or blocking
35. Transmissibility of Rights of the Data Subject
36. Right to Data Portability
37. Limitation on Rights

Rule IX. Data Breach Notification

38. Data Breach Notification
39. Contents of Notification
40. Delay of Notification
41. Breach Report
42. Procedure for Notification

Rule X. Outsourcing and Subcontracting Agreements

43. Subcontract of Personal Data
44. Agreements for Outsourcing
45. Duty of Personal Information Processor

Rule XI. Registration and Compliance Requirements

46. Enforcement of the Data Privacy Act
47. Registration of Data Processing Systems
48. Notification for Automated Processing Operations
49. Review by the Commission

Rule XII. Rules on Accountability

50. Accountability for Transfer of Personal Information
51. Accountability for Violation of the Act, these Rules and other issuances

Rule XIII. Penalties

52. Unauthorized Processing of Personal Information and Sensitive Personal Information
53. Accessing Personal Information and Sensitive Personal Information Due to Negligence
54. Improper Disposal of Personal Information and Sensitive Personal Information
55. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes
56. Unauthorized Access or Intentional Breach
57. Concealment of Security Breaches Involving Sensitive Personal Information
58. Malicious Disclosure
59. Unauthorized Disclosure
60. Combination or Series of Acts
61. Extent of Liability
62. Large-Scale
63. Offense Committed by Public Officer
64. Restitution
65. Fines and Penalties

Rule XIV. Miscellaneous Provisions

- 66. Appeal
- 67. Period for Compliance
- 68. Appropriations Clause
- 69. Interpretation
- 70. Separability Clause
- 71. Repealing Clause
- 72. Effectivity Clause

Rule I. Preliminary Provisions

Section 1. Title. These rules and regulations shall be known as the "Implementing Rules and Regulations of the Data Privacy Act of 2012", or the "Rules".

Section 2. Policy. These Rules further enforce the Data Privacy Act and adopt generally accepted international principles and standards for personal data protection. They safeguard the fundamental human right of every individual to privacy while ensuring free flow of information for innovation, growth, and national development. These Rules also recognize the vital role of information and communications technology in nation-building and enforce the State's inherent obligation to ensure that personal data in information and communications systems in the government and in the private sector are secured and protected.

Section 3. Definitions. Whenever used in these Rules, the following terms shall have the respective meanings hereafter set forth:

- a. "Act" refers to Republic Act No. 10173, also known as the Data Privacy Act of 2012;
- b. "Commission" refers to the National Privacy Commission.
- c. "Consent of the data subject" refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so;
- d. "Data subject" refers to an individual whose personal, sensitive personal, or privileged information is processed;
- e. "Data processing systems" refers to the structure and procedure by which personal data is collected and further processed in an information and communications system or relevant filing system, including the purpose and intended output of the processing;
- f. "Data sharing" is the disclosure or transfer to a third party of personal data under the custody of a personal information controller or personal information processor. In the case of the latter, such disclosure or transfer must have been upon the instructions of the personal information controller concerned. The term excludes outsourcing, or the disclosure or transfer of personal data by a personal information controller to a personal information processor;
- g. "Direct marketing" refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals;
- h. "Filing system" refers to any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to
- i. "Information and communications system" refers to a system for generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents, and includes the computer system or other similar device by which data is recorded, transmitted, or stored, and any procedure related to the recording, transmission, or storage of electronic data, electronic message, or electronic document;
- j. "Personal data" refers to all types of personal information;
- k. "Personal data breach" refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed;

- l. "Personal information" refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual;
- m. "Personal information controller" refers to a natural or juridical person, or any other body who controls the processing of personal data, or instructs another to process personal data on its behalf. The term excludes:
1. A natural or juridical person, or any other body, who performs such functions as instructed by another person or organization; or
 2. A natural person who processes personal data in connection with his or her personal, family, or household affairs;
- There is control if the natural or juridical person or any other body decides on what information is collected, or the purpose or extent of its processing;
- n. "Personal information processor" refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject;
- o. "Processing" refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system;
- p. "Profiling" refers to any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements;
- q. "Privileged information" refers to any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privileged communication;
- r. "Public authority" refers to any government entity created by the Constitution or law, and vested with law enforcement or regulatory authority and functions;
- s. "Security incident" is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place;
- t. Sensitive personal information refers to personal information:
1. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;
 3. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 4. Specifically established by an executive order or an act of Congress to be kept classified.

Rule II. Scope of Application

Section 4. Scope. The Act and these Rules apply to the processing of personal data by any natural and juridical person in the government or private sector. They apply to an act done or practice engaged in and outside of the Philippines if:

- a. The natural or juridical person involved in the processing of personal data is found or established in the Philippines;
- b. The act, practice or processing relates to personal data about a Philippine citizen or Philippine resident;
- c. The processing of personal data is being done in the Philippines; or

d. The act, practice or processing of personal data is done or engaged in by an entity with links to the Philippines, with due consideration to international law and comity, such as, but not limited to, the following:

1. Use of equipment located in the country, or maintains an office, branch or agency in the Philippines for processing of personal data;
2. A contract is entered in the Philippines;
3. A juridical entity unincorporated in the Philippines but has central management and control in the country;
4. An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal data;
5. An entity that carries on business in the Philippines;
6. An entity that collects or holds personal data in the Philippines.

Section 5. Special Cases. The Act and these Rules shall not apply to the following specified information, only to the minimum extent of collection, access, use, disclosure or other processing necessary to the purpose, function, or activity concerned:

a. Information processed for purpose of allowing public access to information that fall within matters of public concern, pertaining to:

1. Information about any individual who is or was an officer or employee of government that relates to his or her position or functions, including:

- (a) The fact that the individual is or was an officer or employee of the government; The title, office address, and office telephone number of the individual;
- (b) The classification, salary range, and responsibilities of the position held by the individual;
- (c) The name of the individual on a document he or she prepared in the course of his or her employment with the government; and;

2. Information about an individual who is or was performing a service under contract for a government institution, but only in so far as it relates to such service, including the name of the individual and the terms of his or her contract;

3. Information relating to a benefit of a financial nature conferred on an individual upon the discretion of the government, such as the granting of a license or permit, including the name of the individual and the exact nature of the benefit: Provided, that they do not include benefits given in the course of an ordinary transaction or as a matter of right;

b. Personal information processed for journalistic, artistic or literary purpose, in order to uphold freedom of speech, of expression, or of the press, subject to requirements of other applicable law or regulations;

c. Personal information that will be processed for research purpose, intended for a public benefit, subject to the requirements of applicable laws, regulations, or ethical standards;

d. Information necessary in order to carry out the functions of public authority, in accordance with a constitutionally or statutorily mandated function pertaining to law enforcement or regulatory function, including the performance of the functions of the independent, central monetary authority, subject to restrictions provided by law. Nothing in this Act shall be construed as having amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);

e. Information necessary for banks, other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas, and other bodies authorized by law, to the extent necessary to comply with Republic Act No. 9510 (CISA), Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act, and other applicable laws;

f. Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines. The burden of proving the law of the foreign jurisdiction falls on the person or body seeking exemption. In the absence of proof, the applicable law shall be presumed to be the Act and these Rules: Provided, that the non-applicability of the Act or these Rules do not extend to personal information controllers or personal information processors, who remain subject to the requirements of implementing security measures for personal data protection: Provided further, that the processing of the information provided in the preceding paragraphs shall be exempted from the requirements of the Act only to the minimum extent necessary to achieve the specific purpose, function, or activity.

Section 6. Protection afforded to Data Subjects

- a. Unless directly incompatible or inconsistent with the preceding sections in relation to the purpose, function, or activities the non-applicability concerns, the personal information controller or personal information processor shall uphold the rights of data subjects, and adhere to general data privacy principles and the requirements of lawful processing.
- b. The burden of proving that the Act and these Rules are not applicable to a particular information falls on those involved in the processing of personal data or the party claiming the non-applicability.
- c. In all cases, the determination of any exemption shall be liberally interpreted in favor of the rights and interests of the data subject.

Section 7. Protection Afforded to Journalists and their Sources.

- a. Publishers, editors, or duly accredited reporters of any newspaper, magazine or periodical of general circulation shall not be compelled to reveal the source of any news report or information appearing in said publication if it was related in any confidence to such publisher, editor, or reporter.
- b. Publishers, editors, or duly accredited reporters who are likewise personal information controllers or personal information processors within the meaning of the law are still bound to follow the Data Privacy Act and related issuances with regard to the processing of personal data, upholding rights of their data subjects and maintaining compliance with other provisions that are not incompatible with the protection provided by Republic Act No. 53.

Rule III. National Privacy Commission

Section 8. Mandate. The National Privacy Commission is an independent body mandated to administer and implement the Act, and to monitor and ensure compliance of the country with international standards set for personal data protection.

Section 9. Functions. The National Privacy Commission shall have the following functions:

- a. Rule Making. The Commission shall develop, promulgate, review or amend rules and regulations for the effective implementation of the Act. This includes:
 1. Recommending organizational, physical and technical security measures for personal data protection, encryption, and access to sensitive personal information maintained by government agencies, considering the most appropriate standard recognized by the information and communications technology industry, as may be necessary;
 2. Specifying electronic format and technical standards, modalities and procedures for data portability, as may be necessary;
 3. Issuing guidelines for organizational, physical, and technical security measures for personal data protection, taking into account the nature of the personal data to be protected, the risks presented by the processing, the size of the organization and complexity of its

operations, current data privacy best practices, cost of security implementation, and the most appropriate standard recognized by the information and communications technology industry, as may be necessary;

4. Consulting with relevant regulatory agencies in the formulation, review, amendment, and administration of privacy codes, applying the standards set out in the Act, with respect to the persons, entities, business activities, and business sectors that said regulatory bodies are authorized to principally regulate pursuant to law;

5. Proposing legislation, amendments or modifications to Philippine laws on privacy or data protection, as may be necessary;

6. Ensuring proper and effective coordination with data privacy regulators in other countries and private accountability agents;

7. Participating in international and regional initiatives for data privacy protection.

b. **Advisory.** The Commission shall be the advisory body on matters affecting protection of personal data. This includes:

1. Commenting on the implication on data privacy of proposed national or local statutes, regulations or procedures, issuing advisory opinions, and interpreting the provisions of the Act and other data privacy laws;

2. Reviewing, approving, rejecting, or requiring modification of privacy codes voluntarily adhered to by personal information controllers, which may include private dispute resolution mechanisms for complaints against any participating personal information controller, and which adhere to the underlying data privacy principles embodied in the Act and these Rules;

3. Providing assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person, including the enforcement of rights of data subjects;

4. Assisting Philippine companies doing business abroad to respond to data protection laws and regulations.

c. **Public Education.** The Commission shall undertake necessary or appropriate efforts to inform and educate the public of data privacy, data protection, and fair information rights and responsibilities. This includes:

1. Publishing, on a regular basis, a guide to all laws relating to data protection;

2. Publishing a compilation of agency system of records and notices, including index and other finding aids;

3. Coordinating with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal data in the country;

d. **Compliance and Monitoring.** The Commission shall perform compliance and monitoring functions to ensure effective implementation of the Act, these Rules, and other issuances.

This includes:

1. Ensuring compliance by personal information controllers with the provisions of the Act;

2. Monitoring the compliance of all government agencies or instrumentalities as regards their security and technical measures, and recommending the necessary action in order to meet minimum standards for protection of personal data pursuant to the Act;

3. Negotiating and contracting with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;

4. Generally performing such acts as may be necessary to facilitate cross-border enforcement of data privacy protection;

5. Managing the registration of personal data processing systems in the country, including the personal data processing system of contractors and their employees entering into contracts with government agencies that involves accessing or requiring sensitive personal information of at least one thousand (1,000) individuals.

e. Complaints and Investigations. The Commission shall adjudicate on complaints and investigations on matters affecting personal data: Provided, that in resolving any complaint or investigation, except where amicable settlement is reached by the parties, the Commission shall act as a collegial body. This includes:

1. Receiving complaints and instituting investigations regarding violations of the Act, these Rules, and other issuances of the Commission, including violations of the rights of data subjects and other matters affecting personal data;
2. Summoning witnesses, and requiring the production of evidence by a subpoena duces for the purpose of collecting the information necessary to perform its functions under the Act: Provided, that the Commission may be given access to personal data that is subject of any complaint;
3. Facilitating or enabling settlement of complaints through the use of alternative dispute resolution processes, and adjudicating on matters affecting any personal data;
4. Preparing reports on the disposition of complaints and the resolution of any investigation it initiates, and, in cases it deems appropriate, publicizing such reports;

f. Enforcement. The Commission shall perform all acts as may be necessary to effectively implement the Act, these Rules, and its other issuances, and to enforce its Orders, Resolutions or Decisions, including the imposition of administrative sanctions, fines, or penalties. This includes:

1. Issuing compliance or enforcement orders;
2. Issuing compliance or enforcement orders;
3. Issuing cease and desist orders, or imposing a temporary or permanent ban on the processing of personal data, upon finding that the processing will be detrimental to national security or public interest, or if it is necessary to preserve and protect the rights of data subjects;
4. Recommending to the Department of Justice (DOJ) the prosecution of crimes and imposition of penalties specified in the Act;
5. Compelling or petitioning any entity, government agency, or instrumentality, to abide by its orders or take action on a matter affecting data privacy;
6. Imposing administrative fines for violations of the Act, these Rules, and other issuances of the Commission.

g. Other functions. The Commission shall exercise such other functions as may be necessary to fulfill its mandate under the Act.

Section 10. Administrative Issuances. The Commission shall publish or issue official directives and administrative issuances, orders, and circulars, which include:

- a. Rules of procedure in the exercise of its quasi-judicial functions, subject to the supplementary application of the Rules of Court;
- b. Schedule of administrative fines and penalties for violations of the Act, these Rules, and issuances or Orders of the Commission, including the applicable fees for its administrative services and filing fees;
- c. Procedure for registration of data processing systems, and notification;
- d. Other administrative issuances consistent with its mandate and other functions.

Section 11. Reports and Information. The Commission shall report annually to the President and Congress regarding its activities in carrying out the provisions of the Act, these Rules, and its other issuances. It shall undertake all efforts it deems necessary or appropriate to inform and educate the public of data privacy, data protection, and fair information rights and responsibilities.

Section 12. Confidentiality of Personal Data. Members, employees, and consultants of the Commission shall ensure at all times the confidentiality of any personal data that come to their

knowledge and possession: Provided, that such duty of confidentiality shall remain even after their term, employment, or contract has ended.

Section 13. Organizational Structure. The Commission is attached to the Department of Information and Communications Technology for policy and program coordination in accordance with Section 38(3) of Executive Order No. 292, series of 1987, also known as the Administrative Code of 1987. The Commission shall remain completely independent in the performance of its functions. The Commission shall be headed by a Privacy Commissioner, who shall act as Chairman of the Commission. The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges, and emoluments equivalent to the rank of Secretary. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners. One shall be responsible for Data Processing Systems, while the other shall be responsible for Policies and Planning. The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges, and emoluments equivalent to the rank of Undersecretary.

Section 14. Secretariat. The Commission is authorized to establish a Secretariat, which shall assist in the performance of its functions. The Secretariat shall be headed by an Executive Director and shall be organized according to the following offices:

- a. Data Security and Compliance Office;
- b. Legal and Enforcement Office;
- c. Finance and Administrative Office;
- d. Privacy Policy Office;
- e. Public Information and Assistance Office.

Majority of the members of the Secretariat, in so far as practicable, must have served for at least five (5) years in any agency of the government that is involved in the processing of personal data including, but not limited to, the following offices: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

The organizational structure shall be subject to review and modification by the Commission, including the creation of new divisions and units it may deem necessary, and shall appoint officers and employees of the Commission in accordance with civil service law, rules, and regulations.

Section 15. Effect of Lawful Performance of Duty. The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties: Provided, that they shall be liable for willful or negligent acts, which are contrary to law, morals, public policy, and good customs, even if they acted under orders or instructions of superiors: Provided further, that in case a lawsuit is filed against them in relation to the performance of their duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

Section 16. Magna Carta for Science and Technology Personnel. Qualified employees of the Commission shall be covered by Republic Act No. 8349, which provides a magna carta for scientists, engineers, researchers, and other science and technology personnel in the government.

Rule IV. Data Privacy Principles

Section 17. General Data Privacy Principles. The processing of personal data shall be allowed, subject to compliance with the requirements of the Act and other laws allowing disclosure of information to the public, and adherence to the principles of transparency, legitimate purpose, and proportionality.

Section 18. Principles of Transparency, Legitimate Purpose and Proportionality.

The processing of personal data shall be allowed subject to adherence to the principles of transparency, legitimate purpose, and proportionality.

a. Transparency. The data subject must be aware of the nature, purpose, and extent of the processing of his or her personal data, including the risks and safeguards involved, the identity of personal information controller, his or her rights as a data subject, and how these can be exercised. Any information and communication relating to the processing of personal data should be easy to access and understand, using clear and plain language.

b. Legitimate purpose. The processing of information shall be compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy.

c. Proportionality. The processing of information shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose. Personal data shall be processed only if the purpose of the processing could not reasonably be fulfilled by other means.

Section 19. General principles in collection, processing and retention. The processing of personal data shall adhere to the following general principles in the collection, processing, and retention of personal data:

a. Collection must be for a declared, specified, and legitimate purpose.

1. Consent is required prior to the collection and processing of personal data, subject to exemptions provided by the Act and other applicable laws and regulations. When consent is required, it must be time-bound in relation to the declared, specified and legitimate purpose. Consent given may be withdrawn.

2. The data subject must be provided specific information regarding the purpose and extent of processing, including, where applicable, the automated processing of his or her personal data for profiling, or processing for direct marketing, and data sharing.

3. Purpose should be determined and declared before, or as soon as reasonably practicable, after collection.

4. Only personal data that is necessary and compatible with declared, specified, and legitimate purpose shall be collected.

b. Personal data shall be processed fairly and lawfully.

1. Processing shall uphold the rights of the data subject, including the right to refuse, withdraw consent, or object. It shall likewise be transparent, and allow the data subject sufficient information to know the nature and extent of processing.

2. Information provided to a data subject must always be in clear and plain language to ensure that they are easy to understand and access.

3. Processing must be in a manner compatible with declared, specified, and legitimate purpose.

4. Processed personal data should be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

5. Processing shall be undertaken in a manner that ensures appropriate privacy and security safeguards.

c. Processing should ensure data quality.

1. Personal data should be accurate and where necessary for declared, specified and legitimate purpose, kept up to date.
 2. Inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted.
- d. Personal Data shall not be retained longer than necessary.
1. Retention of personal data shall only be for as long as necessary:
 - (a) for the fulfillment of the declared, specified, and legitimate purpose, or when the processing relevant to the purpose has been terminated;
 - (b) for the establishment, exercise or defense of legal claims; or
 - (c) for legitimate business purposes, which must be consistent with standards followed by the applicable industry or approved by appropriate government agency.
 2. Retention of personal data shall be allowed in cases provided by law.
 3. Personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudice the interests of the data subjects.
- e. Any authorized further processing shall have adequate safeguards.
1. Personal data originally collected for a declared, specified, or legitimate purpose may be processed further for historical, statistical, or scientific purposes, and, in cases laid down in law, may be stored for longer periods, subject to implementation of the appropriate organizational, physical, and technical security measures required by the Act in order to safeguard the rights and freedoms of the data subject.
 2. Personal data which is aggregated or kept in a form which does not permit identification of data subjects may be kept longer than necessary for the declared, specified, and legitimate purpose.
 3. Personal data shall not be retained in perpetuity in contemplation of a possible future use yet to be determined.

Section 20. General Principles for Data Sharing. Further Processing of Personal Data collected from a party other than the Data Subject shall be allowed under any of the following conditions:

- a. Data sharing shall be allowed when it is expressly authorized by law: Provided, that there are adequate safeguards for data privacy and security, and processing adheres to principle of transparency, legitimate purpose and proportionality.
- b. Data Sharing shall be allowed in the private sector if the data subject consents to data sharing, and the following conditions are complied with:
 1. Consent for data sharing shall be required even when the data is to be shared with an affiliate or mother company, or similar relationships;
 2. Data sharing for commercial purposes, including direct marketing, shall be covered by a data sharing agreement.
 - (a) The data sharing agreement shall establish adequate safeguards for data privacy and security, and uphold rights of data subjects.
 - (b) The data sharing agreement shall be subject to review by the Commission, on its own initiative or upon complaint of data subject;
3. The data subject shall be provided with the following information prior to collection or before data is shared:
 - (a) Identity of the personal information controllers or personal information processors that will be given access to the personal data;
 - (b) the Purpose of data sharing;
 - (c) Categories of personal data concerned;
 - (d) Intended recipients or categories of recipients of the personal data;
 - (e) Existence of the rights of data subjects, including the right to access and correction, and right to object;
 - (f) Other information that would sufficiently notify the data subject of the nature and extent of data sharing and the manner of processing.

4. Further processing of shared data shall adhere to the data privacy principles laid down in the Act, these Rules, and other issuances of the Commission.

c. Data collected from parties other than the data subject for purpose of research shall be allowed when the personal data is publicly available, or has the consent of the data subject for purpose of research: Provided, that adequate safeguards are in place, and no decision directly affecting the data subject shall be made on the basis of the data collected or processed. The rights of the data subject shall be upheld without compromising research integrity.

d. Data sharing between government agencies for the purpose of a public function or provision of a public service shall be covered a data sharing agreement.

1. Any or all government agencies party to the agreement shall comply with the Act, these Rules, and all other issuances of the Commission, including putting in place adequate safeguards for data privacy and security.

2. The data sharing agreement shall be subject to review of the Commission, on its own initiative or upon complaint of data subject.

Rule V. Lawful Processing of Personal Data

Section 21. Criteria for Lawful Processing of Personal Information. Processing of personal information is allowed, unless prohibited by law. For processing to be lawful, any of the following conditions must be complied with:

a. The data subject must have given his or her consent prior to the collection, or as soon as practicable and reasonable;

b. The processing involves the personal information of a data subject who is a party to a contractual agreement, in order to fulfill obligations under the contract or to take steps at the request of the data subject prior to entering the said agreement;

c. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

d. The processing is necessary to protect vitally important interests of the data subject, including his or her life and health;

e. The processing of personal information is necessary to respond to national emergency or to comply with the requirements of public order and safety, as prescribed by law;

f. The processing of personal information is necessary for the fulfillment of the constitutional or statutory mandate of a public authority; or

g. The processing is necessary to pursue the legitimate interests of the personal information controller, or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject, which require protection under the Philippine Constitution.

Section 22. Sensitive Personal Information and Privileged Information. The processing of sensitive personal and privileged information is prohibited, except in any of the following cases:

a. Consent is given by data subject, or by the parties to the exchange of privileged information, prior to the processing of the sensitive personal information or privileged information, which shall be undertaken pursuant to a declared, specified, and legitimate purpose;

b. The processing of the sensitive personal information or privileged information is provided for by existing laws and regulations: Provided, that said laws and regulations do not require the consent of the data subject for the processing, and guarantee the protection of personal data;

c. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;

d. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations provided that:

1. Processing is confined and related to the bona fide members of these organizations or their associations;
 2. The sensitive personal information is not transferred to third parties; and
 3. Consent of the data subject was obtained prior to processing;
- e. The processing is necessary for the purpose of medical treatment: Provided, that it is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal data is ensured; or
- f. The processing concerns sensitive personal information or privileged information necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise, or defense of legal claims, or when provided to government or public authority pursuant to a constitutional or statutory mandate.

Section 23. Extension of Privileged Communication. Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered from privileged information is inadmissible.

When the Commission inquires upon communication claimed to be privileged, the personal information controller concerned shall prove the nature of the communication in an executive session. Should the communication be determined as privileged, it shall be excluded from evidence, and the contents thereof shall not form part of the records of the case: Provided, that where the privileged communication itself is the subject of a breach, or a privacy concern or investigation, it may be disclosed to the Commission but only to the extent necessary for the purpose of investigation, without including the contents thereof in the records.

Section 24. Surveillance of Suspects and Interception of Recording of Communications. Section 7 of Republic Act No. 9372, otherwise known as the "Human Security Act of 2007", is hereby amended to include the condition that the processing of personal data for the purpose of surveillance, interception, or recording of communications shall comply with the Data Privacy Act, including adherence to the principles of transparency, proportionality, and legitimate purpose.

Rule VI. Security Measures for the Protection of Personal Data

Section 25. Data Privacy and Security. Personal information controllers and personal information processors shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data.

The personal information controller and personal information processor shall take steps to ensure that any natural person acting under their authority and who has access to personal data, does not process them except upon their instructions, or as required by law.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. These measures shall be implemented to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

Section 26. Organizational Security Measures. Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for organizational security:

- a. Compliance Officers. Any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as data protection officer, compliance officer or otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security.

b. Data Protection Policies. Any natural or juridical person or other body involved in the processing of personal data shall implement appropriate data protection policies that provide for organization, physical, and technical security measures, and, for such purpose, take into account the nature, scope, context and purposes of the processing, as well as the risks posed to the rights and freedoms of data subjects.

1. The policies shall implement data protection principles both at the time of the determination of the means for processing and at the time of the processing itself.

2. The policies shall implement appropriate security measures that, by default, ensure only personal data which is necessary for the specified purpose of the processing are processed. They shall determine the amount of personal data collected, including the extent of processing involved, the period of their storage, and their accessibility.

3. The policies shall provide for documentation, regular review, evaluation, and updating of the privacy and security policies and practices.

c. Records of Processing Activities. Any natural or juridical person or other body involved in the processing of personal data shall maintain records that sufficiently describe its data processing system, and identify the duties and responsibilities of those individuals who will have access to personal data. Records should include:

1. Information about the purpose of the processing of personal data, including any intended future processing or data sharing;

2. A description of all categories of data subjects, personal data, and recipients of such personal data that will be involved in the processing;

3. General information about the data flow within the organization, from the time of collection, processing, and retention, including the time limits for disposal or erasure of personal data;

4. A general description of the organizational, physical, and technical security measures in place;

5. The name and contact details of the personal information controller and, where applicable, the joint controller, the its representative, and the compliance officer or Data Protection Officer, or any other individual or individuals accountable for ensuring compliance with the applicable laws and regulations for the protection of data privacy and security.

d. Management of Human Resources. Any natural or juridical person or other entity involved in the processing of personal data shall be responsible for selecting and supervising its employees, agents, or representatives, particularly those who will have access to personal data.

The said employees, agents, or representatives shall operate and hold personal data under strict confidentiality if the personal data are not intended for public disclosure. This obligation shall continue even after leaving the public service, transferring to another position, or upon terminating their employment or contractual relations. There shall be capacity building, orientation or training programs for such employees, agents or representatives, regarding privacy or security policies.

e. Processing of Personal Data. Any natural or juridical person or other body involved in the processing of personal data shall develop, implement and review:

1. A procedure for the collection of personal data, including procedures for obtaining consent, when applicable;

2. Procedures that limit the processing of data, to ensure that it is only to the extent necessary for the declared, specified, and legitimate purpose;

3. Policies for access management, system monitoring, and protocols to follow during security incidents or technical problems;

4. Policies and procedures for data subjects to exercise their rights under the Act;

5. Data retention schedule, including timeline or conditions for erasure or disposal of records.

f. Contracts with Personal Information Processors. The personal information controller, through appropriate contractual agreements, shall ensure that its personal information processors, where applicable, shall also implement the security measures required by the Act

and these Rules. It shall only engage those personal information processors that provide sufficient guarantees to implement appropriate security measures specified in the Act and these Rules, and ensure the protection of the rights of the data subject.

Section 27. Physical Security Measures. Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for physical security:

- a. Policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media;
- b. Design of office space and work stations, including the physical arrangement of furniture and equipment, shall provide privacy to anyone processing personal data, taking into consideration the environment and accessibility to the public;
- c. The duties, responsibilities and schedule of individuals involved in the processing of personal data shall be clearly defined to ensure that only the individuals actually performing official duties shall be in the room or work station, at any given time;
- d. Any natural or juridical person or other body involved in the processing of personal data shall implement Policies and procedures regarding the transfer, removal, disposal, and re-use of electronic media, to ensure appropriate protection of personal data;
- e. Policies and procedures that prevent the mechanical destruction of files and equipment shall be established. The room and workstation used in the processing of personal data shall, as far as practicable, be secured against natural disasters, power disturbances, external access, and other similar threats.

Section 28. Guidelines for Technical Security Measures. Where appropriate, personal information controllers and personal information processors shall adopt and establish the following technical security measures:

- a. A security policy with respect to the processing of personal data;
- b. Safeguards to protect their computer network against accidental, unlawful or unauthorized usage, any interference which will affect data integrity or hinder the functioning or availability of the system, and unauthorized access through an electronic network;
- c. The ability to ensure and maintain the confidentiality, integrity, availability, and resilience of their processing systems and services;
- d. Regular monitoring for security breaches, and a process both for identifying and accessing reasonably foreseeable vulnerabilities in their computer networks, and for taking preventive, corrective, and mitigating action against security incidents that can lead to a personal data breach;
- e. The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- f. A process for regularly testing, assessing, and evaluating the effectiveness of security measures;
- g. Encryption of personal data during storage and while in transit, authentication process, and other technical security measures that control and limit access.

Section 29. Appropriate Level of Security. The Commission shall monitor the compliance of natural or juridical person or other body involved in the processing of personal data, specifically their security measures, with the guidelines provided in these Rules and subsequent issuances of the Commission. In determining the level of security appropriate for a particular personal information controller or personal information processor, the Commission shall take into account the nature of the personal data that requires protection, the risks posed by the processing, the size of the organization and complexity of its operations, current data privacy best practices, and the cost of security implementation. The security measures provided herein shall be subject to regular review and evaluation, and may be updated as necessary by the Commission in separate issuances, taking into account the most appropriate standard recognized by the information and communications technology industry and data privacy best practices.

Rule VII. Security of Sensitive Personal Information in Government

Section 30. Responsibility of Heads of Agencies. All sensitive personal information maintained by the government, its agencies, and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, subject to these Rules and other issuances of the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein. The Commission shall monitor government agency compliance and may recommend the necessary action in order to satisfy the minimum standards.

Section 31. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information.

a. On-site and Online Access.

1. No employee of the government shall have access to sensitive personal information on government property or through online facilities unless he or she the employee has received a security clearance from the head of the source agency. The source agency is the government agency who originally collected the personal data.

2. A source agency shall strictly regulate access to sensitive personal information under its custody or control, particularly when it allows online access. An employee of the government shall only be granted a security clearance when the performance of his or her official functions or the provision of a public service directly depends on and cannot otherwise be performed unless access to the personal data is allowed.

3. Where allowed under the next preceding sections, online access to sensitive personal information shall be subject to the following conditions:

(a) An information technology governance framework has been designed and implemented;

(b) Sufficient organizational, physical and technical security measures have been established;

(c) The agency is capable of protecting sensitive personal information in accordance with data privacy practices and standards recognized by the information and communication technology industry;

(d) The employee of the government is only given online access to sensitive personal information necessary for the performance of official functions or the provision of a public service.

b. Off-site access.

1. Sensitive personal information maintained by an agency may not be transported or accessed from a location off or outside of government property, whether by its agent or employee, unless the head of agency has ensured the implementation of privacy policies and appropriate security measures. A request for such transportation or access shall be submitted to and approved by the head of agency. The request must include proper accountability mechanisms in the processing of data.

2. The head of agency shall approve requests for off-site access in accordance with the following guidelines:

(a) Deadline for Approval or Disapproval. The head of agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. Where no action is taken by the head of agency, the request is considered disapproved;

(b) Limitation to One thousand (1,000) Records. Where a request is approved, the head of agency shall limit the access to not more than one thousand (1,000) records at a time, subject to the next succeeding paragraph.

(c) Encryption. Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

Section 32. Implementation of Security Requirements. Notwithstanding the effective date of these Rules, the requirements in the preceding sections shall be implemented before any off-site or online access request is approved. Any data sharing agreement between a source agency and another government agency shall be subject to review of the Commission on its own initiative or upon complaint of data subject.

Section 33. Applicability to Government Contractors. In entering into any contract with a private service provider that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, a government agency shall require such service provider and its employees to register their personal data processing system with the Commission in accordance with the Act and these Rules. The service provider, as personal information processor, shall comply with the other provisions of the Act and these Rules, particularly the immediately preceding sections, similar to a government agency and its employees.

Rule VIII. Rights of Data Subjects

Section 34. Rights of the Data Subject. The data subject is entitled to the following rights:

a. Right to be informed.

1. The data subject has a right to be informed whether personal data pertaining to him or her shall be, are being, or have been processed, including the existence of automated decision-making and profiling.

2. The data subject shall be notified and furnished with information indicated hereunder before the entry of his or her personal data into the processing system of the personal information controller, or at the next practical opportunity:

(a) Description of the personal data to be entered into the system;

(b) Purposes for which they are being or will be processed, including processing for direct marketing, profiling or historical, statistical or scientific purpose;

(c) Basis of processing, when processing is not based on the consent of the data subject;

(d) Scope and method of the personal data processing;

(e) The recipients or classes of recipients to whom the personal data are or may be disclosed;

(f) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized, including meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject;

(g) The identity and contact details of the personal data controller or its representative;

(h) The period for which the information will be stored; and

(i) The existence of their rights as data subjects, including the right to access, correction, and object to the processing, as well as the right to lodge a complaint before the Commission.

b. Right to object. The data subject shall have the right to object to the processing of his or her personal data, including processing for direct marketing, automated processing or profiling. The data subject shall also be notified and given an opportunity to withhold consent to the processing in case of changes or any amendment to the information supplied or declared to the data subject in the preceding paragraph.

When a data subject objects or withholds consent, the personal information controller shall no longer process the personal data, unless:

1. The personal data is needed pursuant to a subpoena;

2. The collection and processing are for obvious purposes, including, when it is necessary for the performance of or in relation to a contract or service to which the data subject is a party,

or when necessary or desirable in the context of an employer-employee relationship between the collector and the data subject; or

3. The information is being collected and processed as a result of a legal obligation.

c. Right to Access. The data subject has the right to reasonable access to, upon demand, the following:

1. Contents of his or her personal data that were processed;

2. Sources from which personal data were obtained;

3. Names and addresses of recipients of the personal data;

4. Manner by which such data were processed;

5. Reasons for the disclosure of the personal data to recipients, if any;

6. Information on automated processes where the data will, or is likely to, be made as the sole basis for any decision that significantly affects or will affect the data subject;

7. Date when his or her personal data concerning the data subject were last accessed and modified; and

8. The designation, name or identity, and address of the personal information controller.

d. Right to rectification. The data subject has the right to dispute the inaccuracy or error in the personal data and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal data has been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by the intended recipients thereof: Provided, That recipients or third parties who have previously received such processed personal data shall be informed of its inaccuracy and its rectification, upon reasonable request of the data subject.

e. Right to Erasure or Blocking. The data subject shall have the right to suspend, withdraw or order the blocking, removal or destruction of his or her personal data from the personal information controller's filing system.

1. This right may be exercised upon discovery and substantial proof of any of the following:

(a) The personal data is incomplete, outdated, false, or unlawfully obtained;

(b) The personal data is being used for purpose not authorized by the data subject;

(c) The personal data is no longer necessary for the purposes for which they were collected;

(d) The data subject withdraws consent or objects to the processing, and there is no other legal ground or overriding legitimate interest for the processing;

(e) The personal data concerns private information that is prejudicial to data subject, unless justified by freedom of speech, of expression, or of the press or otherwise authorized;

(f) The processing is unlawful;

(g) The personal information controller or personal information processor violated the rights of the data subject.

2. The personal information controller may notify third parties who have previously received such processed personal information.

f. Right to damages. The data subject shall be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, taking into account any violation of his or her rights and freedoms as data subject.

Section 35. Transmissibility of Rights of the Data Subject. The lawful heirs and assigns of the data subject may invoke the rights of the data subject to which he or she is an heir or an assignee, at any time after the death of the data subject, or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

Section 36. Right to Data Portability. Where his or her personal data is processed by electronic means and in a structured and commonly used format, the data subject shall have the right to obtain from the personal information controller a copy of such data in an electronic or structured

format that is commonly used and allows for further use by the data subject. The exercise of this right shall primarily take into account the right of data subject to have control over his or her personal data being processed based on consent or contract, for commercial purpose, or through automated means. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities, procedures and other rules for their transfer.

Section 37. Limitation on Rights. The immediately preceding sections shall not be applicable if the processed personal data are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: Provided, that the personal data shall be held under strict confidentiality and shall be used only for the declared purpose. The said sections are also not applicable to the processing of personal data gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject. Any limitations on the rights of the data subject shall only be to the minimum extent necessary to achieve the purpose of said research or investigation.

Rule IX. Data Breach Notification

Section 38. Data Breach Notification.

- a. The Commission and affected data subjects shall be notified by the personal information controller within seventy-two (72) hours upon knowledge of, or when there is reasonable belief by the personal information controller or personal information processor that, a personal data breach requiring notification has occurred.
- b. Notification of personal data breach shall be required when sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject.
- c. Depending on the nature of the incident, or if there is delay or failure to notify, the Commission may investigate the circumstances surrounding the personal data breach. Investigations may include on-site examination of systems and procedures.

Section 39. Contents of Notification. The notification shall at least describe the nature of the breach, the personal data possibly involved, and the measures taken by the entity to address the breach. The notification shall also include measures taken to reduce the harm or negative consequences of the breach, the representatives of the personal information controller, including their contact details, from whom the data subject can obtain additional information about the breach, and any assistance to be provided to the affected data subjects.

Section 40. Delay of Notification. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

- a. In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal data.
- b. The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest, or in the interest of the affected data subjects.
- c. The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

Section 41. Breach Report.

- a. The personal information controller shall notify the Commission by submitting a report, whether written or electronic, containing the required contents of notification. The

report shall also include the name of a designated representative of the personal information controller, and his or her contact details.

b. All security incidents and personal data breaches shall be documented through written reports, including those not covered by the notification requirements. In the case of personal data breaches, a report shall include the facts surrounding an incident, the effects of such incident, and the remedial actions taken by the personal information controller. In other security incidents not involving personal data, a report containing aggregated data shall constitute sufficient documentation. These reports shall be made available when requested by the Commission. A general summary of the reports shall be submitted to the Commission annually.

Section 42. Procedure for Notification. The Procedure for breach notification shall be in accordance with the Act, these Rules, and any other issuance of the Commission.

Rule X. Outsourcing and Subcontracting Agreements

Section 43. Subcontract of Personal Data. A personal information controller may subcontract or outsource the processing of personal data: Provided, that the personal information controller shall use contractual or other reasonable means to ensure that proper safeguards are in place, to ensure the confidentiality, integrity and availability of the personal data processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of the Act, these Rules, other applicable laws for processing of personal data, and other issuances of the Commission.

Section 44. Agreements for Outsourcing. Processing by a personal information processor shall be governed by a contract or other legal act that binds the personal information processor to the personal information controller.

a. The contract or legal act shall set out the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects, the obligations and rights of the personal information controller, and the geographic location of the processing under the subcontracting agreement.

b. The contract or other legal act shall stipulate, in particular, that the personal information processor shall:

1. Process the personal data only upon the documented instructions of the personal information controller, including transfers of personal data to another country or an international organization, unless such transfer is authorized by law;

2. Ensure that an obligation of confidentiality is imposed on persons authorized to process the personal data;

3. Implement appropriate security measures and comply with the Act, these Rules, and other issuances of the Commission;

4. Not engage another processor without prior instruction from the personal information controller: Provided, that any such arrangement shall ensure that the same obligations for data protection under the contract or legal act are implemented, taking into account the nature of the processing;

5. Assist the personal information controller, by appropriate technical and organizational and to the extent possible, fulfill the obligation to respond to requests by data subjects relative to the exercise of their rights;

6. Assist the personal information controller in ensuring compliance with the Act, these Rules, other relevant laws, and other issuances of the Commission, taking into account the nature of processing and the information available to the personal information processor;

7. At the choice of the personal information controller, delete or return all personal data to the personal information controller after the end of the provision of services relating to the processing: Provided, that this includes deleting existing copies unless storage is authorized by the Act or another law;

8. Make available to the personal information controller all information necessary to demonstrate compliance with the obligations laid down in the Act, and allow for and contribute

to audits, including inspections, conducted by the personal information controller or another auditor mandated by the latter;

9. Immediately inform the personal information controller if, in its opinion, an instruction infringes the Act, these Rules, or any other issuance of the Commission.

Section 45. Duty of personal information processor. The personal information processor shall comply with the requirements of the Act, these Rules, other applicable laws, and other issuances of the Commission, in addition to obligations provided in a contract, or other legal act with a personal information controller.

Rule XI. Registration and Compliance Requirements

Section 46. Enforcement of the Data Privacy Act. Pursuant to the mandate of the Commission to administer and implement the Act, and to ensure the compliance of personal information controllers with its obligations under the law, the Commission requires the following:

a. Registration of personal data processing systems operating in the country that involves accessing or requiring sensitive personal information of at least one thousand (1,000) individuals, including the personal data processing system of contractors, and their personnel, entering into contracts with government agencies;

b. Notification of automated processing operations where the processing becomes the sole basis of making decisions that would significantly affect the data subject;

c. Annual report of the summary of documented security incidents and personal data breaches;

d. Compliance with other requirements that may be provided in other issuances of the Commission.

Section 47. Registration of Personal Data Processing Systems. The personal information controller or personal information processor that employs fewer than two hundred fifty (250) persons shall not be required to register unless the processing it carries out is likely to pose a risk to the rights and freedoms of data subjects, the processing is not occasional, or the processing includes sensitive personal information of at least one thousand (1,000) individuals.

a. The contents of registration shall include:

1. The name and address of the personal information controller or personal information processor, and of its representative, if any, including their contact details;

2. The purpose or purposes of the processing, and whether processing is being done under an outsourcing or subcontracting agreement;

3. A description of the category or categories of data subjects, and of the data or categories of data relating to them;

4. The recipients or categories of recipients to whom the data might be disclosed;

5. Proposed transfers of personal data outside the Philippines;

6. A general description of privacy and security measures for data protection;

7. Brief description of the data processing system;

8. Copy of all policies relating to data governance, data privacy, and information security;

9. Attestation to all certifications attained that are related to information and communications processing; and

10. Name and contact details of the compliance or data protection officer, which shall immediately be updated in case of changes.

b. The procedure for registration shall be in accordance with these Rules and other issuances of the Commission.

Section 48. Notification of Automated Processing Operations. The personal information controller carrying out any wholly or partly automated processing operations or set of such operations intended to serve a single purpose or several related purposes shall notify the Commission when the automated processing becomes the sole basis for making decisions about a data subject, and when the decision would significantly affect the data subject.

- a. The notification shall include the following information:
 1. Purpose of processing;
 2. Categories of personal data to undergo processing;
 3. Category or categories of data subject;
 4. Consent forms or manner of obtaining consent;
 5. The recipients or categories of recipients to whom the data are to be disclosed;
 6. The length of time the data are to be stored;
 7. Methods and logic utilized for automated processing;
 8. Decisions relating to the data subject that would be made on the basis of processed data or that would significantly affect the rights and freedoms of data subject; and
 9. Names and contact details of the compliance or data protection officer.
- b. No decision with legal effects concerning a data subject shall be made solely on the basis of automated processing without the consent of the data subject.

Section 49. Review by the Commission. The following are subject to the review of the Commission, upon its own initiative or upon the filing of a complaint by a data subject:

- a. Compliance by a personal information controller or personal information processor with the Act, these Rules, and other issuances of the Commission;
- b. Compliance by a personal information controller or personal information processor with the requirement of establishing adequate safeguards for data privacy and security;
- c. Any data sharing agreement, outsourcing contract, and similar contracts involving the processing of personal data, and its implementation;
- d. Any off-site or online access to sensitive personal data in government allowed by a head of agency;
- e. Processing of personal data for research purposes, public functions, or commercial activities;
- f. Any reported violation of the rights and freedoms of data subjects;
- g. Other matters necessary to ensure the effective implementation and administration of the Act, these Rules, and other issuances of the Commission.

Rule XII. Rules on Accountability

Section 50. Accountability for Transfer of Personal Data. A personal information controller shall be responsible for any personal data under its control or custody, including information that have been outsourced or transferred to a personal information processor or a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

- a. A personal information controller shall be accountable for complying with of the Act, these Rules, and other issuances of the Commission. It shall use contractual or other reasonable means to provide a comparable level of protection to the personal data while it is being processed by a personal information processor or third party.
- b. A personal information controller shall designate an individual or individuals who are accountable for its compliance with the Act. The identity of the individual or individuals so designated shall be made known to a data subject upon request.

Section 51. Accountability for Violation of the Act, these Rules and Other Issuances of the Commission.

- a. Any natural or juridical person, or other body involved in the processing of personal data, who fails to comply with the Act, these Rules, and other issuances of the Commission, shall be liable for such violation, and shall be subject to its corresponding sanction, penalty, or fine, without prejudice to any civil or criminal liability, as may be applicable.
- b. In cases where a data subject files a complaint for violation of his or her rights as data subject, and for any injury suffered as a result of the processing of his or her personal data, the Commission may award indemnity on the basis of the applicable provisions of the New Civil Code.
- c. In case of criminal acts and their corresponding personal penalties, the person who committed the unlawful act or omission shall be recommended for prosecution by the Commission based on substantial evidence. If the offender is a corporation, partnership, or any juridical person, the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime, shall be recommended for prosecution by the Commission based on substantial evidence.

Rule XIII. Penalties

Section 52. Unauthorized Processing of Personal Information and Sensitive Personal Information.

- a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under the Act or any existing law.
- b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process sensitive personal information without the consent of the data subject, or without being authorized under the Act or any existing law.

Section 53. Accessing Personal Information and Sensitive Personal Information Due to Negligence.

- a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under the Act or any existing law.
- b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to sensitive personal information without being authorized under the Act or any existing law.

Section 54. Improper Disposal of Personal Information and Sensitive Personal Information.

- a. A penalty of imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard, or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.
- b. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the sensitive personal information of an individual in an area accessible to the public or has otherwise placed the sensitive personal information of an individual in its container for trash collection.

Section 55. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes.

a. A penalty of imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.

b. A penalty of imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.

Section 56. Unauthorized Access or Intentional Breach. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information are stored.

Section 57. Concealment of Security Breaches Involving Sensitive Personal Information. A penalty of imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f) of the Act, intentionally or by omission conceals the fact of such security breach.

Section 58. Malicious Disclosure. Any personal information controller or personal information processor, or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or sensitive personal information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

Section 59. Unauthorized Disclosure.

a. Any personal information controller or personal information processor, or any of its officials, employees, or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

b. Any personal information controller or personal information processor, or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

Section 60. Combination or Series of Acts. Any combination or series of acts as defined in Sections 52 to 59 shall make the person subject to imprisonment ranging from three (3) years to six (6)

years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

Section 61. Extent of Liability. If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. Where

applicable, the court may also suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 54 and 55 of these Rules, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

Section 62. Large-Scale. The maximum penalty in the corresponding scale of penalties provided for the preceding offenses shall be imposed when the personal data of at least one hundred (100) persons are harmed, affected, or involved, as the result of any of the above-mentioned offenses.

Section 63. Offense Committed by Public Officer. When the offender or the person responsible for the offense is a public officer, as defined in the Administrative Code of 1987, in the exercise of his or her duties, he or she shall likewise suffer an accessory penalty consisting of disqualification to occupy public office for a term double the term of the criminal penalty imposed. Section 64. Restitution. Pursuant to the exercise of its quasi-judicial functions, the Commission shall award indemnity to an aggrieved party on the basis of the provisions of the New Civil Code. Any complaint filed by a data subject shall be subject to the payment of filing fees, unless the data subject is an indigent.

Section 65. Fines and Penalties. Violations of the Act, these Rules, other issuances and orders of the Commission, shall, upon notice and hearing, be subject to compliance and enforcement orders, cease and desist orders, temporary or permanent ban on the processing of personal data, or payment of fines, in accordance with a schedule to be published by the Commission.

Rule XIV. Miscellaneous Provisions

Section 66. Appeal. Appeal from final decisions of the Commission shall be made to the proper courts in accordance with the Rules of Court, or as may be prescribed by law.

Section 67. Period for Compliance. Any natural or juridical person or other body involved in the processing of personal data shall comply with the personal data processing principles and standards of personal data privacy and security already laid out in the Act. Personal information controllers and Personal Information processors shall register with the Commission their data processing systems or automated processing operations, subject to notification, within one (1) year after the effectivity of these Rules. Any subsequent issuance of the Commission, including those that implement specific standards for data portability, encryption, or other security measures shall provide the period for its compliance. For a period of one (1) year from the effectivity of these Rules, a personal information controller or personal information processor may apply for an extension of the period within which to comply with the issuances of the Commission. The Commission may grant such request for good cause shown.

Section 68. Appropriations Clause. The Commission shall be provided with appropriations for the performance of its functions which shall be included in the General Appropriations Act. Section 69. Interpretation. Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner that would uphold the rights and interests of the individual about whom personal data is processed.

Section 70. Separability Clause. If any provision or part hereof is held invalid or unconstitutional, the remainder of these Rules or the provision not otherwise affected shall remain valid and subsisting.

Section 71. Repealing Clause. Except as otherwise expressly provided in the Act or these Rules, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

Section 72. Effectivity Clause. These Rules shall take effect fifteen (15) days after its publication in the [Official Gazette](#).

Approved:

Promulgated: August 24, 2016

(Sgd.) RAYMUND E. LIBORO, Privacy Commissioner

(Sgd.) IVY D. PATDU, Deputy Privacy Commissioner

(Sgd.) DAMIAN DOMINGO O. MAPA, Deputy Privacy Commissioner

F.4 Updated records/files identified under administration

Minutes of the Board of Trustees

2023

RESOLUTIONS PASSED AND APPROVED DURING THE 151ST REGULAR MEETING, MARCH 20, 2023 @ AT USM, KABACAN, COTABATO (VIA ZOOM TELECONFERENCE), SUBJECT FOR CONFIRMATION DURING ITS NEXT MEETING.

Resolution No. 180A, Series of 2023 – Appointing **HON. JONALD L. PIMENTEL** as a Member of the USM Governing Board in his capacity as the Faculty Representative commencing on March 20, 2023 until the expiration of his term of office as the Faculty Association President with all the rights, powers, responsibilities and privileges appertaining to his Office.

Resolution No. 180B, Series of 2023 – Appointing **HON. PAUL JOHN B. ONGCOY** as a Member of the USM Governing Board in his capacity as the Alumni Representative commencing on March 20, 2023 until the expiration of his term of office as the Alumni Association President with all the rights, powers, responsibilities and privileges appertaining to his Office.

Resolution No. 181, Series of 2023 – Approving the proposed meeting agenda with the inclusion of additional Other Matters: the appeal of the students of the College of Law, the approval of the offering of Master of Arts in Language and Literacy Education and the Proposed revised curriculum of the Bachelor of Technical-Vocational Teacher Education (BTVTED)

Resolution No. 183, Series of 2023 – Approving the minutes of the previous meeting, with corrections and corrigendum to be made within ten (10) days after the meeting.

Resolution No. 184, Series of 2023 – Declaring the University of Southern Mindanao as a VIP Chapter and all members of the Governing Board as Peace Ambassadors.

Resolution No. 185A, Series of 2023 – Approving the awarding of certificates of commendation to the Deans, chairpersons and faculty members of the Department of Criminal Justice Education of the College of Arts and Social Sciences and Department of Mechanical Engineering of the USM-Kidapawan City Campus, for consistent above national passing percentage in performance in the licensure examinations for both fields.

Resolution No. 185B, Series of 2023 – Noting with commendation the accomplishments of the University for the period January to March 2023.

Resolution No. 186A, Series of 2023 – Confirmation of Memorandum of Agreement with the **COMMISSION ON HIGHER EDUCATION**, for provision of financial assistance to grantees under the Agricultural Competitiveness Enhancement Fund – Grant-In-Aid for Higher Education Program (ACEF-GIAHEP) amounting to thirteen thousand five hundred pesos (**Php13,500.00**) per semester, and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code, taking effect upon signing hereof and remain in full force and effect until terminated by the mutual agreement of both parties.

Resolution No. 186B, Series of 2023 – Confirmation of Memorandum of Agreement with the **National Irrigation Administration – DLS Irrigators Association, Inc.**, for the provision of technical experts in the implementation of the Irrigators Association Model Farm and granting authority to the University President to sign all documents appertaining thereto, as provided for in

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Chapter 8, Art. 34, Section 2 (o) of the USM Code. The Agreement shall take effect immediately upon signing of the parties and shall remain in full force and effect for the duration of the activities, unless sooner terminated in writing by either of the parties.

Resolution No. 186C, Series of 2023 – Confirmation of Memorandum of Agreement with the **Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)** and other member-institutions composed of the following: Department of Budget and Management XII, Department of Trade and Industry XII, National Economic and Development Authority XII, National Irrigation Administration XII, Cotabato Foundation College of Science and Technology, Cotabato State University, Mindanao State University-General Santos City, Notre Dame of Dadiangas University, Notre Dame of Marbel University, Notre Dame University, and Sultan Kudarat State University, for collaboration in the creation of SOCCSKSARGEN (SOX) Industry, Energy, Emerging Technology Research and Development Consortium (**SOXIEERDC**), and granting authority to the University President to sign all documents appertaining thereto, as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The partnership shall commence upon the date of signing of the Parties, or upon expiration of any extension agreed upon mutually and in writing by the parties.

Resolution No. 186D, Series of 2023 – Confirmation of Memorandum of Agreement sa pagitan ng **Pamahalaang Bayan ng Upi at Komisyon sa Wikang Filipino**, para sa katuwang sa teknikal na paraan ng pagsasalin ng mga kaalamang pang-impormasyon sa wikang Teduray at magsisilbi itong malaking ambag sa pagbabahagi ng kaalaman bilang katutubong wika ng Bayan, at pagbibigay pahintulot sa Pangulo ng Pamantasan na lagdaan lahat ng dokumento patungkol sa kasunduang ito, ayon sa nakasaad Chapter 8, Art. 34, Section 2 (o) of the USM Code.

Resolution No. 186E, Series of 2023 – Confirmation of Memorandum of Agreement with the **Cooperative Development Authority (CDA)**, for partnership towards improving education and training of cooperatives through the conduct of Training for Trainers of accredited Cooperative Training Providers (CTPRO) and prospective applicants of the CDA accreditation program, and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code.

Resolution No. 186F, Series of 2023 – Confirmation of Memorandum of Agreement with the **Department of Agriculture – PhilRice** for the provision of meals during the conduct of the RCEF-RESP **Training of Trainers on Pest and Nutrient Management** Batch 1 last January 9-20, 2023 for forty five (45) persons to include participants, facilitators, and staff with a funding of four hundred forty-one thousand pesos (**Php441,000.00**) only, and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code.

Resolution No. 186G, Series of 2023 – Confirmation of Memorandum of Agreement with **Ms. Gina P. Medina**, for the provision of scholarship program to two (2) students from the College of Agriculture amounting to twenty-three thousand pesos (**Php23,000.00**) for the period of school year 2023-2024, and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code.

Resolution No. 186H, Series of 2023 – Confirmation of Memorandum of Understanding with the **Local Government Unit of Kabacan, Cotabato**, to provide experts and specialists who may undertake extension and research activities on Tourism and Hospitality Management and granting authority to the University President to sign all documents appertaining thereto as provided for in

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM. Kabacan. Cotabato

Chapter 8, Art. 34, Section 2 (o) of the USM Code. The Agreement shall take effect upon signing of both parties and remains effective for three (3) years unless otherwise revoked or amended by the parties in this agreement.

Resolution No. 186I, Series of 2023 – Confirmation of Memorandum of Understanding with the **Local Government Unit of Kabacan, Cotabato**, for the provision of the necessary technical expert as Project Leader in the implementation of a project, "*Optimization of Irrigation Flow through Conduit Micro-hydropower to Generate Electricity for Odd-grid Barangay of Kabacan, Cotabato*", and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The Agreement shall take effect upon signing of the parties and shall remain in force unless otherwise revoked/amended by the parties.

Resolution No. 186I, Series of 2023 – Confirmation of Memorandum of Agreement with the Barangay Local Government Unit of Sirib, Calinan, Davao City and Federation of Independent Organization in Rural Areas of Mindanao Incorporation, for the provision of the necessary technical expert as Project Leader in the implementation of a project, "Developing Land Management Options for Diverse Cacao-based System in Mindanao," and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The Agreement shall take effect upon signing of all parties and remains in force unless otherwise revoked/amended by the parties. The Agreement may be rescinded or voluntarily terminated without cause, in part or in its entirety by any of the parties with one month notice prior to the desired termination date.

Resolution No. 187, Series of 2023 – Confirming five (5) teaching appointments with Salary Grade 18 and below subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board.

a. Transfer Appointments from Non-teaching to Teaching Appointments (2)

	Name	Position	Salary Grade
1	Emilou N. Gallardo	Assistant Professor II	16
2	Jassen Fe C. Calaoagan	Assistant Professor II	16

b. Original Teaching Appointment for Instructor I (1)

	Name	Position	Salary Grade
1	Agripino N. Agulo	Instructor I	12

c. Original Temporary Appointment for Instructor I (1)

	Name	Position	Salary Grade
1	Dabs Leonard G. Tato	Instructor I	12

d. Teaching Re-appointment to Temporary Appointment (1)

	Name	Position	Salary Grade
1	Roy C. Ricabar	Instructor I	12

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

Resolution No. 188, Series of 2023 – Confirming four (4) new designations and three (3) redesignations subject to compliance with existing University policies, guidelines, and other pertinent laws, as presented in the list certified by the Human Resource Management and Development Director.

	SO No.	NAME	DESIGNATION	REMARKS	DURATION
1	001	EUGENE G. RANJO	Director, UICTO	REDESIGNATION	January 6, 2023 - January 5, 2024
2	090	SHIRLY J. MONDIA	Head, Property and Supply Office	REDESIGNATION	January 26, 2023 January 25, 2024
3	110	MA. TEODORA N. CABASAN	VP for Research Development and Extension Services	REDESIGNATION	March 15, 2023 until March 14, 2024
4	005	MARICEL G. DAYADAY	Dean – CEIT	NEW DESIGNATION	January 10, 2023 until January 9, 2025
5	010	ALLAN C. FACURIB	Executive Assistant for Media Affairs	NEW DESIGNATION	January 16, 2023 until December 31, 2023
6	011	NELIA O. DU	Director – Admission and Records Office	NEW DESIGNATION	January 12, 2023 until December 31, 2023
7	141	QUENIELYN L. DURENDES	Director – Financial Management Services	NEW DESIGNATION	February 14, 2023 until February 13, 2024

Resolution No. 189, Series of 2023 – Confirming nine (9) non-teaching appointments with Salary Grade 18 and below subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board

a. Non-teaching promotional appointments for various positions (6)

NAME	POSITION	SALARY GRADE
1. Danilo T. Villanueva	Administrative Officer I	10
2. Monira P. Bansilan	Administrative Assistant II	8
3. Aivie Mae B. Aliudin	Administrative Aide IV	4
4. John B. Subat	Security Guard II	5
5. Tata M. Sadjali	Security Guard II	5
6. Hannibal T. Ormita	Farm Worker II	4

b. Non-teaching Original Casual Appointments

NAME	POSITION	SALARY GRADE
1. Glenda M. Morales	Nurse II	16
2. Ganisah T. Salic	Administrative Aide III	3
3. Alpe P. Paduyos	Administrative Aide III	3

Resolution No. 190, Series of 2023 – Confirming the composition of the Search Committee for the Private Sector Representative as proposed.

Representation	Name	
1. Faculty Members	PROF. JUSTFER JOHN AGUILAR	USM- KIDAPAWAN CITY CAMPUS

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

2. Students	THERESE MARIE H. CADUNOG	4 BS in Civil Engineering – College of Engineering and Information Technology
3. Private Sector	NICOLAS A. TURNOS	President - USM Retirees Association

Resolution No. 192, Series of 2023 – Approving two (2) teaching appointments with Salary Grade 19 and above subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board.

	Name	Position	Salary Grade
1	ALISON FAITH AGUDO	Associate Professor I	19
2	SHAIR ARIS D. UY CHOA KHAO	Associate Professor I	19

Resolution No. 193, Series of 2023 – Approving the proposed goals and objectives of the College of the Veterinary Medicine.

- a. integration of veterinary technology since the college also offers Bachelor of Science in Veterinary Technology (introductory paragraph, objective number 3)
- b. Moral, aesthetic, and cultural attributes (objective number 4 and 5); and
- c. Integration of the "One Health" concept (objective number 6)

Resolution No. 194, Series of 2023 – Approving the proposed harmonized curricula for the Bachelor of Science in Agriculture for First- and Second-Year Levels to be implemented in the School Year 2023-2024.

Resolution No. 195, Series of 2023 – Approving the offering of the Bachelor of Early Childhood Education (BECED) on the first semester of School Year 2023-2024.

Resolution No. 196, Series of 2023 – Confirming the University President's endorsement of the application of leave, subject to compliance with Omnibus Rules on Leave (CSC MC 42, s. 1998) and other relevant laws, rules, and regulations and certification by the HRMDO Director, of three (3) personnel.

	NAME	TYPE OF LEAVE	NUMBER OF DAYS	PERIOD OF LEAVE APPLIED FOR
1	DORIS B. PELEGROS	Special Leave for Women (RA 9710) – CSC MC No. 25, s. 2010	60	January 9, 2023 to March 9, 2023
2	PETCHE P. QUIAQUE	Maternity Leave with Pay (MC No. 5, s. 2021)	105	February 6, 2023 to May 21, 2023
3	MARILYN P. CALUB	Sick Leave with Pay	54	March 16, 2023 to June 5, 2023

Resolution No. 197, Series of 2023 – Approval of the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Name of Faculty	Request				FTDC and UAC Recommendations	Amount (P)		Total (P)
	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
Study Leave with Pay/Dissertation Support								
1. SARAH V. RAMOS	Request for 1semester study leave with pay starting 2 nd semester of A.Y. 2022-2023	Doctor of Philosophy in Education Administration major in Higher Education	Ateneo de Davao University, Davao City	2 nd sem of S.Y. 2022-2023	Endorsed the request for 1semester study leave with pay starting 2 nd sem of A.Y. 2022-2023		176,694.00	176,694.00
2. ZILPAH D. ABARING	Request for 1year study leave with pay and dissertation support starting 2 nd semester of A.Y. 2022-2023	Doctor of Philosophy in English Language and Literature	Adventist University of the Philippines, Silang Cavite	1 year	Endorsed the request for 1semester study leave with pay only and dissertation support starting 2 nd sem of A.Y. with the colatilla submission of GANTT Chart and request for another semester.	50,000.00 50% outline 50% hardbound	200,440.00	250,440.00
3. ANALYN A. GONZALES	Request for study leave with pay and dissertation support.	Doctor of Business Management	University of Immaculate Conception, Davao City	2 nd sem of S.Y. 2022-2023	Endorsed the request for 1 semester study leave with pay only and dissertation support starting 2 nd sem of A.Y.	50,000.00 50% outline 50% hardbound	215,150.00	265,150.00
4. ZYGOTE HE M. SORUPIA	Request for permit to study and study leave with pay starting February 2023.	Master of Science in Chemical Engineering (MSChE)	National Graduate School of Engineering, College of Engineering, UP Diliman	2years	Endorsed the request of permit to study and 2years study leave with pay starting February 2023.		669,960.00	669,960.00
Extension of Study								
1. NERISSA G. DELA VIÑA	Request for 1sem Extension of study leave with pay this 2 nd sem S.Y. 2022-2023	Doctor of Philosophy in Business Administration	San Carlos University, Cebu City	2 nd sem of S.Y. 2022-2023	Endorsed the request for 1semester of extension S.Y. 2022-2023		207,540.00 (extension) 1,462,231.51 (prior obligation)	1,669,771.51
GRAND TOTAL:								3,032,015.51
Name of Faculty	Request				FTDC and UAC Recommendations	Amount (P)		Total (P)

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
Study Leave with Pay/Dissertation Support								
1. SARAH V. RAMOS	Request for 1semester study leave with pay starting 2 nd semester of A.Y. 2022-2023	Doctor of Philosophy in Education Administration major in Higher Education	Ateneo de Davao University, Davao City	2 nd sem of S.Y. 2022-2023	Endorsed the request for 1semester study leave with pay starting 2 nd sem of A.Y. 2022-2023		176,694.00	176,694.00
2. ZILPAH D. ABARING	Request for 1year study leave with pay and dissertation support starting 2nd semester of A.Y. 2022-2023	Doctor of Philosophy in English Language and Literature	Adventist University of the Philippines, Silang Cavite	1 year	Endorsed the request for 1semester study leave with pay only and dissertation support starting 2nd sem of A.Y. with the colatilla submission of GANTT Chart and request for another semester.	50,000.00 50% outline 50% hardbound	200,440.00	250,440.00
3. ANALYN A. GONZALES	Request for study leave with pay and dissertation support.	Doctor of Business Management	University of Immaculate Conception, Davao City	2ND sem of S.Y. 2022-2023	Endorsed the request for 1 semester study leave with pay only and dissertation support starting 2nd sem of A.Y.	50,000.00 50% outline 50% hardbound	215,150.00	265,150.00
4. ZYGOTE HE M. SORUPIA	Request for permit to study and study leave with pay starting February 2023.	Master of Science in Chemical Engineering (MSChE)	National Graduate School of Engineering, College of Engineering, UP Diliman	2years	Endorsed the request of permit to study and 2years study leave with pay starting February 2023.		669,960.00	669,960.00
Extension of Study								
1. NERISSA G. DELA VIÑA	Request for 1sem Extension of study leave with pay this 2nd sem S.Y. 2022-2023	Doctor of Philosophy in Business Administration	San Carlos University, Cebu City	2ND sem of S.Y. 2022-2023	Endorsed the request for 1semester of extension S.Y. 2022-2023		207,540.00 (extension) 1,462,231.51 (prior obligation)	1,669,771.51
GRAND TOTAL:								3,032,015.51

Resolution No. 198, Series of 2023 – Approving the Calendar of Activities for School Year 2023-2024 as attached in the agenda folder.

Resolution No. 199, Series of 2023 – Approving the sharing scheme for programs of the Human Resource Development and Training (HRDT) Office.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Particulars	Percentage
College	5%
Faculty/Author/Proponent	25%
HRDT/University	70%
TOTAL	100%

Resolution No. 200A, Series of 2023 – Approving the designation of **Quenielyn L. Durendes**, Director of Finance Management Services Office, as replacement signatory for financial transactions with the x of the Philippines, Inc., following the retirement of Bernabe B. Mondia last February 13, 2023.

Resolution No. 200B, Series of 2023 – Approving the designation of the following signatories for financial transactions at the USM-Kidapawan City Campus.

	Primary Signatories	Secondary Signatories
A. For financial transactions not exceeding Php2M pesos	1. Ronielyn F. Pinsoy (Chancellor) 2. Jonathan B. Gutierrez (Designated Cashier)	1. Cristina Q. dela Cruz (Vice-Chancellor) 2. Baikongan B. Guiaman (Director of Finance Services)
B. For financial transactions exceeding Php2M pesos	1. Francisco Gil N. Garcia (University President) 2. Eimer M. Estilloso (Vice-President for Administration and Finance) 3. Helen B. Edaño (Designated Chief Cashier)	

Resolution No. 201, Series of 2023 – Approving the request of the University of Southern Mindanao to the Department of Budget and Management for the release of SARO and NCA of unfunded Personnel Services (PS) for the Fiscal Year 2023 due to unfunded filled positions and NBC 461 implementation.

Resolution No. 203A, Series of 2023 – Approving the Fund Utilization Report for Funds 05 and 06 as of December 31, 2022 (summary shown in the table below) subject to relevant auditing laws, rules and regulations.

PAP/OBJECT OF EXPENDITURES/PARTICULARS	Amount	Revised Proposed Utilization Jan - Dec 2022	Actual Obligation Jan 1-Dec 31,2022	Obligation Rate Vs. Proposed	Obligation Rate Vs. Total Income/Collections	Balance to date
BEGINNING BALANCE						
(As of January 1, 2022)	163,616,590.50	163,616,590.50	152,761,971.28	93.37%	93.37%	10,854,619.22
Tuition and Other Miscellaneous Fees	67,153,334.16	67,153,334.16	67,153,334.16	100.00%	100.00%	-
Fiduciary Fees	62,919,093.53	62,919,093.53	52,064,474.31	82.75%	82.75%	10,854,619.22
IGP	33,544,162.81	33,544,162.81	33,544,162.81	100.00%	100.00%	-

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

	Other Funds	-	-	-			-
TOTAL COLLECTIONS FOR THE PERIOD		209,670,153.56	173,698,992.66	49,772,441.20	28.65%	23.74%	159,897,712.36
	Tuition and Other Miscellaneous Fees	60,537,708.75	62,600,277.52	27,191,388.06	43.44%	44.92%	33,346,320.69
	Fiduciary Fees	73,822,459.73	68,795,975.29	-	0.00%	0.00%	73,822,459.73
	IGP	74,566,985.08	41,302,739.85	21,838,053.14	52.87%	0.00%	52,728,931.94
	Other Funds	743,000.00	1,000,000.00	743,000.00	74.30%	100.00%	-
TOTAL INCOME/COLLECTIONS		373,286,744.06	337,315,583.16	202,534,412.48	60.04%	54.26%	170,752,331.58
	Tuition and Other Miscellaneous Fees	127,691,042.91	129,753,611.68	94,344,722.22	72.71%	73.89%	33,346,320.69
	Fiduciary Fees	138,741,553.26	131,715,068.82	52,064,474.31	39.53%	38.08%	84,677,078.95
	IGP	108,111,147.89	74,846,902.66	55,382,215.95	73.99%	51.23%	52,728,931.94
	Other Funds	743,000.00	1,000,000.00	743,000.00	74.30%	100.00%	-

Resolution No. 203B, Series of 2023 – Approving the Fund Utilization Report for Funds 05 and 06 as of January 31, 2022 (summary shown in the table below) subject to relevant auditing laws, rules, and regulations.

PAI/OBJECT OF EXPENDITURES/PARTICULARS	Amount	Revised Proposed Utilization Jan - Dec 2023	Actual Obligation Jan 1-31,2023	Obligation Rate Vs. Proposed	Obligation Rate Vs. Total Income/Collections	Balance to date
-1	-2	-3	-4	(5)=(4/3)	(6)= (4/2)	(7)=(2-4)
BEGINNING BALANCE						
(As of January 1, 2023)	170,752,331.58	170,752,331.58	4,079,183.92	2.39%	2.39%	166,673,147.66
Tuition and Other Miscellaneous Fees	33,346,320.69	33,346,320.69	1,922,256.67	5.76%	5.76%	31,424,064.02
Fiduciary Fees	84,677,078.95	84,677,078.95	1,437,474.49	1.70%	1.70%	83,239,604.46
IGP	52,728,931.94	52,728,931.94	719,452.76	1.36%	1.36%	52,009,479.18
Other Funds	-	-	-			-
TOTAL COLLECTIONS FOR THE PERIOD	102,306,611.69	275,682,356.18	-			102,306,611.69
Tuition and Other Miscellaneous Fees	55,832,300.00	159,109,996.87				55,832,300.00
Fiduciary Fees	41,362,968.50	97,900,017.04				41,362,968.50
IGP	5,111,343.19	17,772,342.27				5,111,343.19
Other Funds		900,000.00				-
TOTAL INCOME/COLLECTIONS	273,058,943.27	446,434,687.76	4,079,183.92	0.91%	1.49%	268,979,759.35
Tuition and Other Miscellaneous Fees	89,178,620.69	192,456,317.56	1,922,256.67	1.00%	2.16%	87,256,364.02

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Fiduciary Fees	126,040,047.45	182,577,095.99	1,437,474.49	0.79%	1.14%	124,602,572.96
IGP	57,840,275.13	70,501,274.21	719,452.76	1.02%	1.24%	57,120,822.37
Other Funds		900,000.00				

Resolution No. 204, Series of 2023 – Approving the Fund Utilization Report for the period February 1- June 30, 2023 (summary shown in the table below) subject to relevant auditing laws, rules and regulations.

PAI/OBJECT OF EXPENDITURES/PARTICULARS		Cash Balance as of January 1, 2023	Add: Collections for the Period January 1- 31,2023	Total Cash	Less: Total Obligations as of January 31, 2022	Cash Available for Utilization as of January 31, 2022	Proposed Utilization (February 1- June 30, 2023)
A.	TUITION AND OTHER FEES	33,346,320.69	55,832,300.00	89,178,620.69	1,922,256.67	87,256,364.02	50,980,619.73
	Maintenance and Other Operating Expenses			57,720,740.36	1,922,256.67	55,798,483.69	30,216,252.13
	Capital Outlay			1,483,008.25	-	1,483,008.25	2,639,691.75
	Financial Expense			463,370.71		463,370.71	
	Continuing			1,044,437.58		1,044,437.58	1,044,437.58
	New Projects (Accumulated)			28,467,063.78		28,467,063.78	17,080,238.27
B.	FIDUCIARY	84,677,078.95	41,362,968.50	126,040,047.45	1,437,474.49	124,602,572.96	71,946,759.76
	Maintenance and Other Operating Expenses			87,446,993.15	1,437,474.49	86,009,518.66	48,861,356.29
	Capital Outlay			32,999,438.74	-	32,999,438.74	17,491,787.91
	Continuing			3,074,583.20	-	3,074,583.20	3,074,583.20
	New Projects (Accumulated)			2,519,032.36		2,519,032.36	2,519,032.36
A.	IGP	52,728,931.94	5,111,343.19	57,840,275.13	719,452.76	57,120,822.37	37,790,337.95
	Maintenance and Other Operating Expenses			55,596,441.18	719,452.76	54,876,988.42	36,200,337.95
	Capital Outlay			2,243,833.95	-	2,243,833.95	1,590,000.00
B.	OTHER FUNDS			-	-	-	-
TOTAL		170,752,331.58	102,306,611.69	273,058,943.27	4,079,183.92	268,979,759.35	160,717,717.45

Resolution No. 205A, Series of 2023 – Approving the proposed Projected Revenues and Expenditures (PRE) for Calendar Year 2023, subject to compliance with RA 8292, Letters of Instruction Numbers 872 (June 8, 1979) and 1026 (May 23, 1980), CMO Number 20, series of 2011, and other relevant laws, rules and regulations.

Particulars	Fund 101	Fund 05		Other Funds	Fund 06	Admin Cost	Total
		Tuition and Other Income	Fiduciary				
Total Receipts	1,175,679,904.50	201,842,730.69	230,202,831.93	900,000.00	123,230,206.15	24,367,145.63	1,756,222,818.90

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Total Proposed Expenditures	1,175,679,904.50	192,456,317.56	182,577,095.99	900,000.00	70,510,274.21	24,265,887.10	1,646,380,479.36
-----------------------------	------------------	----------------	----------------	------------	---------------	---------------	------------------

Resolution No. 205B, Series of 2023 – Approving the Annual Procurement Plan of the University for Calendar Year 2023 charged against Fund 01 (Capital Outlay and MOOE), Fund 05 (Tuition Fee and Fiduciary), Fund 06 (Income Generating Projects), Administrative Cost, and Fund 07 (External Fund projects).

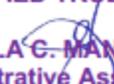
Fund 01		Php 560,936,327.61
Capital Outlay	Php 187,506,135.61	
Maintenance and Other Operating Expenses	Php 373,430,192.00	
Fund 05		Php 355,048,952.50
Tuition	Php 180,574,567.56	
Fiduciary	Php 174,474,384.94	
Fund 06		Php 70,501,274.21
Income Generating Projects	Php 70,502,274.21	
Fund 07		Php 12,255,709.00
Administrative Cost		Php 24,265,887.10

Resolution No. 206A-206E, Series of 2023 – Approving the awarding of the contracts for five (5) infrastructure projects and granting of authority to the President to sign subsequent documents appertaining to the projects for the USM Main Campus, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

	Project Title	Name of Contractor	Amount
206A	Construction of College of Medicine Phase 1	Greco Construction and Supply/P.B. Obial Construction (JV)	Php 67,673,724.78
206B	Increase in Carrying Capacity of Nursing and Allied Health Programs (Repair of Building)	Pastcar Construction and Supply Co.	Php 4,670,162.33
206C	Improvement of University Information, Communication and Technology Building	Pastcar Construction and Supply Co.	Php 7,970,961.73
206D	Upgrading of CASS Through the Establishment of COVID-related Psychosocial Research and Psychological Testing Center (Savings)	Pastcar Construction and Supply Co.	Php 640,316.27
206E	Construction of Academic Building Phase I	Thel Construction & Supplies	Php 21,230,263.43

Resolution No. 206F-206H, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the three (3) infrastructure project for the USM - Kidapawan City Campus, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

	Project Title	Amount
206F	Construction of WAF Building (Phase 2)	Php 3,326,750.00

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

206G	Construction of Mini Convention and Training Center (Phase 1)	Php 4,000,000.00
206H	Construction of Pantry at the Administration Building	Php 522,000.00

Resolution No. 207, Series of 2023 – Approving the awarding of the contract for one (1) goods projects and granting of authority to the President to sign subsequent documents appertaining to the projects for the USM Main Campus, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207A, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Vehicle (Van), amounting to two million and five hundred thousand pesos (Php2,500,000.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207B, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Chairs for Guidance and Testing Activities amounting to seven hundred eighty five thousand five hundred sixty pesos (Php785,560.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207C, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Compactor for the Registrar’s Office, amounting to four hundred fifty thousand pesos (Php450,000.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207D, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Equipment for Registrar’s Office, amounting to one hundred sixteen thousand nine hundred twenty pesos (Php116,920.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207E, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Books, amounting to five hundred sixty seven thousand two hundred sixteen pesos and 50/100 (Php567,216.50) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207F, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Furniture and Fixtures for

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

the Library, amounting to three hundred fifty five thousand pesos (Php355,000.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207G, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Equipment for Library amounting to two hundred ninety six thousand eight hundred eighty three pesos and 50/100 (Php296,883.50) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207H, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Electricity Expenses for Library Building amounting to one hundred twenty thousand pesos (Php120,000.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 207I, Series of 2023 – Approving the request to grant authority to the University President to expedite procurement of the goods project, Purchase of Medicines and Medical Supplies, amounting to nine hundred fifty seven thousand four hundred pesos (Php957,400.00) for the Kidapawan City Campus, Kidapawan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 208, Series of 2023 – Approving the awarding of the contract for one (1) services project and granting of authority to the President to sign subsequent documents appertaining to the projects for the USM Main Campus, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 209A, Series of 2023 – Confirming the awarding of the contract to Webcode I.T.Solutions, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply, Delivery, and Installation of Various Furniture and Fixtures for the Refurbishment of Computer Rooms for Faculty and Students at UICTO, amounting to one million seven hundred twenty five thousand nine hundred ten pesos and 40/100 (Php1,725,910.40) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 209B, Series of 2023 – Confirming the awarding of the contract to Philblanc Company and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply, Delivery, and Installation of Various Furniture for ICT Building, amounting to one million four hundred twenty one thousand eight hundred pesos only

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

(Php1,421,800.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 209C, Series of 2023 – Confirming the awarding of the contract to Medica Center Trading Corporation and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of 104 Units of Air Purifier, amounting to two million nine hundred twelve thousand pesos (Php2,912,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 209D, Series of 2023 – Confirming the awarding of the contract to Titanium Pharma and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Multivitamins, amounting to one million seven hundred thirty eight thousand and one hundred pesos only (Php1,738,100.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 subject to the availability of funds compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 209E, Series of 2023 – Confirming the awarding of the contract to Millennia Tech Computer and Office Supplies and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of License Software (2-Pieces Window Server 2022 Data Center 16 Cores and 1 Piece MS SQL Server 2019 Standard 2 Core Pack, amounting to five hundred eighty six thousand six hundred sixty one pesos and 40/100 (Php586,661.40) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 210A, Series of 2023 – Confirming the awarding of the contract to Innovate Communications, Inc and the granting of authority to the University President to sign subsequent documents appertaining to the services project, One (1) Year Enterprise Broadband Connectivity for Faculty amounting to two million two hundred seventy eight thousand pesos (Php2,278,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 210B, Series of 2023 – Confirming the awarding of the contract to Innovate Communications, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the services project, One (1) Year Leased Line Internet Subscription amounting to one million eight hundred fifty five thousand five hundred fifty pesos only (Php1,855,550.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 210C, Series of 2023 – Confirming the awarding of the contract to Innove Communications, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the services project, One (1) Year Subscription of Google Workplace for Education-Teaching and Learning Upgrades, amounting to one million four hundred nine thousand five hundred twenty pesos (Php1,409,520.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 210D, Series of 2023 – Confirming the awarding of the contract to Libtech Philippines, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the services project, One (1) Year Subscription of e-Journals IEEE All Society Periodicals Package amounting to one million four hundred ninety two thousand and twenty nine pesos (Php1,492,029.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211A, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of IT Equipment (Laptop with Accessories), amounting to sixty two thousand pesos only (Php62,000.00) for the Main Campus, Kabacan, Cotabato, sourced from SOXAARRDEC-CMI, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211B, Series of 2023 – Confirming the awarding of the contract to Anjo Refrigeration and Airconditioning Sales, Parts and Services, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (2.0 HP Split Type Wall Mounted Airconditioning Unit), amounting to ninety two thousand pesos (Php92,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211C, Series of 2023 – Confirming the awarding of the contract to Instruchem Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Laboratory Equipment (Compound Microscope), amounting to ninety thousand pesos only (Php90,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211D, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Document Scanner), amounting to twenty nine thousand pesos (Php29,000.00) for the Main

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211E, Series of 2023 – Confirming the awarding of the contract to Millenial Tech Computer and Office Supplies and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Smart Television), amounting to fifty two thousand pesos (Php52,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05 subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

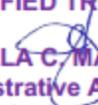
Resolution No. 211Fa, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (8 units of Printers), amounting to one hundred fifty-three thousand one hundred fifty pesos (Php153,150.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211Fb, Series of 2023 – Confirming the awarding of the contract to Computer World and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Projector), amounting to seventy four thousand eight hundred sixty-five pesos (Php74,865.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211G, Series of 2023 – Confirming the awarding of the contract to Digital Interface and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (DSLR Camera) amounting to seventy six thousand nine hundred eighty-eight pesos only (Php76,988.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211H, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Laptop), amounting to forty thousand eight hundred pesos (Php40,800.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 211Ia, Series of 2023 – Confirming the awarding of the contract to Millenial Tech Computer and Office Supplies and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Laptop), amounting to thirty seven thousand five hundred pesos only (Php37,500.00) for the Main Campus, Kabacan, Cotabato sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211Ib, Series of 2023– Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Ink), amounting to five thousand six hundred twenty five pesos (Ph5,625.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211J, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Desktop), amounting to one hundred sixty nine thousand eight hundred ninety pesos only (Php169,890.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211K, Series of 2023 – Confirming the awarding of the contract to Anjo Refrigeration and Airconditioning Sales, Parts and Services and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply, Delivery and Installation of Wall-mounted Airconditioning Unit, amounting to two hundred thirteen thousand pesos only (Php213,000.00) for the Main Campus, Kabacan, Cotabato, sourced from PCAARRD-IDD, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211L, Series of 2023 – Confirming the awarding of the contract to Franzlara Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Split-type Aircon) amounting to one hundred thousand and five hundred pesos only (Php100,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211M, Series of 2023 – Confirming the awarding of the contract to Gakken (Phils) Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Digital Duplicator), amounting to two hundred forty seven thousand seven hundred seventy seven and 77/100 (Php247,777.77) for the Main Campus, Kabacan, Cotabato, sourced from Fund

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211N, Series of 2023 – Confirming the awarding of the contract to Krypton International Resources Sales & Services, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Analytical Balance), amounting to seventy seven thousand two hundred fifty pesos only (Php77,250.00) for the Main Campus, Kabacan, Cotabato, sourced from PCAARRD-NICER, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211Oa, Series of 2023 – Confirming the awarding of the contract to Garnetech Computer Marketing and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (LCD Projector Set), amounting to one hundred nine thousand nine hundred sixty pesos only (Php109,960.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 211Ob, Series of 2023 – Confirming the awarding of the contract to Computer World and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Colored Printer), amounting to thirty seven thousand six hundred pesos only (Php37,600.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 212a, Series of 2023 – with the Department of Science and Technology – Region XII for the implementation of the project titled, "Development and Characterization of Halal Feeds for Broiler Chicken Production," with an approved funding of eight hundred fifty thousand fifty pesos (Php850,000.00), and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The project shall be implemented for twelve (12) months, covering the period from March 2023 to February 2024, commencing immediately or within two (2) months after the release of funds.

Resolution No. 212b, Series of 2023 – with the Department of Science and Technology – Region XII for the implementation of the project titled, "SNAP Testing Assay for Screening Antibiotic Residues in Milk," with an approved funding of one million one hundred sixty-two pesos and eighty centavos (Php1,000,162.80), and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The project shall be implemented for twelve (12) months, covering the period from March 2023 to February 2024, commencing immediately or within two (2) months after the release of funds.

Resolution No. 212c, Series of 2023 – with the Department of Science and Technology – Region XII for the implementation of the project titled, "Digital Promotion and Screening of Local Products

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

or Startups in Region 12 for Technology Incubation,” with an approved funding of three hundred fifty thousand pesos (Php350,000.00), and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The project shall be implemented for six (6) months, covering the period from March 2023 to August 2023, commencing immediately or within two (2) months after the release of funds.

Resolution No. 212d, Series of 2023 – with the Department of Science and Technology – Region XII for the implementation of the project titled, “Biological Diagnostic Tool for Vulnerable Agroecosystems: Nematode Community Analysis as an Approach to Assess Sustainability of Agricultural Practices,” with an approved funding of nine hundred ninety-nine thousand three hundred ninety-six pesos and twenty centavos (Php999,396.20), and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The project shall be implemented for twelve (12) months, covering the period from March 2023 to February 2024, commencing immediately or within two (2) months after the release of funds.

Resolution No. 213, Series of 2023 – Approving the proposed revisions in the Bachelor of Technical and Vocational Education (BTVTEd) at the USM- Kidapawan City Campus, Kidapawan, Cotabato.

Resolution No. 214, Series of 2023 – Approve the offering of Master of Arts in Language and Literacy Education (MALLE) at the USM- Kidapawan City Campus, Kidapawan, Cotabato.

Resolution No. 215, Series of 2023 – With the Department of Science and Technology – Region XII to engage the consultancy services of the USM Experts to undertake productivity studies of twenty (20) pre-identified farms in the SOCSKARGEN region, as part of the project, “Implementation of Upgraded Consultancy Services and Technical Assistance for MSMEs through Consultancy for Agricultural Productivity Enhancement (CAPE) Program in Region XII, with an approved funding of nine hundred thousand pesos (Php900,000.00) to be released in four (4) tranches, and granting authority to the University President to sign all documents appertaining thereto as provided for in Chapter 8, Art. 34, Section 2 (o) of the USM Code. The Agreement shall take effect upon signing and shall remain in force until the completion of the outputs agreed upon for the period.

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

**RESOLUTIONS PASSED AND APPROVED DURING THE 152ND REGULAR
MEETING, JUNE 16, 2023 @ CHED – HEDC BUILDING, QUEZON CITY.**

Resolution No. 1, Series of 2023 – Approving the proposed meeting agenda with the inclusion of additional four Other Matters: the confirmation of BOR Resolution approved via Referendum No 02, series of 2023 on the request for approval of the nineteen (19) plantilla positions for the USM Kidapawan City Campus, the approval of one (1) application for leave beyond 30 days, the reiteration of the Letter of College of Law students and the compliance of the USM Graduate School to CMO 15, series of 2019.

Resolution No. 2, Series of 2023 – Approval of the minutes of the previous meeting subject to the correction to be made within ten (10) days following the date of the meeting.

Resolution No. 3, Series of 2023 – Noting the report on the matters arising from the previous meeting.

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 4, Series of 2023 – Approving the establishment of the VIP Peace Chapter at the University of Southern Mindanao, with the University President as VIP Peace Ambassador and Board Members as Ambassadors of Peace.

Resolution No. 5, Series of 2023 – Noting and accepting the President's accomplishment report for the 2nd quarter of 2022.

Resolution No. 6a, Series of 2023 – With the DA-Philippine Rice Research Institute, for provision of meals during the conduct of three (3) short courses on Pest and Nutrient Management in Rice in Regions IX, XII and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) with forty (40) participants, facilitators, and other staff:

- a. Batch 1 (April 17-21, 2023)
- b. Batch 2 (May 8-12, 2023)
- c. Batch 3 (May 22-26, 2023)

with a fund of four hundred eighty thousand pesos (Php480,000.00)

Resolution No. 6b, Series of 2023 – With the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII) for the implementation of the project, *"Augmenting and Strengthening the e-Library Services in the Regional R&D Consortia Base Agencies,"* with a fund of Php4,999,672.00.

The agreement shall be implemented for one (1) year, covering the period of December 16, 2022 to December 15, 2023.

Resolution No. 6c, Series of 2023 – With the DEPARTMENT OF AGRICULTURE – PHILIPPINE RICE RESEARCH INSTITUTE for the implementation of the project, *"Multi-location Adaptation Trial for the Irrigated Lowland Inbred Entries (NCT-MAT),"* with a fund of Php290,400.00.

The agreement shall take effect upon signing of both parties and will remain valid until December 29, 2023.

Resolution No. 6d, Series of 2023 – With the Philippine Broadcasting Service – Bureau of Broadcasting Service (PBS-BBS) for the establishment of DXVL KOOL 94.9 FM Radio station as an affiliate of the PBS-BBS Radyo Pilipinas

The agreement shall have a term of two (2) years and renewable upon mutual agreement of both parties.

Resolution No. 6e, Series of 2023 – With the UNIVERSITY OF THE PHILIPPINES LOS BAÑOS, to develop academic and educational cooperation and promote mutual understanding between the two Higher Education institutions through:

- a. Exchange of faculty and researchers;
- b. Exchange of students;
- c. Conduct of collaborative research and extension projects;
- d. Conduct of lectures, symposia, capacity-building programs;
- e. Exchange of academic information and materials; and
- f. Promote other academic cooperation as mutually agreed by both Parties.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 6f, Series of 2023 – With the CENTER FOR ASIAN MISSION FOR THE POOR ASIA (CAMP ASIA), to provide technical experts particularly in the field of sustainable land management on durian cropping-system for its approved project with Korea International Cooperation Agency (KOICA) and Mindanao Development Authority (MinDA) entitled, "Developing Sustainable Agricultural Environment through the Organization of Durian Producers in Mindanao, Philippines."

The agreement shall take effect immediately upon signing of both parties and shall remain in force unless otherwise revoked/amended by the parties.

Resolution No. 7, Series of 2023 – Confirming eleven (11) teaching appointments with Salary Grade 18 and below subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board.

a. Original Teaching Appointments (4)

	Name	Position	Salary Grade
1	Siv Millicent E. Balbas	Instructor I	12
2	Kevin Mark D. Catulong	Instructor I	12
3	Algin Mae A. Lagang	Instructor I	12
4	Lotis D. Cubin	Instructor I	12

b. Promotional Teaching Appointments (6)

	Name	Position	Salary Grade
1	Kathleen Ivy Z. Bolotaolo	Assistant Professor IV	18
2	Geraldo P. Ulep	Assistant Professor IV	18
3	Rebecca T. Ragonton	Assistant Professor III	17
4	Gelyn V. Amilbahar	Assistant Professor III	17
5	Elorde Jr. S. Crispolon	Assistant Professor III	17
6	Michael A. Tacdoro	Instructor I	12

c. Original Temporary Teaching Appointment (1)

	Name	Position	Salary Grade
1	Marianne O. Millarosa	Instructor I	12

Resolution No. 8, Series of 2023 – Confirming fourteen (14) non-teaching appointments with Salary Grade 18 and below subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board.

a. Promotional Non-Teaching Appointments for Various Positions (4)

CERTIFIED TRUE COP

JAMELLA C. MANGIGIN
 Administrative Assistan
 Office of the Board Secre
 USM, Kabacan, Cotaba

	Name	Position	Salary Grade
1	Fatima S. Salik	Administrative Assistant II	8
2	Bernalou M. Malaque	Administrative Aide V	5
3	Riche D. Nadala	Administrative Aide IV	4
4	Rene P. Lucena	Administrative Aide II	2

b. Non-Teaching Original Appointments (5)

	Name	Position	Salary Grade
1	Cristopher P. Credo	Security Guard I	3
2	Charles Rommel C. Velasco	Administrative Aide IV	4
3	Cherelen C. Escojedo	Administrative Aide III	3
4	Kierwen N. Magoncia	Administrative Aide III	3
5	Jellyvieve Abdulkadil	Administrative Aide III	3

c. Non-Teaching Reappointment from Casual to Permanent Appointments (3)

	Name	Position	Salary Grade
1	Georamie P. Pedo	Security Guard I	3
2	Zain M. Balayman	Farm Worker I	1
3	Virgilio Q. Ignacio, Jr.	Administrative Aide I	1

d. Non-Teaching Original Casual Appointments (2)

	Name	Position	Salary Grade
1	Ronel G. Alivar	Administrative Aide I	1
2	Darwin V. Caldito	Administrative Aide I	1

Resolution No. 9, Series of 2023 – Confirming three (3) new designations and one (1) redesignation subject to compliance with existing University policies, guidelines, and other pertinent laws, as presented in the list certified by the Human Resource Management and Development Director.

	SO No.	NAME	DESIGNATION	REMARKS	DURATION
1	169	URDUJA G. NACAR	Dean – College of Human Ecology and Food Sciences	NEW DESIGNATION	April 1, 2023 – May 31, 2024
2	171	ANNALEAH B. LASAGA	OIC-Director, University Health Services	NEW DESIGNATION	May 1, 2023 – December 31, 2023

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

3	189	MANTINGAN S. KAMSA	Campus Head, USM Buluan Campus	NEW DESIGNATION	June 1, 2023 – May 31, 2024
4	196	KAHARUDIN P. MANAMBA	Director, Business Development Center	REDESIGNATION	April 1, 2023 – November 30, 2023

Resolution No. 10a, Series of 2023 – Confirming the decision via referendum approving the request for grant of travel authority to the University to attend the conference.

Resolution No. 10b, Series of 2023 – Confirming the decision via referendum approving the request for grant of nineteen (19) plantilla positions to the USM-Kidapawan City Campus.

Resolution No. 12, Series of 2023 – Confirming the University President’s endorsement of the application of leave, subject to compliance with Omnibus Rules on Leave (CSC MC 42, s. 1998) and other relevant laws, rules, and regulations and certification by the HRMDO Director, of three (3) personnel.

	NAME	TYPE OF LEAVE	NUMBER OF DAYS	PERIOD OF LEAVE APPLIED FOR
1	DARYL MAE C. MAMON	Maternity Leave with Pay (MC No. 5, series of 2021)	105	August 10, 2023 – November 22, 2023
2	LEONORA M. SILVANO	Vacation Leave with Pay	233	August 1, 2023 – August 31, 2024

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

				Retirement Date – September 1, 2024)
3	FAUSTO M. LANOY, JR.	Vacation Leave with Pay	132	August 1, 2023 – January 31, 2024 Retirement Date – February 1, 2024)

Resolution No. 13, Series of 2023 – Approving the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office, subject to compliance with applicable rules and regulations.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Name of Faculty	Request				FTDC and UAC Recommendations	Amount (P)		Total (P)
	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
STUDY LEAVE WITH PAY								
FLORIE JANE M. TAMON	Request for Permit to Study and Study Leave with Pay to pursue PhD in Sociology starting 1st sem of A.Y. 2023-2024 at Xavier University in Cagayan de Oro City	Doctor of Philosophy in Sociology	Xavier University in Cagayan de Oro City	3 years	Endorsed the request for permit to study and study leave with pay starting 1st sem of A.Y. 2023-2024 with a colatilla of approved scholarship grant.		1,403,892.00	1,403,892.00
ASHLEY COLEEN S. ORTIZ	Request for Permit to Study and Study Leave with Pay to pursue PhD Program in Mathematics Education starting 1st sem of A.Y. 2023-2024 at University of the Philippines – Diliman Campus	Doctor of Philosophy in Mathematics Education	University of the Philippines – Diliman Campus	3 years	Endorsed the request for permit to study and study leave with pay starting 1st sem of A.Y. 2023-2024 with colatilla of approved scholarship grant		1,132,164.00	1,132,164.00
SOFIA LOREN E. BONETE	Request for Permit to Study and Study Leave with Pay to pursue PhD in English Language Literature starting 1st sem of A.Y. 2023-2024 at Silliman University in Dumaguete City.	Doctor of Philosophy in English Language Literature	Silliman University in Dumaguete City	3 years	Endorsed the request for permit to study and study leave with pay starting 1st sem of A.Y. 2023-2024 with a colatilla of approved scholarship grant		1,290,348.00	1,290,348.00
STUDY PERMIT								
ARABELLA M. SOBERANO	Request for Permit to Study to pursue Juris Doctor at USM-KCC.	Juris Doctor	University of Southern Mindanao – Kidapawan City Campus	1st sem 2022-2023	Endorsed the request for Permit to Study.			
EXTENSION OF STUDY								

CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

KHRISTINE JOY B. GARCIA	Request for Permit to Study and 3 semesters Academic Study Leave with Pay to attend internship program and writing dissertation for the degree of PhD in Psychology starting 1st sem of A.Y. 2023-2024 at Ateneo de Davao University.	Doctor of Philosophy in Psychology	Ateneo de Davao University.	1 semester	Endorsed the request for permit to study and study leave with pay starting 1st sem of A.Y. 2023-2024 in semestral basis.		320,142.00	320,142.00
KHAN L. JUNATAS	Request for 6 months extension of study leave with pay from July 2023 – December 2023	Doctor of Philosophy in Veterinary Morphology-Histology	Ghent University, Belgium	July 2023 – December 2023	Endorsed the request for 6 months extension of study leave with pay from July 2023 – December 2023.		193,926.00 (extension) 2,250,518.82 (prior obligation)	2,444,444.82
GRAND TOTAL:								6,590,990.82

NON TEACHING PERSONNEL	Study Leave with Pay							
AIDALOU V. ESONSA	Request for Permit to Study and Financial Support to pursue Master of Library and Information Science (MLIS) at Cor Jesu College, Digos City	Master of Library and Information Science (MLIS)	Cor Jesu College, Digos City	2nd sem AY 2022-2023	Endorsed the request for permit to study and USM Scheme support	(12,000.00/sem) 72,000.00	72,000.00	72,000.00
GRAND TOTAL								72,000.00

Resolution No. 14, Series of 2023 – Approving one (1) non-teaching appointment with Salary Grade 19 and above subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board.

	Name	Position	Salary Grade
--	------	----------	--------------

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

1	Quenielyn L. Durendes	Chief Administrative Officer	24
---	-----------------------	------------------------------	----

Resolution No. 15, Series of 2023 – Approving the establishment of the Legal Services Office.

Resolution No. 16, Series of 2023 – Approving of the 2023-2028 USM Strategic Plan.

Resolution No. 17, Series of 2023 – Approving of the USM 2023 Operational Plan.

Resolution No. 18, Series of 2023 – Approving the submission of the Land Use Development and Infrastructure Plan (LUDIP) 2023-2032 to the Commission on Higher Education for evaluation and their recommendations were already incorporated in the updated version.

Resolution No. 19, Series of 2023 – Approving of the 2024 Annual Investment Plan.

Resolution No. 20, Series of 2023 – Approving of the Regional Development Investment Plan (2023-2028).

Resolution No. 21, Series of 2023 – Approving the request for Grant of Travel of Authority to the University President to attend the AUAP Conference.

Resolution No. 22, Series of 2023 – Approving the Budget Utilization Report for Funds 01, 05 and 06 as of May 15, 2023 (summary shown in the table below) subject to relevant auditing laws rules and regulations.

Resolution No. 23, Series of 2023 – Approving the proposed budget utilization for the period May 16-September 30, 2023, subject to subject to relevant auditing laws, rules and regulations.

Resolution No. 24, Series of 2023 – Approving the 2023 Fiscal Year supplemental special budget under Fund 05 (164), 06 (161), and Administrative Cost, subject to the availability of funds compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 25, Series of 2023 – Approving the supplemental Annual Procurement Plan for Funds 05, 06, and 07, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 26, Series of 2023 – Approving of change of fund source of the Php40,000,000.00 from **Fund 05 (164)** to **Fund 07 (External Funding for Projects)** for the laboratory equipment of the College of Medicine and Allied Health Sciences, in anticipation of the release of funds from the Commission on Higher Education.

Resolution No. 27, Series of 2023 – Granting authority to the University President to rescind the project, Refurbishment of Administration Building Offices (Improvement of Architectural Finishes of Administration Building).


CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

Resolution No. 28, Series of 2023 – Approval of the variation order for the College of Agriculture Building project amounting to ninety-five thousand three hundred forty four pesos and 27/100 (Php95,344.27) and an additional ten (10) days extension for the completion of the project.

Resolution No. 29a, Series of 2023 – Approving the awarding of the contract to Carlson Construction and granting of authority to the University President to sign subsequent documents appertaining to the infrastructure project, Construction of WAF Building (Phase 2) amounting to two million six hundred thirty one thousand seventy pesos and 20/100 (Php2,631,670.20) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 29b, Series of 2023 – Approving the awarding of the contract to John Ray Developer and Supply and the granting of authority to the University President to sign subsequent documents appertaining to the infrastructure project, Construction of Mini Convention and Training Center amounting to three million one hundred sixty five thousand six hundred fifty pesos and 20/100 (Php3,165,650.20) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 30a, Series of 2023 – Confirming the awarding of the contract to Titanium Pharma the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Drugs and Medicines amounting to one million nine hundred forty six thousand three hundred ninety seven pesos and 60/100 (Php1,946,397.60) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 30b, Series of 2023 – Confirming the awarding of the contract to Molave Trading, Inc. and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Semi-Automated Nitrogen Distillation Equipment with Laboratory Mill and Accessories amounting to nine hundred seventy six thousand, five hundred ninety one pesos and 64/100 (Php976,591.64) for the Main Campus, Kabacan, Cotabato, sourced from Fund 07, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 30c, Series of 2023 – Confirming the awarding of the contract to Freshmango Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply, Delivery and Installation of Electrical Wiring and Piping of High Volume Low Speed Industrial Big Fan (HVLSBF) amounting to two million five hundred forty-four thousand two hundred pesos (Php2,544,200.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05 (Administrative Cost), subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 30d, Series of 2023 – Confirming the awarding of the contract to V.S. Tay, Incorporated, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Common-Use Office Supplies and Materials amounting to one million two hundred forty-six thousand sixty nine pesos and 60/100 (Php1,246,069.60) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 30e, Series of 2023 – Approving the awarding of the contract to Harbest Agribusiness Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Design, Delivery and Installation of Greenhouse with Weather and Irrigation System amounting to three million nine hundred twenty eight thousand eight hundred eighty eight pesos (Php3,928,888.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 07 – PCAARRD (Smart Cacao Budwood), subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 30f, Series of 2023 – Approving the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of One (1) unit Brand New Six Wheeler Dump Truck amounting to three million three hundred twenty five thousand pesos (Php3,325,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06 (Administrative Cost), subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31a, Series of 2023 – Confirming the awarding of the contract to Anjo Refrigeration and Airconditioning Sales Parts, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Split-Type Floor Mounted Airconditioning Unit) amounting to eighty four thousand five hundred pesos (Php84,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31b, Series of 2023 – Confirming the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply, Delivery, Installation, Testing and Commissioning of 3HP Split Type Wall Mounted Air Conditioner amounting to four hundred twenty eight thousand, three hundred ninety-nine pesos and 75/100 (Php428,399.75) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06 (Administrative Cost), subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31c, Series of 2023 – Confirming the awarding of the contract to Anjo Refrigeration and Airconditioning Sales Parts, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

and Delivery of Office Equipment (Split-Type Airconditioning Unit) amounting to forty thousand nine hundred pesos (Php40,900.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31d, Series of 2023 – Confirming the awarding of the contract to Philippine Duplicators, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Digital Duplicator Machine) amounting to two hundred twelve thousand (Php212,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31e, Series of 2023 – Confirming the awarding of the contract to Copylandia Office Systems Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Photocopier) amounting to forty seven thousand five hundred pesos (Php47,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31f, Series of 2023 – Confirming the awarding of the contract to Par-lay International Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Desktop Computers) amounting to seven hundred twenty thousand pesos (Php720,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31g, Series of 2023 – Confirming the awarding of the contract to Millennial Tech Computer & Office Supplies, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Printers) amounting to eighty seven thousand five hundred pesos (Php87,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31h, Series of 2023 – Confirming the awarding of the contract to Millennial Tech Computer & Office Supplies, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (DSLR Camera) amounting to two hundred thirteen thousand nine hundred fifty eight pesos (Php213,958.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 31i, Series of 2023 – Confirming the awarding of the contract to VZ Tech Marketing, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Laptop) amounting to fifty eight thousand nine hundred ninety five pesos (Php58,995.00) for the Main Campus, Kabacan, Cotabato, sourced from DOST-PCAARRD Smart Cacao Budwood, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31j, Series of 2023 – Confirming the awarding of the contract to Lucky 3 Agricultural Machinery Welding Shop, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Design, Fabrication and Delivery of Soil Bagger System, amounting to four hundred forty thousand pesos (Php440,000.00) for the Main Campus, Kabacan, Cotabato, sourced from DOST-PCAARRD Smart Cacao Budwood, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31k, Series of 2023 – Confirming the awarding of the contract to Endure Medical Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Laboratory Equipment (Tabletop - Laminar) amounting to one hundred eighteen thousand one hundred pesos (Php118,100.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31l, Series of 2023 – Confirming the awarding of the contract to Mariken Weida Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Laboratory Equipment (Spectrophotometer) amounting to seven hundred seventy-five thousand pesos (Php775,000.00) for the Main Campus, Kabacan, Cotabato, sourced from DOST-PCAARRD Smart Cacao Budwood, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31m, Series of 2023 – Confirming the awarding of the contract to XRPT Ventures, Inc. and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Laboratory Equipment (pH/Electrical Conductivity Meter) amounting to seventy nine thousand eight hundred sixty pesos (Php79,860.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 07, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31n, Series of 2023 – Confirming the awarding of the contract to Reilab Marketing, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Laboratory Equipment (Vertical Autoclave with High Pressure Steam Sterilizer) amounting to eight three thousand four

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

hundred pesos (Php83,400.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31o, Series of 2023 – Confirming the awarding of the contract to Softeye IT Solutions and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply and Delivery of Office Equipment (Desktop and Projector) amounting to seven hundred nineteen thousand four hundred pesos (Php719,400.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31p (a), Series of 2023 – Confirming the awarding of the contract to Softeye IT Solutions, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply, Delivery and Installation of Office Equipment (Smart TV 50") amounting to ninety five thousand five hundred pesos (Php95,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 31p (b), Series of 2023 – Confirming the awarding of the contract to J&H Marketing, and the granting of authority to the University President to sign subsequent documents appertaining to the small value procurement, Supply, Delivery and Installation of Office Equipment (Network Cable Tester/Printer) amounting to fifty four thousand eight hundred pesos (Php54,800.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 32, Series of 2023 – Approving five (5) teaching appointments with Salary Grade 19 and above subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit:

1. Original Teaching Appointments to be assigned at the College of Medicine and Allied Health Sciences

	Name	Position	Salary Grade
1	Burt Robinson G. Layos	Associate Professor I	19
2	Hannah Marie E. Catimbang	Associate Professor I	19
3	Diana Dame A. Alvarado	Associate Professor I	19
4	Wendee M. Concepcion	Associate Professor I	19
5	Josephine M. Buison	Associate Professor I	19

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 33a, Series of 2023 – Approving the proposed Admission and Retention Policy for the Doctor of Medicine Program of the College of Veterinary Medicine.

Resolution No. 33b, Series of 2023 – Approving the proposed Admission and Retention Policy for the Curricular Offerings of the College of Human Ecology and Food Sciences.

Resolution No. 33c, Series of 2023 – Approving the proposed Admission and Retention Policies for the Bachelor of Science in Accountancy Program.

Resolution No. 34, Series of 2023 – Confirming the candidates for graduation for SY 2022-2023 from the Main Campus, Kidapawan City Campus, PALMA Campuses, and the University Laboratory Schools.

Resolution No. 35, Series of 2023 – Confirming the list of candidates for graduation with honors (list attached in the agenda folder), with the possible inclusion of students who will undergo evaluation by the Admission and Records personnel and the members of the University Honors Committee.

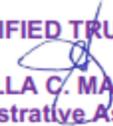
Resolution No. 36, Series of 2023 – Approving the conditional approval of the revisions of the BS in Civil Engineering, BS in Electronics Engineering, BS in Computer Engineering, BS in Computer Science, BS in Information Systems, BS in Nursing, BS in Business Administration, BS in Accountancy, and BS in Management in Accounting, after evaluation and recommendation by the CHEDRO-XII.

Resolution No. 37, Series of 2023 – Approving the conditional approval of the offering of the Bachelor of Science in Midwifery program on the first semester of School Year 2023-2024, with the colatilla that recommendations from CHEDRO XII on the shall be complied with before the start of the semester.

Resolution No. 38, Series of 2023 – Approving the institutionalization of the Intellectual Property, Technology Transfer and Business Development Office or IP-TTBDO to serve as the office tasked to safeguard the intellectual properties of the University and strengthen the IP and technology commercialization operations in the University.

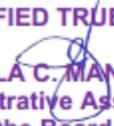
Resolution No. 39, Series of 2023 – Confirming the approval of the request of the USM-Kidapawan City Campus for nineteen (19) plantilla positions, subject to compliance with the rules of the Civil Service Commission and other relevant and applicable laws.

Resolution No. 40, Series of 2023 – Approving the University President's endorsement of the application for leave of Prof Marcos F. Monderin, subject to compliance with Omnibus Rules on Leave (CSC MC 42, s. 1998) and other relevant laws, rules, and regulations, and the appointment of the Associate Dean, Dr. Marlyn Resurreccion, to act as Dean in the absence of Prof. Monderin from July 5-September 5, 2023.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

**RESOLUTIONS PASSED AND APPROVED BY THE
USM BOARD OF REGENTS DURING ITS FIRST SPECIAL MEETING ON JULY 3, 2023
HELD AT CHED – HEDC BUILDING, QUEZON CITY**

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 41, Series of 2023 – Approval of the provisional agenda with the inclusion of one item proposed as Other Matters: the proposal to approve of the Mandatory Enrollment to the Internet Banking Services of the Land Bank of the Philippines.

Resolution No. 42, Series of 2023 – Approving the proposal to add CHARISSE ANGELA S. QUIAMBAO, Budget Officer of the Finance Management Services Office as secondary cheque signatory in the Land Bank of the Philippines, Inc. accounts of the University of Southern Mindanao in addition to the following primary and secondary signatories.

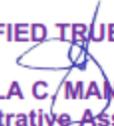
Resolution No. 43, Series of 2023 – Confirming the awarding of the contract to Toyota General Santos, Inc and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Procurement of One (1) unit Passenger Van amounting to two million four hundred ninety-nine thousand pesos (Php2,499,000.00) for the USM-Kidapawan City Campus, Kidapawan, Cotabato, sourced from FY 2023 Internally Generated Income – Tuition Fee of the USM-KCC, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 44, Series of 2023 – Approving the University of Southern Mindanao – Kidapawan City Campus (USM-KCC) be formally recognized as a satellite campus of the USM Main Campus.

Resolution No. 45a, Series of 2023 – Approving the grant of authority to the University President to sign decision on Case 22-02.

Resolution No. 46, Series of 2023 – Approving that the scholars who have signified their willingness to finish their studies, individual undertakings shall be signed by them containing provisions set by the University for the completion of their studies. Scholars who signified their willingness to pay the financial obligations, individual undertakings shall be signed by them containing provisions on schedule of payment and penalties should they fail to pay within the prescribed period of time, with conditions set forth by the University. Scholars who failed to reply to the notice of breach of contract, that authority be given to the University President to file the appropriate case against each scholar and to sign pleadings and that funds should be appropriated in the filing of the cases against scholars who failed to reply to the notice.

Resolution No. 47, Series of 2023 – Approving that the University shall subscribe to the internet banking services of the Landbank of the Philippines, Inc.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

**RESOLUTIONS PASSED AND APPROVED BY THE
USM BOARD OF REGENTS DURING ITS 153RD REGULAR MEETING ON OCTOBER 26,
2023 HELD AT CHED – HEDC BUILDING, QUEZON CITY**

Resolution No. 48, Series of 2023 – Appointing **MS. KRISTINE C. MORALES** as a Member of the USM Governing Board in her capacity as the Student Representative commencing on October 26, 2023 until the expiration of her term of office as the University Student Government President with all the rights, powers, responsibilities and privileges appertaining to the Office.

Resolution No. 48a, Series of 2023 – Approving the proposed meeting agenda with the inclusion of additional five (5) administrative and finance matters as Other Matters:

1. Approval of the Revised 2023 Budget under Funds 01 (1010, 05 (164), 06 (161), 07 (Externally Funded Projects) and Other Funds
2. Approval of Reclassification of Travelling Expenses (Local and Foreign) in the FY 2023 APP under Funds 01 (101) and 05 (164)
3. Approval of the Reprogram of the Repair of NFA Stockroom to Repair of USM Hospital Building under the New Project Fund 05 in the FY Supplemental Special Budget and PPMP
4. Approval of the USM Supplemental Annual Procurement Plan for CY 2023 Charged Against Fund 01 (Capital Outlay), Fund 05, Fund 06, Accumulated Fund, and Fund 07 (External Projects)
5. Approval of the Request for Proposed Amendment to BOR Resolution No. 163, series of 2020 (Authority to Sign Billing Statements of the Voucher Program of the University Laboratory School (ULS) - One Replacement Signatory and One New Signatory

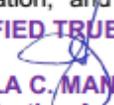
Resolution No. 48b, Series of 2023 – Approving the minutes of the previous meeting on the condition that any corrections and corrigendum be made within ten (10) days after the meeting.

Resolution No. 48c, Series of 2023 – Noting with high commendation the accomplishments of the University for the third quarter of 2023.

Resolution No. 49a, Series of 2023 – With the Department of Agriculture – Bureau of Agricultural and Fisheries Engineering for the provision of space in one of the offices at the ground floor of the USMARC Administration Building, with a dimension of 65 square meters floor area for the DA-BAFE's satellite office for the agency to perform its mandate in the Mindanao area.

Resolution No. 49b, Series of 2023 – With the Landbank Countryside Development Foundation, Inc., (LCDFI) – for the implementation of the Iskolar ng Landbank Program to provide educational assistance to deserving dependents of agrarian reform beneficiaries and small farmers and fisher folk who belong to the mandated sectors of the Bank; to provide a responsive and flexible scholarship to ensure varied employment opportunities upon graduation; and to promote

CERTIFIED TRUE COPY


JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

awareness among the youth of the need to improve the lives of their families and their communities, and thus contribute to nation-building.

Resolution No. 49c, Series of 2023 – With the Mindanao Development Authority (MinDA) – for the procurement of 500 bags of USM White Corn Seed var 10 and 500 bags of USM Yellow Corn Seed var 5 for the IPURE Mindanao Project Beneficiaries at Php1,150.00 per bag or a total cost of Php1,150,000.00.

Resolution No. 49d, Series of 2023 – With the National Economic Development Authority (NEDA) – for the implementation of the innovation grant, "Establishment of Instrumentation System Modeling, Assembly and Response Testing (iSMART) Laboratory Project," for students, faculty, researchers, and businesses in Cotabato with a funding of Php4,998,860.00.

Resolution No. 49e, Series of 2023 – With the Department of Agriculture – Philippine Rubber Research Institute (DA-PRRI) – for the provision of technical experts as Project Staff in the implementation of the project, "Etiology, Detection, and Management Strategies against Pestalotiopsis Disease of Rubber"

Resolution No. 49f, Series of 2023 – With the Department of Science and Technology – Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD) – on the implementation of the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in SOCCSKARGEN with four Project Components:

Project 1: Regional Intellectual Property and Technology Business Management (IPTBM) in SOCCSKARGEN through the RAISE Program with a funding of Php6,247,228.00 to be implemented for 2 years (October 1, 2023 – September 30, 2025)

Project 2: Establishment of Regional Agri-Business Hub (ABH) in SOCCSKARGEN through the RAISE Program with a funding of Php2,480,000.00 to be implemented for 2 years (October 1, 2023 – September 30, 2025)

Project 3A: Enhancement of the Agri-Aqua Technology Business Incubator (ATBI) in the University of Southern Mindanao through the RAISE Program with a funding of Php3,830,200.00 to be implemented for 2 years (October 1, 2023 – September 30, 2025)

Project 4: Establishment of Regional Knowledge Management (KM) Hub in SOCCSKARGEN through the RAISE Program with a funding of Php2,528.00 to be implemented for 2 years (October 1, 2023 – September 30, 2025)

Resolution No. 49g, Series of 2023 – With the Kabacan National High School for collaboration and provision of technical assistance in the use of Information and Communications Technology (ICT) in teaching and learning, specifically in Mathematics, Science, Filipino, English, and Social Studies.

Resolution No. 49h, Series of 2023 – With the Landbank Countryside Development Foundation, Inc., for the provision of technical experts in the implementation of the Financial Literacy Program (BANKWISE – Bridging Access to New Knowledge, Wealth, and Inclusion for Sustainable Empowerment) to train farmers, fishers, and farm laborers in the unbanked municipalities to become profitable and bankable with a fund of Php1,110,000.00

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 49i, Series of 2023 – With the Department of Education and Halad Uma Alang sa Nasud Association, Inc. – for the provision of technical experts in the conduct of training or capacity building in Mental Health First Aid and Psychological Assessment

Resolution No. 49j, Series of 2023 – With the Islamic Relief Worldwide – Philippines (IRW-PH) – for the provision of technical support in the implementation of its development and humanitarian projects

Resolution No. 49k, Series of 2023 – With the Madrasahtul Laguinding Al-Islamie – for the provision of technical assistance in the field of pedagogy, non-formal education, and capability building for community development

Resolution No. 49l, Series of 2023 – With the Science Education Institute (SEI) of the Department of Science and Technology – for USM as a delivering institution of the DOST-SEI graduate scholarship program under the program, Project Science and Technology Regional Alliance of Universities for National Development for the Niche Centers in the Regions for R&D or PROJECT STRAND-N commencing on the Academic Year 2023-2024

Resolution No. 49m, Series of 2023 – With the Intellectual Property Office of the Philippines (IPOP/PHL) – for the possible establishment of the Innovation and Technology Support Office at USM for the following objectives: 1) strengthen capacity of the USM to develop its IP policy, and perform patent search, among others, 3) increase accessibility of USM to patent information, and 4) boost the innovative and inventive outputs of USM as manifested by increased patent and other industrial property filings.

Resolution No. 49n, Series of 2023 – With the Iranun Peace and Development Council Philippines (IPADC) – for cooperation and collaboration through RDE activities for the development of communities in the Iranun Corridor (Parang, Barira, Buldon, Matanog, and Sultan Mastura)

Resolution No. 49o, Series of 2023 – With the International Committee of the Red Cross (ICRC) – for cooperation in the development of a Seed Multiplication Pilot Project in the community of Barangay Saniag, Ampatuan, Province of Cotabato intended to improve food production of rural communities by supporting ten (10) farmers in the production of good maize Open Pollinated Variety (Tiniguib) seeds with a funding of Php182,950.00 for a period of nine (9) months from September 1, 2023, to April 31, 2024

Resolution No. 49p, Series of 2023 – With the Network of Professional Researchers and Educators, Inc. – for academic cooperation through research, extension projects, provision of resource speaker, and other related activities beneficial to both parties for a period of three (3) years

Resolution No. 50a, Series of 2023 – Confirming the decision via referendum approving the request for approval of the proposal of the USM-Kidapawan City Campus to acquire a laboratory facility for the Mechanical Engineering and Automotive Technology with a funding of Php10,000,000.00 from the Commission on Higher Education.

Resolution No. 50b, Series of 2023 – Confirming the decision via referendum approving the request for approval of the proposal of the USM-Kidapawan City Campus to acquire a laboratory

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

facility for the Mechanical Engineering and Automotive Technology with a funding of Php8,000,000.00 from the Commission on Higher Education.

Resolution No. 50c, Series of 2023 – Confirmation of two (2) non-teaching appointments with Salary Grade 19 and above subject to compliance with the rules and regulations of the Civil Service Commission, and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit;

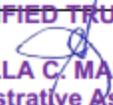
	Name	Position	Salary Grade
1	CHARISSE ANGELA S. QUIAMBAO	Supervising Administrative Officer	23
2	JANICE M. BANGOY	Senior Science Research Specialist	19

Resolution No. 50d, Series of 2023 – Confirming four (4) teaching appointments with Salary Grade 19 and above subject to compliance with the rules and regulations of the Civil Service Commission, and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit;

	Name	Position	Salary Grade
1	Cheryl Y. Dulay	Associate Professor V	23
2	Eugene G. Ranjo	Associate Professor V	23
3	Krizler C. Tanalgo	Associate Professor V	23
4	Marcos F. Monderin	Associate Professor V	23

Resolution No. 50e, Series of 2023 – Confirming the decision via referendum approving the request for approval of the Composition of the Institutional Evaluation Committee (IEC) in compliance with the provisions of Joint Circular No. 3, series of 2022.

	Name of Member and Position	Qualification per JC No.3, series of 2022
1	GEOFFRAY R. ATOK – Chairperson	Vice-President for Academic Affairs
2	PHILIP LESTER P. BENJAMIN – Member	Dean (nominated by the Council of Deans or its equivalent)
3	MARICAR U. JUANEZA – Member	Faculty Representative
4	RADJI A. MACATABON – Member	Faculty Representative
5	NERISSA G. DELA VIÑA – Member	HRMD Representative
6	MARLON L. MARQUEZ	Secretariat

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

7	CONCEPCION E. MAGALLON	Secretariat
8	SOFIA LOREN B. DELA CRUZ	Secretariat
9	RALPH BUTCH S. GARIDAN	Secretariat

Resolution No. 50f1, Series of 2023 – Confirming the approval of awarding of the contract to AVLS All Visual & Lights Systems Corp., and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Design, Supply, Delivery & Installation of Indoor LED Display in Auditorium Stage and Scoreboard, amounting to eight million six hundred eighty one thousand six hundred eighty pesos (Php8,681,680.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05 – New Projects, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 50f2, Series of 2023 – Confirming the approval of awarding of the contract to Millenial Tech Computer & Office Supplies, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Delivery of 48 Desktop Computer Sets with License for CEIT & CBDEM Computer Laboratory, amounting to three million two hundred forty nine thousand six hundred pesos (Php3,249,600.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board

Resolution No. 50f3, Series of 2023 – Confirming the approval of awarding of the contract to Goldman’s Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply & Delivery of Various Construction & Electrical Materials for the Completion of Technical Vocational Building, amounting to three million three hundred sixty eight thousand twenty seven pesos and 50/100 (Php3,368,027.50) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 50f4, Series of 2023 – Confirming the approval of awarding of the contract to Goldman’s Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply & Delivery of One Unit Brand New Six (6) Wheeler Cargo Truck, amounting to one million six hundred ninety nine thousand five hundred pesos (Php1,699,500.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06 – Accumulated Fund, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 50f5, Series of 2023 – Confirming the approval of awarding of the contract to Toyota Kidapawan City, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply & Delivery of One Unit Brand

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

New Double Cab Pickup, amounting to one million six hundred forty five thousand pesos (Php1,645,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06 – Administrative Cost, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 50f6, Series of 2023 – Confirming the approval of awarding of the contract to Krypton International Resources Sales & Services, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply & Delivery of Various Laboratory Equipment for ABMTEC, amounting to one million thirty one thousand one hundred seventy pesos (Php1,031,170.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 07 – USM ABMTEC, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 50f7, Series of 2023 – Confirming the approval of awarding of the contract to Andsons Educational Resources, Inc., and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply & Delivery of One (1) Set Surveying Equipment for CEIT Laboratory, amounting to nine hundred twelve thousand six hundred sixty four pesos (Php912,664.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 06, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University’s Program of Receipts and Expenditures as approved by the Board.

Resolution No. 51, Series of 2023 – Confirming eight (8) new designations and six (6) redesignations and subject to compliance with existing University policies, guidelines, and other pertinent laws, as presented in the list certified by the Human Resource Management and Development Director, to wit:

NAME	NEW DESIGNATIONS	REMARKS
ARDNIEL A. BALADJAY	Dean, College of Agriculture	August 1, 2023 until July 31, 2024
NORGE D. MARTINEZ	Dean - Institute of Sports, Physical Education and Recreation	September 1, 2023 until July 31, 2024
VILMA M. SANTOS	Radio Station Manager (concurrent designation with being Director of UPRIO)	July 1, 2023 until revoked
JURHAMID C. IMLAN	Executive Assistant for Halal Concerns	July 1, 2023 until revoked
JALALODEN B. MAROHOM	Head, USM-IPTTBDO	August 3, 2023 until revoked
PRETCH D. FILASOL	Head, Budget Office	September 1, 2023 until August 31, 2024
CHARISSE ANGELA S. QUIAMBAO	Head, Accounting Office	September 1, 2023 until August 31, 2024
IRVIN A. SALISE	Head, Internal Audit Services Unit	September 1, 2023 until August 31, 2024

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

REDESIGNATIONS		
MANUEL J. TAYONG	Dean, College of Trades and Industries	August 1, 2023 until July 31, 2024
ELIZABETH C. MOLINA	Dean, College of Veterinary Medicine	August 1, 2023 until July 31, 2024
MARGIE B. GALANG	Director, Administrative Services	June 1, 2023, until May 31, 2024
TESSIE E. LERIOS	Director, HRMDO	August 1, 2023 until July 31, 2024
ABUBAKAR A. MURRAY	Director, PICRI	April 16, 2023 until December 31, 2023
BRYAN LLOYD P. BRETAÑA	Executive Assistant for International Linkages (Program for Research)	August 1, 2023 until July 31, 2024

Resolution No. 52a, Series of 2023 – Confirming thirteen (13) teaching appointments with Salary Grade 18 and below subject to compliance with the rules and regulations of the Civil Service Commission, and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit;

A. Promotional Teaching Appointments for Various Positions (3)

	Name	Position	Salary Grades
1	Tito Jun T. Tidula	Assistant Professor III	17
2	Roselyn M. Clemen	Assistant Professor III	17
3	Karizza Jane B. Pejaner	Assistant Professor II	16

B. Teaching Original Appointments to various positions (4)

	Name	Position	Salary Grades
1	Ian Leo Domingo	Instructor III	14
2	Niño Marvin Reston	Instructor I	12
3	Althon Dave N. Omictin	Instructor I	12
4	Ypril James F. Cabasag	Instructor	12

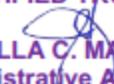
C. Teaching Original Temporary Appointment (1)

	Name	Position	Salary Grades
1	John Stephen Ramos	Instructor 1	12

D. Teaching Transfer Appointment form DepEd to USM-KCC (1)

	Name	Position	Salary Grades
1	Julius G. Almariego	Instructor II	13

E. Teaching appointments for Renewal to Temporary Appointments (2)

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

	Name	Position	Salary Grades
1	Ryan James S. Olivo	Instructor I	12
2	Rhett Sean P. Pomares	Instructor I	12

F. Teaching Appointments from Temporary to Permanent (1)

	Name	Position	Salary Grades
1	AP Warren P. Adamat	Instructor I	12

G. Re-appointment from contract of service to Permanent Instructor I appointment (1)

	Name	Position	Salary Grades
1	Jeconi Joice S. Tanggan	Instructor I	12

Resolution No. 52b, Series of 2023 – Confirming fifty-four (54) non-teaching appointments with Salary Grade 18 and below subject to compliance with the rules and regulations of the Civil Service Commission, and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit;

a. Office of the President (1)

	Name	Position	Salary Grades
1	Susan B. Mantawil	Senior Administrative Assistant II (Private Secretary II-CT)	15

b. Office of the Board Secretary (1)

	Name	Position	Salary Grades
1	Emmanuel F. Estoloso	Administrative Assistant III	9

c. University Information and Communications Technology Unit (2)

	Name	Position	Salary Grades
1	Ralph Butch S. Garidan	Information System Analyst II	16
2	Rexur Lord E. Catubay	Information System Analyst I	12

d. University Public Relations and Information Office (3)

	Name	Position	Salary Grades
1	Loynei F. Sumalinog	Information Officer III	18
2	Charlotte Andrea D. Tutor	Information Officer II	15
3	Omar A. Mamento	Information Officer I	11

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

e. **Internal Audit Office (4)**

	Name	Position	Salary Grades
1	Jared Virgil A. Bangcaya	Internal Auditor III	18
2	Winnalyn V. Gallo	Internal Auditor II	15
3	April Joy B. Pastillero	Internal Auditor I	11
4	Ganisah T. Salic	Internal Auditor I	11

f. **Legal Services Office (1)**

	Name	Position	Salary Grades
1	Hermina B. Imbong	Legal Assistant II	12

g. **Planning and Development Office (2)**

	Name	Position	Salary Grades
1	Jean E. Austria	Planning Officer III	18
2	Jespher Rose S. Garidan	Planning Officer I	11

h. **Project Development Management Office (1)**

	Name	Position	Salary Grades
1	Amorsolo L. Dela Cruz	Project Development Officer III	18

i. **University Quality Assurance Office (4)**

	Name	Position	Salary Grades
1	Concepcion E. Magallon	Administrative Officer V	18
2	Laksni E. Catubay	Administrative Officer IV	15
3	Haidy H. Malacad	Administrative Officer II	11
4	Renante P. Montero	Administrative Officer II	11

j. **Cashier's Office (3)**

	Name	Position	Salary Grades
1	Erlын R. Perocho	Administrative Officer III (Cashier II)	14
2	Glene D. Jalandoni	Administrative Officer I (Cashier I)	10
3	Doris B. Pelegros	Administrative Assistant II (Disbursing Officer II)	8

k. **PPDS-General Services (2)**

	Name	Position	Salary Grades
--	-------------	-----------------	----------------------

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

1	Benjamin E. Fortinez, Jr.	Administrative Officer V	18
2	Arvin M. Bolodo	Administrative Officer IV	15

i. Human Resource Management and Development Office (4)

	Name	Position	Salary Grades
1	Marlon L. Marquez	Administrative Officer IV (Human Resource Management Officer II)	15
2	Venus G. Guiabalael	Administrative Officer II (Human Resource Management Officer I)	11
3	Marevie B. Satorre	Administrative Assistant II (Human Resource Management Assistant)	8
4	Bernalou M. Malaque	Administrative Assistant II (Human Resource Management Assistant)	8

m. Procurement Office (3)

	Name	Position	Salary Grades
1	Danilo T. Villanueva	Administrative Officer V	18
2	Merchia C. Mayormonte	Administrative Officer III	14
3	Alodia U. Mapanao	Administrative Assistant I (Buyer I)	7

n. Records Office (2)

	Name	Position	Salary Grades
1	Raynamie Jeansn B. Matillano	Administrative Officer I	10
2	Maylen P. Sanchez	Administrative Officer I	10

o. Supply and Property Management Office (2)

	Name	Position	Salary Grades
1	Alpe P. Paduyos	Administrative Officer I (Supply Officer I)	10
2	Cheryl M. Itable	Administrative Assistant II (Property Custodian)	8

p. Accounting Office (5)

	Name	Position	Salary Grades
1	Shereen Mae P. Villaruz	Accountant II	16
2	Dariel O. Rosell	Accountant I	12
3	Doris T. Oberez	Administrative Officer II	11

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

4	Charles Rommel C. Velasco	Administrative Officer II	11
5	Xenia P. Lanoy	Administrative Assistant III (Senior Bookkeeper)	9

q. **Budget Office (2)**

	Name	Position	Salary Grades
1	Pretch D. Filasol	Administrative Officer V	18
2	Fatima S. Salik	Administrative Officer II	11

(NON-ROSS ITEMS)

a. **Promotional Non-teaching appointments to various offices (5)**

	Name	Position	Salary Grades
1	Ruth R. Grecia	Administrative Officer IV	15
2	Allynje Nalam	Administrative Aide VI	6
3	Samima M. Maas	Administrative Aide IV	4
4	Nasrodin T. Mantawil	Security Guard II	5
5	Juvy A. Ortega	Farm Foreman	6

b. **Non-teaching original appointments to various positions (3)**

	Name	Position	Salary Grades
1	Dennis F. Sarmiento	Administrative Aide III	3
2	Sherlita M. Rentuaya	Administrative Aide I	1
3	Arnold G. Molina	Administrative Aide I	1

c. **Non-teaching original casual appointment (1)**

	Name	Position	Salary Grades
1	Marjorie B. Dela Torre	Administrative Aide I	1

d. **Non-teaching temporary re-appointment to permanent positions (2)**

	Name	Position	Salary Grades
1	Butch M. Baliwan	Administrative Aide IV (Electrician)	4
2	Amando G. Aquino	Administrative Aide III (Carpenter)	3

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

e. **Non- teaching original substitute appointment (1)**

	Name	Position	Salary Grades
1	Arturo A. Osis, Jr.	School Farming Coordinator III	15

Resolution No. 52c, Series of 2023 – Confirming non-teaching appointments at USM-Kidapawan City Campus with Salary Grade 18 and below subject to compliance with the rules and regulations of the Civil Service Commission, and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit;

Name	Position	Salary Grades
Tabanay, Richel P.	Administrative Officer IV	15
Arellano, Ofelia L.	Administrative Officer III	14
Pasculado, Samuel Glord V.	Administrative Officer III	14
Alcordo, Chelsea Angelique B.	Administrative Officer II	11
Gutierrez, Jonathan B.	Administrative Assistant II	8
Adamat, Henry G.	Administrative Assistant II	8
Sangca, Sittie Nhor Zeahan S.	Administrative Assistant II	8
Panes, Dennis C.	Administrative Assistant I	7
Huelar, Honie Rose P.	Administrative Aide VI	6
Abellera, Jennie N.	Administrative Aide VI	6
Huera, Janica Rose D.	Administrative Aide VI	6
Jover, Patrick Jomar M.	Administrative Aide VI	6

Resolution No. 54, Series of 2023 – Approving the proposed amendments in the admission guidelines herein stated shall replace the provisions of Article 21, Section 103 of the 2005 USM Code.

Resolution No. 55a, Series of 2023 – Approving the establishment of the Journal of Education and Community Development (**JECD**) which shall be made available electronically with limited printed versions for library exchange and accreditation purposes.

Resolution No. 55b, Series of 2023 – Approving the establishment of the JOURNAL OF BUSINESS, ECONOMICS AND GOVERNANCE STUDIES (JBEGS) which shall be made available electronically with limited printed versions for library exchange and accreditation purposes.

Resolution No. 55c, Series of 2023 – Approving the proposed amendments to the policy guidelines on grant/award of incentives to paper publication.

CERTIFIED TRUE COPY

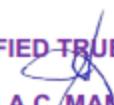
JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Resolution No. 56, Series of 2023 – Approving the University President’s endorsement of the application of leave, subject to compliance with Omnibus Rules on Leave (CSC MC 42, s. 1998) and other relevant laws, rules, and regulations and certification by the HRMDO Director, of six (6) personnel.

NAME	PERIOD OF LEAVE APPLIED FOR	NO OF DAYS	REMARKS
Marcelina B. Borres	August 1, 2023 – September 29, 2023	60	SPECIAL LEAVE FOR WOMEN (RA 9710) – CSC MC No. 25, s. 2010)
Cheeze R. Janito	September 7, 2023 – November 6, 2023	60	SPECIAL LEAVE FOR WOMEN (RA 9710) – CSC MC No. 25, s. 2010)
Marry Grace S. Balbuena	August 29, 2023 – December 11, 2023	105	MATERNITY LEAVE WITH PAY (MC No 5, s. 2021)
Ray-hannah G. Makakena	December 20, 2023 – April 2, 2024	105	MATERNITY LEAVE WITH PAY (MC No 5, s. 2021)
April Rose T. Butalid	November 7, 2023 – March 10, 2024	105	MATERNITY LEAVE WITH PAY (MC No 5, s. 2021)
Sheila Mae A. Hortillosa	December 1, 2023 – March 14, 2024	105	MATERNITY LEAVE WITH PAY (MC No 5, s. 2021)

Resolution No. 57a, Series of 2023 – Approval of the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office, *subject to compliance of the conditions set in a new contract for the completion of their studies*, and compliance with applicable rules and regulations of the Civil Service Commission and other pertinent laws.

Name of Faculty	Request				FTDC and UAC Recommendations	Amount (P)		Total (P)
	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
Extension of Study								

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

1. MELECIO JR. A. CORDERO	Request for 1 year extension of study leave with pay starting 2 nd semester of S.Y 2023-2024	PhD Management	Cebu Institute of Technology – University (CIT-U)	1 st sem	Endorsed the request for 1 semester of extension of study leave with pay starting 2 nd semester of S.Y 2023-2024 in semestral basis and with additional colatilla of submission of endorsement from Adviser to conduct dissertation		357,555.00 (for extension) 1,943,614.66 (prior obligation)	2,301,169.66
2. RENEE JANE A. ELE	Request for extension of study leave with pay starting 1 st semester A.Y 2023-2024	PhD in Biology	De La Salle University – Manila	3 mos	Endorsed the request for 3 months extension of study leave with pay only starting September 2023.		140,175.00 (for extension) 2,133,793.16 (prior obligation)	2,273,968.16

Resolution No. 57b, Series of 2023 – Approval of the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office, subject to compliance with applicable rules and regulations of the Civil Service Commission and other pertinent laws.

Name of Faculty	Request				FTDC and UAC Recommendations	Amount (P)		Total (P)
	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
Dissertation Support								
1. SARAH V. RAMOS	Request for dissertation support	Doctor of Philosophy in Education Administration major in Higher Education	Ateneo de Davao University – Davao City		Endorsed the request for dissertation support	50,000.00 50% outline 50% hardbound		50,000.00
GRAND TOTAL:								50,000.00

USM Scheme Support

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

1. KHRISTIN E JOY B. GARCIA	To claim the remaining USM Scheme Support.	Doctor of Philosophy in Psychology major in Clinical Psychology	Ateneo de Davao University – Davao City		Endorsed for claim of USM Scheme Support for 2 semesters	12,000.00 per semester		24,000.00
GRAND TOTAL:								74,000.00

Resolution No. 58, Series of 2023 – Approving the composition of the Human Resource Merit Promotion and Selection Board (for non-teaching personnel) of the USM-Kidapawan City Campus.

Resolution No. 59, Series of 2023 – Approving the USM Action Plan for the Issuance of Certificate of Program Compliance (COPC) for its curricular offerings.

Resolution No. 60, Series of 2023 – Approving the guidelines and procedures for application for and utilization of the Philippine National Public Key Infrastructure (PNPKI) digital certificate for its personnel.

Resolution No. 61a, Series of 2023 – Approving the revisions in the USM Table of Organization to include new units created through the Revised Organizational Structure and Staffing Standards (ROSSS), namely, Office of Legal Services, Project Management Unit, and Internal Audit Unit, subject to compliance with relevant laws, rules, and regulations.

Resolution No. 62a, Series of 2023 – Approving the renaming of the Department of Hotel and Restaurant Management to Department of Hospitality Management in compliance with CMO No. 62, series of 2017 and CMO No. 04, series of 2018, which provides for the change of the curricular offering from Bachelor of Science in Hotel and Restaurant Management to Bachelor of Science in Hospitality Management, for implementation during the Second Semester of 2023-2024.

Resolution No. 62b, Series of 2023 – Approving the renaming of the Department of Development Management to Department of Public Administration by virtue of the approval of the offering of the Bachelor of Public Administration (BPAAd) program by virtue of BOR Resolution No. 35, series of 2021, and alignment of the targets outlined in the 2023-2025 CBDEM Plan, for implementation during the Second Semester of 2023-2024.

Resolution No. 63, Series of 2023 – Approval of the adoption of the Brief Psychological Wellbeing Screening and Coaching Program, as an intervention designed to monitor the psychological well-being of USM students by assessing symptoms of depression, anxiety, and stress levels using the Depression, Anxiety, and Stress Scale – 21 items (DASS-21)

Resolution No. 64, Series of 2023 – Approving the endorsement of the proposal for the Department of Health to fund and manage the construction of a 2-storey Hemodialysis Building.

Resolution No. 65, Series of 2023 – Approving the guidelines for grant of incentives to students who excel in academics and other extra-curricular activities.

CATEGORY	MAXIMUM AMOUNT PER STUDENT	FUND SOURCE
University Scholar	3,000.00	Fund 05-Common Fund

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

College Scholar	1,500.00	Fund 05-Common Fund
Sports and Socio-Cultural Athletes	1,500.00	Fund 05-Common Fund
Publication	1,500.00	Fund 05-Common Fund

Resolution No. 66a, Series of 2023 – Approving the budget utilization report as of September 30, 2023, for Funds 01, 05, 06, and 07 (the details of which are in the attachments in the agenda folder for the present meeting).

Resolution No. 66b, Series of 2023 – Approving the proposed budget utilization for the period October 1 to December 31, 2023.

PAI/OBJECT OF EXPENDITURES/PARTICULARS	Cash Balance as of January 1, 2023	Add: Collections for the Period Jan 1-Sept 30, 2023	Total Cash	Less: Total Obligations as of Sept 30, 2023	Cash Available for Utilization as of Sept 30, 2023	Proposed Utilization (October 1- December 31, 2023)
(1)						
A. TUITION AND OTHER FEES	33,346,326.69	153,917,188.85	187,263,509.54	92,707,866.64	94,555,642.90	81,984,068.26
Maintenance and Other Operating Expenses			117,950,827.88	65,891,546.44	52,059,281.42	40,264,198.64
Capital Outlay			3,030,488.70	2,291,556.50	738,932.20	435,883.33
Financial Expense			473,442.98	-	473,442.98	
Continuing			2,254,000.00	1,417,500.00	836,500.00	836,500.00
New Projects (Accumulated)			63,554,760.00	23,107,263.70	40,447,496.30	40,447,496.30
B. FIDUCIARY	84,677,078.95	116,215,452.59	200,892,531.54	47,811,773.34	153,080,758.20	111,631,556.65
Maintenance and Other Operating Expenses			161,956,673.30	44,333,716.37	117,622,956.93	82,338,864.17
Capital Outlay			29,153,147.19	2,467,842.77	26,685,304.42	20,333,961.63
Continuing			4,453,731.05	823,060.20	3,629,750.85	3,629,750.85
New Projects (Accumulated)			5,328,980.00	189,234.00	5,142,746.00	5,328,980.00
C. IGP	52,728,931.34	31,855,981.56	83,784,913.50	31,040,935.48	52,743,978.02	42,409,866.73
Maintenance and Other Operating Expenses			78,686,014.02	29,012,042.48	49,673,971.54	38,968,819.73
Capital Outlay			5,098,899.48	2,028,893.00	3,069,946.48	2,441,047.00
B. OTHER FUNDS		333,500.00	333,500.00	333,500.00		
TOTAL	170,752,331.58	301,522,123.00	472,274,454.58	171,894,135.46	300,380,319.12	236,025,491.64

Resolution No. 67, Series of 2023 – Approving the proposed guidelines for awarding of incentives for Medalists and their coaches in the MASTS and SCUAA Games.

Category	Medal Category	Maximum amount per student		Fund Source
		MASTS GAMES	SCUAA GAMES	
Team Events:				
	Gold	10,000.00	20,000.00	Fund 05 – SCUAA & Athletic Fees
	Silver	7,000.00	15,000.00	Fund 05 – SCUAA & Athletic Fees
	Bronze	5,000.00	10,000.00	Fund 05 – SCUAA & Athletic Fees
Individual and Dual Events:				
	Gold	1,500.00	3,000.00	Fund 05 – SCUAA & Athletic Fees
	Silver	1,000.00	2,000.00	Fund 05 – SCUAA & Athletic Fees

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

	Bronze	500.00	1,000.00	Fund 05 – SCUAA & Athletic Fees
	Coaches of Medalists*	1,000.00	1,000.00	Fund 05 – SCUAA & Athletic Fees

*Subject to availability of funds.

Resolution No. 68, Series of 2023 – Approving the FY 2024 Indicative Annual Procurement Plan for Infrastructure and Non-infrastructure Projects based on NEP.

NON INFRASTRUCTURE PROJECTS:	
MACHINERY & EQUIPMENT OUTLAY	15,000,000.00
FURNITURE, FIXTURE AND BOOKS OUTLAY	5,000,000.00
Total:	20,000,000.00
INFRASTRUCTURE PROJECTS:	
Completion of Education, Arts & Sciences Building, Kidapawan City Campus	30,000,000.00
Repair & Upgrading of National Service Training Program Building	25,000,000.00
Completion of General Academic Building, Libungan Campus	20,000,000.00
Upgrading of College of Technology Building, Kidapawan City Campus	50,000,000.00
Total:	125,000,000.00
GRAND TOTAL:	145,000,000.00

Resolution No. 69, Series of 2023 – Approving the request to close and transfer the following dormant accounts of the University at the Land Bank of the Philippines to Administrative Cost account (2732-1058-60), to wit:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
USM-KCC	0742-1070-78	10,854.03
USM K12 SENIOR HIGH SCHOOL -KCC	2732-1066-37	357,633.28
USM PHILRICE	2732-1018-30	807,234.31
PPSM PHILRICE (Unclaimed Balances Local Deposit)	2732-1033-44	26,620.24
	TOTAL	Php1,202,341.86

Resolution No. 70a, Series of 2023 – Approving Variation Order No. 1 (Extra Work) for the project, "Increase in Carrying Capacity of Nursing and Allied Health Programs," amounting to fifty thousand nine hundred forty pesos and 64/100 (Php50,940.60), by Pastcar Construction and Supply Co sourced from Fund 01.

SCOPE OF WORK	AMOUNT
---------------	--------

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

I. Roofing Work (Frame at Existing Roofing)	Php13,655.00
II. Miscellaneous	20,800.00
Total Bill of Materials	34,455.00
Labor.....	3,445.50
OCM.....	5,685.08
Profit.....	4,358.56
VAT & E-VAT....	2,996.51
Total	Php50,940.64

Resolution No. 70b, Series of 2023 – Approving the Variation Order (Change Order Numbers 1 and 2) for the construction of the College of Medicine Building Phase I sourced from Fund 01, with Greco Construction and Supply/P.B. Obial Construction (JV), located at the USM-Main Campus.

SCOPE OF WORK	AMOUNT
Change Order No. 1 (From Painted Roof under Floor Steel Deck to PVC Panel Ceiling)	
a. Ground Floor	Php763,102.50
b. Second Floor	832,380.00
c. Third Floor	<u>1,064,536.50</u>
Total Bill of Materials	Php2,660,019.00
Labor.....	1,064,007.60
OCM.....	75,732.83
Profit.....	183,127.02
VAT & E-VAT.....	<u>341,760.28</u>
Total -----	Php4,324,646.72
Less:	
Carpentry Works: (a. Third Floor Ceiling)	740,296.00
Painting Works: (b. Ceiling of Lobby, AVR, Ground Floor and Second Floor Steel Deck and Beams)	<u>746,416.74</u>
	Php1,486,712.74
GRAND TOTAL	Php2,837,933.98

Change Order No. 2 (from Natural Grade Line to +0.60 Level)	
Additional Floor Level for Fire Protection Engine House and Generator House	
Total Bill of Materials	
Labor.....	
OCM.....	
Profit.....	
VAT & E-VAT.....	
Total -----	Php51,090.00
GRAND TOTAL	20,436.00
	2,682.23
	6,485.80
	Php12,104.10
	Php92,798.13

Resolution No. 70c, Series of 2023 – Approving the request for Variation No. 1 (Extra Work) for the Improvement of University Information, Communication and Technology Building

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

amounting to four hundred twelve thousand two hundred eighty-one pesos & 64/100 (Php412,281.64), sourced from Fund 01, under Pastcar Construction and Supply Co, with details below:

SCOPE OF WORK	AMOUNT
I. Concrete and Masonry Works	
a. Linter Beams	P 12,290.00
b. Stiffener Columns	3,980.00
c. Window Opening with Plain Cement Finish	2,165.00
d. Column Extension	7,781.00
e. CHB Walling with Cement Finish	43,100.00
II. Painting Works (Window Opening and CHB walling)	20,800.00
III. Steel Works (Additional Base Plate at New Column)	10,010.00
IV. Roofing Works	147,856.00
V. Miscellaneous	10,040.00
VI. Electrical Works (Rough-in and Fixtures)	9,740.00
Total Bill of Materials	P 267,957.00
Labor	53,591.40
OCM-----	38,585.81
Profit-----	28,810.74
VAT&E-VAT-----	23,336.70
Total-----	Php 412,281.64

Resolution No. 70e, Series of 2023 – Approving the additional program for electrical works for the Welding and Fabrication (WAF) Building-Phase 2, located at the USM-Kidapawan City Campus, intended for the students' laboratory welding area amounting to two hundred sixty three thousand one hundred sixty seven pesos only (Php263,167.00), sourced from Fund 05 (Tuition).

Resolution No. 70f, Series of 2023 – Approving the additional works for the construction of the Mini Convention and Training Center, at the USM – Kidapawan City Campus, consisting of concrete works, reinforcing bars, and roofing works amounting to three hundred sixteen thousand five hundred sixty five and 02/100 (Php316,565.02).

Breakdown of Expenditures	Amount (Php)
A. Direct Cost	
Labor	54,228.54
Materials	
Total	196,020.49
	250,249.03
B. Indirect Cost	
Overhead, Contingencies, Miscellaneous (OCM)	20,019.92
Contractors Profit	
Value Added Tax	20,019.92
EAO	
Total	17,517.43
	8,758.72
CERTIFIED TRUE COPY	66,315.99

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

TOTAL ESTIMATED PROJECT COST	316,565.02
-------------------------------------	-------------------

Resolution No. 71a, Series of 2023 – Approving the awarding of the contract to Everton General Construction and Development Company, and granting of authority to the University President to sign subsequent documents appertaining to the infrastructure project, Construction of University Academic Building (UAB) amounting to seventeen million seventy nine thousand and two hundred seventy one pesos (Php17,079,271.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 71b, Series of 2023 – Approving the awarding of the contract to Morolandia Construction, and granting of authority to the University President to sign subsequent documents appertaining to the infrastructure project, Construction of Food Processing and Innovation Center Building (Savings) (Concrete Pavement, Installation of Grating, Painting of Flooring, Fire Alarm and Detection System, Signages, Logo, Marker and Data, WAP and CCTV System) amounting to one million six hundred thirty three thousand, forty seven pesos and 69/100 (Php1,633,047.69) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 72a, Series of 2023 – Approving the awarding of the contract to Harbest Agribusiness Corp. and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Design, Delivery, and Installation of Automated Drip Irrigation with Monitoring System, Pump Station and Accessories amounting to seven million nine hundred thirty thousand eight hundred eighty eight pesos (Php7,930,888.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 (Smart Cacao Budwood), subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 72b, Series of 2023 – Approving the awarding of the contract to Millenial Tech Computer and Office Supplies, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Equipment for PPDSO – Lot 1: Electronics and IT Equipment amounting to seven hundred twenty two thousand four hundred pesos (Php722,400.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05 – Admin Cost, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 72c, Series of 2023 – Approving the awarding of the contract to RPR 1030 Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply, Delivery, Installation, Testing and Commissioning of Fire and Jockey Pump amounting to two million one hundred twenty six thousand five hundred thirty pesos and 40/100 (Php2,126,530.40) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 – Savings, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
 Administrative Assistant III
 Office of the Board Secretary
 USM, Kabacan, Cotabato

Resolution No. 72d, Series of 2023 – Approving the awarding of the contract to Almonte Enterprises, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply, Delivery, and Testing of Brand New Quality Assurance Equipment with Complete Accessories (Laboratory Equipment) (Lot 1) amounting to four hundred ninety five thousand pesos (Php495,000.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 01 – Savings, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 73a, Series of 2023 – Confirming the awarding of the contract to Rodenstock Manufacturing Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Plastic and Executive Chairs (Lot 1) amounting to two million five hundred twenty seven thousand four hundred seventy five pesos (Php2,527,475.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 73b, Series of 2023 – Confirming the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Materials for the Repair of Comfort Rooms amounting to one million one hundred eighteen thousand one hundred fifty five pesos (Php1,118,155.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 73c, Series of 2023 – Confirming the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Construction Materials for the Repair of the DD Clemente Building (Lot 1) amounting to seven hundred twenty two thousand three hundred fifty one pesos (Php722,351.00) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 73d, Series of 2023 – Confirming the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent documents appertaining to the goods project, Supply and Delivery of Various Construction and Electrical Materials for the Completion of DRRMC and Security Services Office (Lot 1) amounting to one million six hundred eighteen thousand four hundred ninety seven pesos and 50/100 (Php1,618,497.50) for the Main Campus, Kabacan, Cotabato, sourced from Fund 05, subject to the availability of funds, compliance with RA 9184 and its Revised IRR, RA 8292 and its IRR and other pertinent rules and regulations; and inclusion in the University's Program of Receipts and Expenditures as approved by the Board.

Resolution No. 73e, Series of 2023 – Confirming the awarding of the contract to Goldman's Supply Corporation, and the granting of authority to the University President to sign subsequent

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

documents appertaining to the goods project, Supply and Delivery of Various Electrical Materials for Academic Buildings/Classrooms amounting to two million six hundred thirty thousand nine

DATE: MARCH 09, 2025
TIME: 10:30 AM
PRESENTER: DR NORGE D. MARTINEZ
AGENDA:
1. Course Update
2. Auditorium Policy
3. Update from every department (BPEd, BSES, Service PE, Research and Extension)
4. Other matters
1. Course Update
- BSES is one of the regional priority
- 1 section (60 passers out of 300+ applicants)
- If cannot pass in BPEd, could be transferred to BSES
- 1 BPEd ^{section for} , 2 sections per major (BSES)
2. Auditorium Policy
- should do an inventory first
- backstage rooms are intended for major events.
- do Sr Java and Marian Prescy for ^{arrangement of} schedules (for major subjects)
- practice CLP 160
- will have to ask permission first from the Dean
- may use wall fan
GA- if ^{it} will be used for other matters, in-charge needs to submit a letter and needs approval
- sound system is for every department, consult in martin for ^{major subjects} other matters, research and extension (Marian Dean), and service PE (Sr Edward)
3. Updates
• BPEd
- proposed name for the department: physical education program department (no objections)
- Enrollment: 351 students ^{in Research department, will have to refer first to the University Research Director}
- 1st year - Prof. Nadela
- 2nd - Prof. Calixto (Prof. Janita)
- 3rd - Prof. Orfrecio
- 4th - Prof. Java, P.
- Sr interns deployed

- total of 720 hrs

- Partner DEPED schools

- Tangible projects are not allowed such as: fan

Maximum per CT
- MOD - 900 / PT - 3 levels

- OT Fee - 1,200 (divided by 3)] will have to have a clarification.

- 1 payment for ST = CT

- CR should be informed that payment of 1,200 will be divided into 3 (since 3 levels) [2 PT per CT]

5 - create a separate MOD for USPEL

Retention Policy:

- evaluation Form (the department will send a letter to the guardian that his/her son/daughter is subjected for "forced shifting")

5 - include the medical status of the students

proposed policy for shifters

1 - Unless a member has any significant participation to sports and dance (sports & cultural), student is not allowed to shift

5 - include grades for criteria for shifting

- if ~~not~~ active, student can be ^{included in} retention

2 - medical certificate

3 - Pass USMEE (4th)

4 - no failing grades in PE

↳ at least pass the structured retention policy (grades) - at least 2.25

- propose to council to include medical certificate (medical of the students)

Q - How about those students who are already in the department and has an issue with their medical?

↳ Students should have a medical certificate and be referred to the dean.

↳ it should be stipulated in the ^{retention} policy.

↳ make a proposal to have a yearly medical check-up as part of retention policy.

Substitution policy for major subject

↳ if 1.75 and below, should take a validation exam.

↳ in major, regardless of the grades, students must take the validation exam. (in private schools)

↳ if passed, grades will be carried out.

Reminders / info:

↳ not a priority program (one section)

↳ follow-up proposal - Bachelor in Performing Arts

- level accreditation will expire next year

• BRES

- Reminders about 166

- FSM 1st batch

- FSC 2nd batch -

- press - 286 students in total
- section advisers / local designation for points
 - 1st - Lopez
 - 2nd - Arias
 - 3rd - Embarrasing
 - 4th - Ambrosio
- section advisers
- deployment - GenSan, Davao, Kidapawan, and Carmen - confirmed places for deployment
 - Carmen - 28 (Davao - 15, Zambo - 6)
 - 49 interns
 - 470 hours in total for ^{their} internship
 - end date: May 4, 2025
 - No OTT fee (local fee per intern is 500) but has to included in the system

Service Pt

- update the list for the uniform

Research

- BSES - Ethical clearance and the conduct of the study
 - as long as students already submitted their ethical clearance, students are allowed to conduct.
 - ICF must be signed by the respondents
 - Ethics Committee is an independent committee
 - IRB - not with ethical clearance
 - April is allocated for manuscript defense
 - Index students
 - offboard
 - group brief - update from University Research
 - advisers should check their advisee paper
 - financial compensation
- All researchers must have first the ethical clearance before the conduct
- Notice to conduct can be received thru email

extension

- extension program - NPEAR (project 2) CTK, NPEAR
- launching on March 13, 2025
- 1 resource speaker & 10 to 15 respondents
- 95% of the faculty should have an extension involvement
- MOA in Mutaram - signed by the USM President
- extension program will be resumed after election
- facilitate outreach program

• 156

- Faculty kits per department
- syllabus (ck PCO)
- schedule of implementation check on March 16, 2024
- External Audit (3rd week / last week of March)
- reminders of the compliance

• 161

- share in uniform
- 2023 - 2024 - ₱ 27,200.00
- 2024 - 2025 - ₱ 23,800.00 - JPark only
- BHEE - ₱ 2,74.00 x 50 - ₱ 147,000.00
- gym and auditorium cartier

• Guidance

- list of delinquent students

March 19, 2025	
Urgent Meeting	
Agenda:	Q: Questions
- Renaming of the Institute Unit	A: Answers
- MDA	G: Suggestions
- Accreditation	
- Others	
March 20, 2025 - Admin Council	
■ Proposed Partnership with 11 Organizations	
- Two HET - AdU and BU	
- 5 National organizations	
- 4 International organization	
- previous and on-going collaborations with these organizations	
- generic template for MOU	
Q: Are we already members with these organizations?	
A: We are already in some organizations but ^{not in} other organizations. Free membership but in NAPBS, there is:	
	(paid member)
Q: if could ask if there is a discount if the institution is already a member.	
- majority of the members agreed to have MOU	
-	
■ Conversion from Institute to College	
- WSPR has three programs	
- BSES has 2 different COPC	
- Justified the need to convert the institute to college	
Q: College of Human Movement - only 1 voted for CHM	
Q: College of Human Kinetics - majority of the faculty voted for CHK	
- set a goal to reach	
- if kinetics, ^{there is} target to have possible demands	
■ offering of master's Degree Program	
■ Accreditation for BEd / BEd for level III	
■ GPA - will still need an approval for the curriculum	
■ master's degree can be under to the college	
■ if there was a program before that was being dissolve because of CMO, it can still be carry over for the existing program	
- waiting for the level III before the unit can offer a master's degree (30 units)	

<ul style="list-style-type: none"> Academic building 	
<ul style="list-style-type: none"> - 18 lec rooms 	
<ul style="list-style-type: none"> - 2 lab room 	
<ul style="list-style-type: none"> - 6 faculty rooms 	
<ul style="list-style-type: none"> - rehabilitation, modernization 	
<ul style="list-style-type: none"> - proposal for academic building and after will be the blueprint 	
<ul style="list-style-type: none"> Division of Fars 	
<ul style="list-style-type: none"> - 6 Annex 	
<ul style="list-style-type: none"> - 2 Back of the gym 	
<ul style="list-style-type: none"> - 2 inside gym 	
<ul style="list-style-type: none"> - 2 old faculty office 	
<ul style="list-style-type: none"> - 2 old fitness 	
<ul style="list-style-type: none"> - 1 stage 	
<ul style="list-style-type: none"> - 1 fitness room 	
<ul style="list-style-type: none"> April 10 - 11 - External Audit 	
<ul style="list-style-type: none"> Implementation check 	
<ul style="list-style-type: none"> - classroom observation - Exam 	
<ul style="list-style-type: none"> - syllabus 	
<ul style="list-style-type: none"> - item analysis 	
<ul style="list-style-type: none"> - monitoring log 	
<ul style="list-style-type: none"> - TBS 	
<ul style="list-style-type: none"> Submission of Requirements 	
<ul style="list-style-type: none"> - 	
<ul style="list-style-type: none"> Extension 	
<ul style="list-style-type: none"> successfully 	
<ul style="list-style-type: none"> - launch 	
<ul style="list-style-type: none"> - traditional dance and games 	
<ul style="list-style-type: none"> - Ethnic dance (waka - waka music) 	
<ul style="list-style-type: none"> - Jamwell and Bae will be the ones to teach (objected) 	
<ul style="list-style-type: none"> ↳ Ma'am Jessa and Marchu 	
<ul style="list-style-type: none"> - 2 rep. attended for news writing seminar 	
<ul style="list-style-type: none"> - Volleyball and basketball 	
<ul style="list-style-type: none"> - Zumba / Dance Aerobics (BMI fit pre and post - best) 	
<ul style="list-style-type: none"> - Outdoor activities 	
<ul style="list-style-type: none"> - 1 group fit documentation / 1 group fit dana 	

MAY 15, 2025

Time: 3:00 PM

UNIT COUNCIL MEETING

1. BPEd

- Peralta, Jade - problems with the documents

SUMMARY

IP - 25

Requested manu. 29

IP Outline / manu. 3

No Form 137 - 9

No Application for graduation - 7

INC FS2 : 1

OK / completed - 5

- Updated from the research advisers for the students thesis

- Research, FS and OTR - not included in computation for Latin Honor/s

- address the student body regarding on the lack of computers/laptop for their researches

64 students are candidates for graduation (endorse 64 students for candidates)

Prof. Officio moved to close the 64 students

2. BRES

- out of 25, there are 3 students who are not able to graduate / FS

- ~~one~~ ^{one} should be able to graduate, 1/25

~~Ullrich and Tays~~ ^{Ullrich and Tays} ~~and~~ ^{are} ~~not~~ ^{still} currently conducting their research for

- strategizing on how to accommodate students for checking

25 students are candidates for graduation / 25 students are candidates for graduation for FSM

Prof. Javag moved to close -

3. Discussed Schedule of important dates

note: first come, first serve for schedule for deferral.

May 21, 2025 (3:00 PM)

Agenda: USM Strategic Plan

• Attainment of Strategic Goals

- USM Operational Plan → Unit OPCR → Department OPCR → Individual OPCR
- the strategic goals and just needs an updating!
- Discussed the various KPIs and KRA
- Faculty members must ~~finish~~ ^{finish} post-national degree
- Faculty must finish ~~in time~~ ^{in time}
- all programs must have a core
- SOE and KPI 1 - discussed the different targets
- first-time takers should be 90% (press the exam)
- ver. 2025 - submission of proposed projects for the next 10 years
- Discussed the annual investment program

Q - Does ISPPR has an academic building?

A - Not, still to finish the proposal before the year ends

- the about the academic building

A - No academic building until 2027 / Fast track proposal

- ISPPR is in priority #9

Q - if it would re-evaluate the ranking, would ISPPR included to the top rank?

A - Sir Mijia answered that it would be in rank 2

- In crafting a plan, be active.

- Amphitheater of a USM

• ~~Identifying~~ Identifying performance Goals of individuals under each office

- Success indicators at an individual level
- All CRC must attend to the research group
- LUP / ROP / TRIP / AIP update

JUNE 20, 2025

President: Jomar Eto

Agenda: PSV (BRES PSV committee) - Form & PSC

Others:

- Preliminary Visit : July 14-16, 2025

committee:

• VNGO

• Faculty

• Curriculum

• Support to students

• Research

• Extension

• Library

• Physical Plan and facilities

• Laboratories

• Administration

Designation of faculty into different areas

- May refer to the checklist for reference

Q: can we use the documents from the previous years?

A: Yes. Just needs an update

- madam Chere will be transferred to curriculum

- madam Eric will be transferred to faculty

- Sir Jomar will send to updated ILDP

- Faculty members will have to submit their updated PRT, cert rates, etc about faculty

- July 7-11, preparation for PSV

Others:

- 1st year - Parsons ^{Return} and - Labagnas 3rd -

- marites - ^{Advise} ^{in diff} - London - Norway Labagnas - Candidate

^{wanted} Managon ^{to be} ^{advised} ^{for} - Prometo - Cetera Kufa - refer to advise

- Marlow ^{adviser} - Just advise - Return

- Ernesto - Worms

- Tranlin - Candidate

- Reynald - Candidate

- Suligon - Candidate

- Amable - Worms

- review and warning - validity is just for 1 term from evaluation

- Everyone is obliged to report on June 20, 2025

↳ Syllabus should be revised

↳ Tribute to parents - update

↳ use the new template for syllabus

changes in designation

↳ annex - nr Jovan

ccc - for Luban

Faculty/ non-teaching personnel individual files





CURRICULUM
KIT
(BSESS/BPEd)
DEPARTMENT

URES

ISO CABINET 1

SERVICE

BPEd

SERVICE
PE
KIT

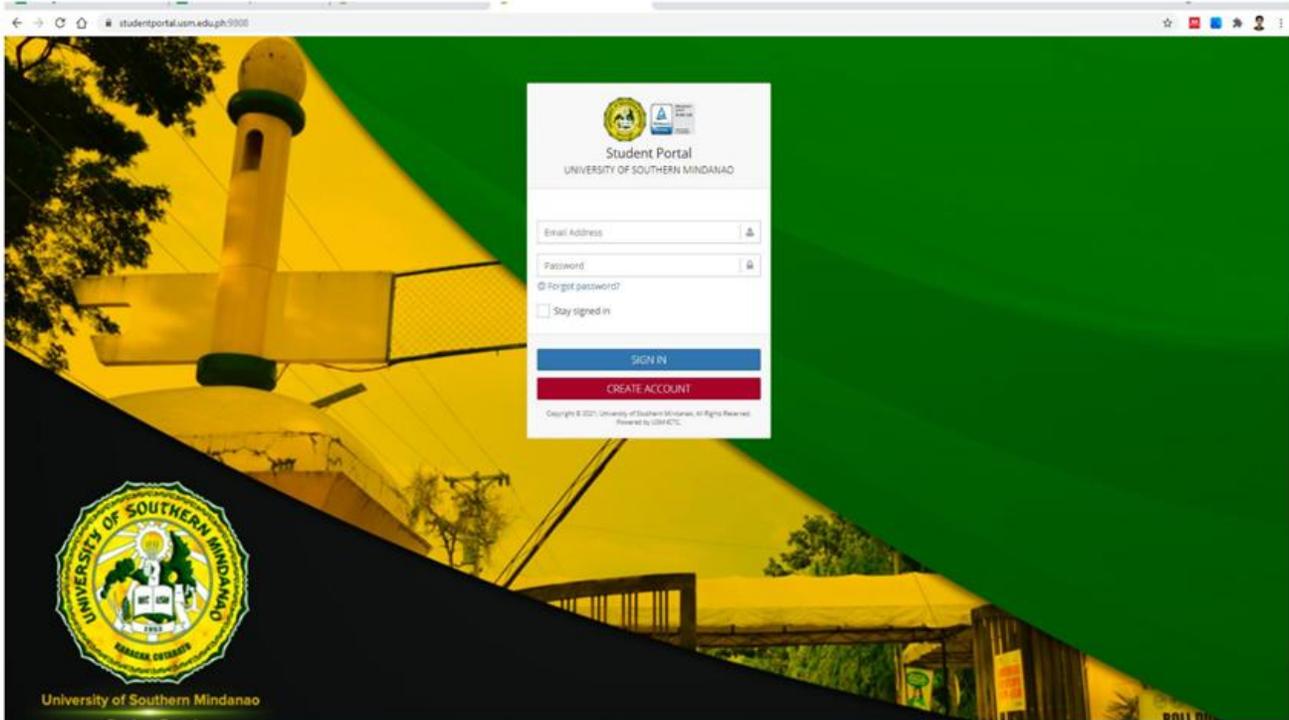
BSESS
KIT

BPED
KIT

ISO CABINET

Student directory

Attached sample Student Portal and sample document on Student Master list



Students Master List (Undergraduate Programs)

# Student No	Full Name	Gender	Age	Birth Date	Year Level	Program	Home Address	Mother	Father	Religion	Mobile No.	Tribes
310-19-00276	Palaro, Wendy V.	F	20	04/25/2001	2nd Year	ABEnglish	Pobason, Makilala, Cotabato	Teresta Palaro	Raynold Palaro	Roman Catholic	0937320553	
311-19-00324	Palaro, Marika A.	F	21	08/14/2000	2nd Year	ABEnglish	Kabuciran, Makilala, North Cotabato	Genlyn A. Palaro	Emar Palaro	Roman Catholic	09197335588	Ilocano
312-19-00272	Ponza, Jayne Kaye S.	F	20	03/28/2001	2nd Year	ABEnglish	Zamorra St. Mang, Cotabato	Sharon Ponza	Rose Ponza	Roman Catholic	0970329543	
313-19-00323	Quifones, Nona D.	F	21	11/04/2000	2nd Year	ABEnglish	Lampayan, Makilala, North Cotabato	Dionisia Quifones	DECEASED	Roman Catholic	0906056902	Cebuano
314-19-00303	Quifones, Pamela D.	F	21	01/17/2000	2nd Year	ABEnglish				Roman Catholic		
315-19-00360	Rolonda, Marika B.	F	20	11/01/2000	2nd Year	ABEnglish	Punk 18, Manaytay, Pobason, Makilala, North Cotabato	Dema Rolonda	Charlo Rolonda	Roman Catholic	09305991344	Cebuano
316-19-00337	Silongan, Marika L.	F	20	07/22/2000	2nd Year	ABEnglish	San Pablo, Tacucong City, Sultan Kudarat	Baguira L. Silongan	Saharoff U. Silongan	Islam	09870221170	Maguindanao
317-19-02430	Tasanzza, Angelica C.	F	20	08/02/2000	2nd Year	ABEnglish	Pobason, Anakan, North Cotabato	Nida Tasanzza	Amer Tasanzza	Roman Catholic	09389182564	Itonggo
318-19-00352	Talisan, Nonayya D.	F	20	08/03/2000	2nd Year	ABEnglish	Mabuhay, Makilala, North Cotabato	Norala Gulampato	Almad Talisan	Islam	0939875434	Maguindanao
319-19-02407	Unsoyan, Boneta C.	F	20	01/18/2001	2nd Year	ABEnglish	Bal/Makalala Pang St., Pobason, Pkt. North Cotabato	Mary Lynette Unsoyan	Boon Unsoyan	Roman Catholic	09322319432	Cebuano
320-19-00408	Ampong, Phaeag BEC.	M	21	10/30/1999	3rd Year	ABEnglish	Koas St., Kasaban, Cotabato	Maribel Martinez Consoyacan	Phaeag Balpata Ampong	Islam	09296765090	Maguindanao
321-19-00051	Apa, Rasse P.	M	17	08/16/1970	3rd Year	ABEnglish				Roman Catholic		
322-19-00050	Boaton, Gene L.	M	21	02/11/2000	3rd Year	ABEnglish	Timanan, South Upi, Maguindanao	Nelta Lumban	Feaciano Boaton	Christian	0906201024	Cebuano
323-19-00062	Cagud, Den John C.	M	21	03/19/2000	3rd Year	ABEnglish	Tauayan, Carmen, Cotabato	Janeline Ojoran Calacalan	Donato A. Cagud	Roman Catholic	09398158151	Itonggo
324-19-00082	Dosiano, Nasser T.	M	21	01/01/2000	3rd Year	ABEnglish				Roman Catholic		
325-19-00200	Manento, Omar A.	M	22	08/27/1999	3rd Year	ABEnglish	1267 Makilala St., Kasaban, Cotabato	MaguinAban	Abdusman Manento	Islam	09450085148	Maguindanao
326-19-00084	Mangoto, Cebu-Maki D.	M	21	04/01/2000	3rd Year	ABEnglish	Koas St., Kasaban, Cotabato	Sama Omar	Ibrahim Mangoto	Islam	09495668002	Maguindanao
327-19-00075	Mineral, George Jan M.	M	21	10/21/1999	3rd Year	ABEnglish	St. Apo Village, Kitapangan City, Kasaban, Cotabato	Felina Cemente Mistraks	Jonas Lozano Parental	Protestant	0912713372	Cebuano
328-19-00116	Singon, Arjayser Clint C.	M	21	10/19/1999	3rd Year	ABEnglish		Alka Sumindoo Corpuz	Kasan Suwain Singon	Islam	09104277284	Maguindanao
329-19-00192	Urala, Modest T.	M	23	11/23/1987	3rd Year	ABEnglish				Roman Catholic		
330-19-00083	Abumagui, Haina B.	F	21	12/30/1999	3rd Year	ABEnglish				Roman Catholic		
331-19-00033	Abji, Sagrada K.	F	23	08/08/2000	3rd Year	ABEnglish	Nalawag, Misamis, Cotabato	Bagura Umase Kanon	Berjamin D. Abji	Islam	09069593239	Maguindanao
332-19-00002	Almaran, Nurhanza M.	F	21	03/28/2000	3rd Year	ABEnglish		Hana A. Masalmpag	Roger Polmar Almaran	Islam	09399531457	
333-19-00114	Amiano, Patricia M.	F	21	08/24/1999	3rd Year	ABEnglish				Roman Catholic		
334-19-00277	Asuna, Lea Mae B.	F	22	03/11/1999	3rd Year	ABEnglish	Lalagan, Makilala, Cotabato	Agnes Macaliling Elaco	Antonio Garguira Asuna	Roman Catholic		Itonggo
335-19-00057	Ayson, Mervin D.	F	20	07/31/2000	3rd Year	ABEnglish	Kateo, Pres. Quins, Sultan Kudarat	Marika Ardaya Dea Cruz	Mercuro Colome Ayson	Roman Catholic	09302231918	Ilocano
336-19-00091	Bealigo, Erika C.	F	22	05/19/1999	3rd Year	ABEnglish				Roman Catholic		
337-19-00026	Casman, Julian A.	F	21	12/09/1999	3rd Year	ABEnglish				Roman Catholic		
338-19-00027	Cabana, Anthonia A.	F	21	11/18/1999	3rd Year	ABEnglish	Pa. S. Kabuciran, Makilala, Cotabato	Anastacia A. Alegría	Omar C. Cabana	UCP	09130397066	Itonggo
339-19-00449	De Guzman, Karen Monie T.	F	21	03/03/2000	3rd Year	ABEnglish				Roman Catholic		
340-19-00082	Gaan, Cheryl Miara Marie L.	F	21	07/28/1999	3rd Year	ABEnglish				Roman Catholic		
341-19-00101	Garguira, Marika D.	F	22	03/28/1999	3rd Year	ABEnglish	Pobason, Antipas, Cotabato	Emelinda Muya Denque	MOly Palmar Garguira	Roman Catholic	09173511514	Itonggo
342-19-00093	Quibaco, Migar M.	F	23	05/28/2000	3rd Year	ABEnglish				Roman Catholic		
343-19-00096	Gulmabon, Romanna K.	F	23	04/26/1998	3rd Year	ABEnglish	Langan, Pkt. Cotabato	Normita Mued Kaling	Gulmabon Pabon Abucabat	Islam	09099758377	Maguindanao
344-19-00040	Lara, Prudiz Joy D.	F	22	01/22/1999	3rd Year	ABEnglish	Pres. Koas, Cotabato	James N. Bango Dandun	Bennie Sibuan Lara	Seventh Day Adventist	09707497586	
345-19-00047	Lorea, Sweet Phyl Love P.	F	21	11/12/1999	3rd Year	ABEnglish	Makapo, Cotabato, North Cotabato	Jovelyn P. Lora	Alfredo L. Lora	Roman Catholic	09265302041	Itonggo



Enrollment System v2.1.355.476

UNIVERSITY OF SOUTHERN MINDANAO

Copyright © 2005-2011 Prince Technologies Corporation
All rights reserved. Muntinlupa City, PHILIPPINES

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

User Authentication

User ID

Password

 Help

 Log-In

 Cancel

 Settings

Alumni directory

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato

*Formerly AIT created by virtue of R. A. No. 763 on June 12, 1952
 Formal opening as State College on October 1, 1954
 Under R. A. No. 908 (Enabling Act) signed on June 10, 1954
 Converted into a State University under PD 1312 issued on March 13, 1978*

VISION
 Quality and relevant education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development

MISSION
 Accelerate the socio-economic development, promote harmony among diverse communities and improve the quality of life through instruction, research, extension, and resource generation in Southern Philippines

CORE VALUES
 Goodness
 Responsiveness
 Excellence
 Assertion of Right
 Truth

USM QUALITY POLICY STATEMENT

The University of Southern Mindanao, as a premier University, is committed to provide quality instruction, research development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

Sgt. **Francisco Gil N. Garcia, RPAE, PhD**
 SUC President IV
 University of Southern Mindanao
 (Duly Approved per BOR Resolution No. 095, series of 2016)
 Document code: USM-QMS-007

USM PUBLICATIONS

74th USM Commencement Exercises - The Virtual Graduation
 Administration Grounds
 July 20, 2020
 7:00 A.M.

PROGRAMME

PART I – BACCALAUREATE MESSAGES

Most Rev. Jovir Colin M. Bagafors, D.D.
 Bishop, Diocese of Kidapawan
 Shamsuddin L. Taya, PhD
 Director, Internal and International Linkages (ICISPC)
 Mr. Rodolfo N. Ambangan
 Chairperson, Mindanao People's Peace Movement
 Midsayap, Cotabato

PART II – PROGRAM PROPER

PROCESSIONAL
 University Marshal
 Honor Graduates
 College Deans
 Administrative Council Members
 Vice President for Resource Generation and Entrepreneurial Services
 Vice President for Research and Extension
 CIC Vice President for Administration and Finance
 Vice President for Academic Affairs
 USM Board of Regents
 USM Mace Bearer
 USM President

ENTRANCE OF COLORS

INVOCATION
 (Video 1)
 Christian Dave V. Alquizar – Cum Laude
 BSE English
 Abdul L. Ampatuan
 BSIS – Elementary Education
 Diana Rose F. Moalot
 BSCE

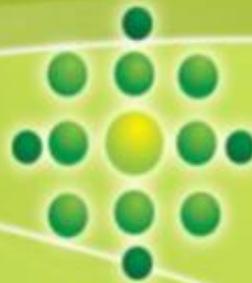
PHILIPPINE NATIONAL ANTHEM
 (Video 2)

WELCOME ADDRESS
 Dr. Consuelo A. Tagaro
 Vice President for Academic Affairs

PRESENTATION OF CANDIDATES FOR GRADUATION
 College Deans

CERTIFICATION ON COMPLETION OF REQUIREMENTS FOR GRADUATION
 Dr. Ma. Lezeri P. Pataray
 Director, Admission and Records

Permanent records of students



PDMs

Philcopy Document Management System

Database	<input type="text" value="Registrar"/>
Username	<input type="text" value="Admin"/>
Password	<input type="password" value="••••"/>
Language	<input type="text" value="English"/> ▾

Version 2015nb - Powered by [Philcopy Corporation](#)



Document	Pages	Date	Archiv	Student_IDNumber	LastName	FirstName	MiddleName	Address	Course	College	Download
53212	17	11/25/2020	No	10-06539	Maurin	Ethyl Joy	Aaron	Pikit, Cotabato	Bachelor of Science in A	College of Business, De	PDF IMG PIC ZIP File
53210	15	11/25/2020	No	03-01179	Maurin	Anna Marie	Sahidsahid	Pikit, Cotabato	Bachelor of Science in A	College of Agriculture	PDF IMG PIC ZIP File
53203	13	11/25/2020	No	10-02398	Maula	Norhanie	Diwanan	Pikit, Cotabato	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53200	16	11/25/2020	No	10-04921	Matura	Shenalyn	Ramos	Kidama, Matalam North	Bachelor of Science in H	College of Human Ecolo	PDF IMG PIC ZIP File
53195	14	11/25/2020	No	10-02393	Matullano	Christian	Remada	Tagbac, Magpet Cotabat	Bachelor of Science in C	College of Arts and Scie	PDF IMG PIC ZIP File
53190	14	11/25/2020	No	10-02392	Matulac	Reshanee Lyn	Valenzuela	Lika, Mlang Cotabato	Bachelor of Science in B	College of Business, De	PDF IMG PIC ZIP File
53181	18	11/25/2020	No	10-02391	Matula	Baibon	Ulangutan	Takepan, Pikit Cotabato	Bachelor of Secondary E	College of Education	PDF IMG PIC ZIP File
53180	18	11/25/2020	No	10-02388	Matucan	Abdulshariff	Sultan	Manarapan, Carmen Col	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53175	14	11/25/2020	No	10-02389	Matucan	Abdullah	Malabana	Pagalungan, Maguindan	Bachelor of Science in C	College of Arts and Scie	PDF IMG PIC ZIP File
53169	16	11/25/2020	No	10-02386	Mato	Rasul	Matiagal	West Patadon, Matalam	Bachelor of Science in C	College of Business, De	PDF IMG PIC ZIP File
53164	17	11/25/2020	No	10-02380	Matalam	Alnour	Gomonsang	Kayaga, Kabacan Cotab	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53158	19	11/25/2020	No	10-08480	Matabalao	Bara	Ramad	Buluan Maguindanao	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53149	18	11/25/2020	No	10-08310	Matabalao	Ali	Wahab	Paglat, Maguindanao	Bachelor of Secondary E	College of Education	PDF IMG PIC ZIP File
53146	15	11/25/2020	No	07-02308	Masukat	Samin	Yusop	Malanduague, Kabacan	Bachelor of Arts in Islan	Institute of Middle East	PDF IMG PIC ZIP File
53138	17	11/25/2020	No	10-02375	Masukat	Noraida	Gayawandang	Carmen, Cotabato	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53134	14	11/25/2020	No	10-02374	Masual	Saguira	Naway	Bulit, Datu Montawal M	Bachelor of Science in A	College of Business, De	PDF IMG PIC ZIP File
53130	16	11/25/2020	No	10-02373	Mastura	Aila	Sabang	Buluan Maguindanao	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File

View Search Edit

Document Pages Folder Date Archived

Fulltext

Owner

Student_IDNumber

LastName

FirstName

MiddleName

Address

Course

College

Note

Type of query New selection Extend Narrow





Document	Pages	Date	Archiv	Student_IDNumber	LastName	FirstName	MiddleName	Address	Course	College	Download
53299	1	11/25/2020	No								PDF IMG PIC ZIP File
53298	3	11/25/2020	No								PDF IMG PIC ZIP File
53297	4	11/25/2020	No								PDF IMG PIC ZIP File
53296	1	11/25/2020	No								PDF IMG PIC ZIP File
53295	2	11/25/2020	No								PDF IMG PIC ZIP File
53294	15	11/25/2020	No	10-02426	Midsapak	Hannah Vee	Cainglet	Takepan, Pikit Cotabato	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53290	19	11/25/2020	No	10-02425	Midpantao	Norhanie	Mamalimping	Carmen, Cotabato	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53285	15	11/25/2020	No	10-02423	Midlat	Regine May	Baylin	Dona Aurora Street, Kal	Bachelor of Science in E	College of Human Ecolo	PDF IMG PIC ZIP File
53279	15	11/25/2020	No	09-02750	Merilo	Johaziel	Bauro	Balindog, Kidapawan Cil	Bachelor of Science in B	College of Business, De	PDF IMG PIC ZIP File
53274	17	11/25/2020	No	10-02418	Merilo	Jemaima	Bauro	Kidapawan North Cotab	Bachelor of Science in C	College of Arts and Scie	PDF IMG PIC ZIP File
53268	13	11/25/2020	No	10-02417	Mericulo	Melvin Jay	Hinaut	Kidapawan North Cotab	Bachelor of Science in A	College of Business, De	PDF IMG PIC ZIP File
53264	12	11/25/2020	No	10-02416	Mercader	Melanie	Garcia	Kabacan, North Cotabat	Bachelor of Science in A	College of Agriculture	PDF IMG PIC ZIP File
53258	14	11/25/2020	No	10-02440	Meranda	Maynard	Sabornido	Matalam, North Cotabat	Bachelor of Science in B	College of Business, De	PDF IMG PIC ZIP File
53254	18	11/25/2020	No	10-08481	Menia	Marco	Mucalam	Buluan Maguindanao	Bachelor of Elementary	College of Education	PDF IMG PIC ZIP File
53248	17	11/25/2020	No	10-02414	Meneses	Princess	Sasi	Pres. Roxas, Cotabato	Bachelor of Science in T	College of Human Ecolo	PDF IMG PIC ZIP File
53242	15	11/25/2020	No	09-05159	Meliton	Ma. Mitche	Datulayta	Malalag, Davao Del Sur	Bachelor of Science in V	College of Veterinary M	PDF IMG PIC ZIP File
53237	15	11/25/2020	No	09-02720	Medel	Suzette	Dillo	Poblacion 2, Pigcawayar	Bachelor of Science in C	College of Engineering &	PDF IMG PIC ZIP File

View Search Edit

Document 53264 Pages 12 Folder 1 Date 11/25/2020 Archived No

Owner

Student_IDNumber 10-02416

LastName Mercader

FirstName Melanie

MiddleName Garcia

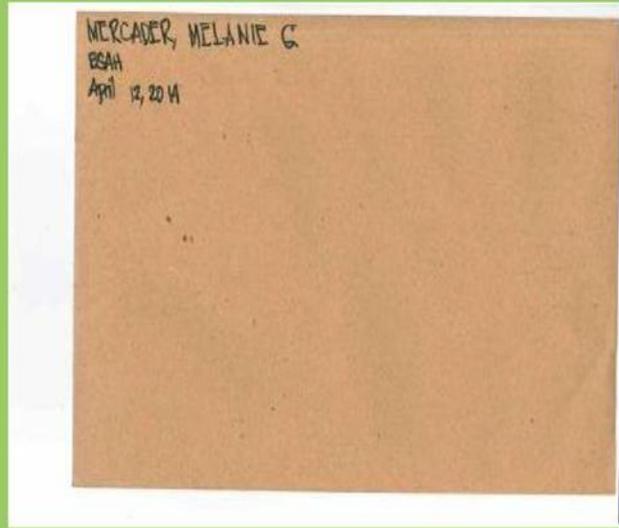
Address Kabacan, North Cotabato

Course Bachelor of Science in Animal Husbandry

College College of Agriculture

Note

Course: Bachelor of Science in Animal Husbandry
 FirstName: Melanie
 Address: Kabacan, North Cotabato
 Eigentuemer: NULL





**UNIVERSITY OF
SOUTHERN MINDANAO**
Kabacan, Cotabato

2021 ANNUAL Report





University of Southern Mindanao

Kabacan, Cotabato, 9407 Philippines

<https://www.usm.edu.ph>

Annual Report 2020



Virtual U
USM's primary online platform

University of Southern Mindanao. We
classifiers but also topnotchers in licensure

also led the topnotchers' list grabbing
team for Registered Microbiology

Accomplishment/progress reports



**UNIVERSITY OF
SOUTHERN MINDANAO**
Kabacan, Cotabato

2021 ANNUAL Report





University of Southern Mindanao

Kabacan, Cotabato, 9407 Philippines

<https://www.usm.edu.ph>

Annual Report 2020



Scholarship records
Scholarship and Financial Assistance

OSA

The Office of Student Affairs takes the lead in offering student services to graduate, undergraduate and secondary students. OSA shall closely coordinate with other units to ensure that student services are made available. OSA shall monitor the implementation of student services in autonomous and satellite campuses of the university and periodically review its performance.

Scholarship Administration

- Manage scholarship programs for graduate, undergraduate, and secondary students
- Collate student records and submit applications to scholarship agencies
- Coordinate with UniFAST and other scholarship agencies for the timely application and compliance to sponsors requirements
- Supervise the distribution of benefits to scholars in coordination with other offices

Financial Aid and Student Loan

- Identify deserving students for financial aid and student loan
- Recommend policies for Student Loan
- Generation and allocation of funds for financial subsidy and student loans

Student Work Assistance

- Supervise the implementation of the University Student Assistantships (USA)
- Supervise the implementation of the Student Work Referral System

Scholarship Scanning and Monitoring

- Source out and scan scholarship agencies
- Advertise scholarship opportunities
- Coordinate and match scholars with scholarship agencies
- Monitoring of Scholars Performance
- Coordinate with Student Development Services Department in the conduct of activities to enhance scholars leadership skills

Scholarship Board

The department also serves as the secretariat of the Student Scholarship Board.

- Recommend policies in criteria and screening of scholars
- Recommend policies relevant to scholarship and financial aid
- Reviews memoranda of agreements with sponsoring agencies

- Recommend policies on University Student Assistantships and Student Work Referral System
- Recommend policies relevant to student loan and financial assistance
- Members:
 - Vice President for Academic Affairs
 - Director, Office of Student Affairs
 - Director, Finance and Management Services
 - Director, Business Development Office
 - Director, Admission and Records Office
 - Department Head, Scholarship and Financial Assistance
 - Department Head, Student Policy and Research Services

Scholarships

- [Home](#)
- [Student](#)
- Scholarships

The University of Southern Mindanao offers scholarship privileges to deserving students specially those who have problems on financial concerns in pursuing their studies.

Requirements for students who are applying for Scholarships: **First Year**

1. High School Grade (Report Card GPA 85%)
2. Income Tax Return (BIR Income below 150,000 per Annum)
3. Barangay Clearance (of the student)
4. Certificate of Good Moral Character
5. NCAE (GPA 80%)
6. 2"x2" ID – 1 pc

Requirements for students who are applying for Scholarships: **2nd & 3rd Year**

1. Report Grade from First Year
2. Income Tax Return (BIR)
3. Barangay Clearance (of the student)
4. Certificate of Good Moral Character
5. 2"x2" ID – 2 pcs.

LIST OF SCHOLARSHIP SPONSORING AGENCIES

Sponsoring agencies	Benefits
Band Member/Combo	Free School Fees

Sponsoring agencies	Benefits
BP 337	Free School Fees/Miscellaneous
Chorale Member	Free School Fees
College Scholar with GPA of 1.51-1.75	Free Half of School Fees
Dance Troupe	Free School Fees
Dekada '80	P 5,000.00/Semester
Department of Science & Technology (DOST)	Free School Fees
Dependent USM Personnel (Contractual)	Free School Fees
Dependent, USM Personnel (Permanent)	Free School Fees
Dramatics	Free School Fees
Grant-in-Aid	Free School Fees
Salutatorian (Class of 30 Students)	Free Half of School Fees
SK (Local Govt.)	Free Tuition/Registration Fees
University Scholar with GPA of 1.0 - 1.50	Free School Fees
USG President	Free School Fees/Miscellaneous
USM Varsity	Free School Fees
USM-ULS Graduate with GPA of 87.50 - 89.99%	Free Tuition Fees
Valedictorian (Class of 30 students)	Free School Fees
Ateneo Pathways	P 3,500.00/Semester
Agricultural Training Institute (ATI)	Free School Fees
Bureau of Fisheries and Aquatic Resources - BFAR	Free School Fees
CHED- AFP-EBSO Region 12 (DND-CHED-PASUC)	P 2,500.00/Semester

Sponsoring agencies	Benefits
CHED 12 - CSSGP ("Lala" Taliño-Mendoza)	P 2,500.00/Semester
CHED 12 - CSSGP (B. Piñol)	P 2,500.00/Semester
CHED 12 - CSSGP (P. Mangudadatu)	P 2,500.00/Semester
CHED 12 - Half Merit	P 7,500.00/Semester
CHED 12 - National Scholarship Program	P 15,000.00/Semester
CHED 12 - ONE TOWN ONE SCHOLAR	P 15,000.00/Semester
CHED 12 -Regional Scholarship Program 12)	P 12,000.00/Semester
CHED 12 - Safe Grant	P 7,500.00/Semester
CHED 12 – Study Now Pay Later	P 7,500.00/Semester
CHED 12 -Tulong-Dunong	P 6,000.00/Semester
Cong. Arthur Y. Pingoy (PDAP)	P 2,500.00/Semester
LGU- Municipality of Kabacan Totabato	Free School Fees & Miscellaneous
LGU- Kidapawan City Government	Free Tuition Fees only
LGU-Magpet	Free School Fees & Miscellaneous
LGU-Tampakan	Free school Fees/Books & Lodging House
MENZI Program for Research and Training	Free School Fees/Misc. & allow. P1,000 /mo.
Mount Apo Foundation Inc. (MAFI)	Free School Fees/Miscellaneous
Partnership for Youth Leadership Enrichment, Inc. (PYLEI)	Free School Fees/Misc./Lodging House & allowance P2,000 per/mo.
Provincial Capitol Scholars-Province of Davao del Sur (Governor Douglas RA. Cagas)	P 5,000.00/Semester
Rep. Emmylou Taliño-Mendoza Scholarship Assistance Program (RETMSAP)	P 4,500.00/Semester

Sponsoring agencies

San Isidro Labrador (SIL)

Tamlang Hiniman Foundation, Inc.

Benefits

Free School Fees & P1,500 allow./Semester

Free School Fees/Misc. & allow. P2,000/mo.

Statistical data



**UNIVERSITY OF
SOUTHERN MINDANAO**
Kabacan, Cotabato

2021 ANNUAL

Report

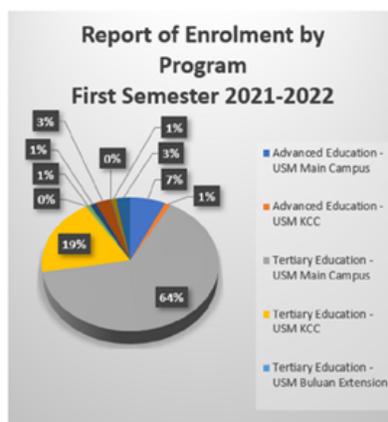


INSTRUCTION



STUDENTS

Enrollment



Advanced Education	1 st Semester	2 nd Semester
1. Doctoral Programs		
PhD in Agricultural Sciences		
Major in Crop Protection	7	6
Major in Crop Production and Management	-	4
Major in Animal Science	8	8
Major in Crop Science	13	7
PhD in Extension Education	13	9
PhD in Rural Development	18	17
PhD in Education major in Applied Linguistics	43	41
PhD in Education major in Biology	38	37
EdD major in Mathematics	85	72
PhD in Education major in Educational Management	56	51
PhD in Education major in Filipino	26	19
Total	308	271
2. Master's Programs		
ME in Rural Infrastructure Engineering	16	23
Master of Science in Agricultural Economics	15	7
Master of Science in Agronomy	12	9
Master of Science in Animal Science	31	23
Master in Information Systems	27	33
MS in Agricultural and Biosystems Engineering	27	26
Master of Science in Biology	25	12
Master of Science in Crop Protection	28	20
Master of Science in Extension Educ.	13	9
Master of Science in Horticulture	16	17
Master of Science in Plant Breeding	10	7
Master of Science in Rural Economic Development	28	25
MAEd Educational Management	99	93
MAEd Elementary Education	59	40
MAEd Social Science	64	58
Major in Filipino	135	113
Major in English	96	68
Master of Arts in Teaching Industrial Arts	30	-
Master of Public Administration	94	79
Master of Science in Teaching Mathematics	100	71
Master of Science in Teaching Physics	35	37
Master of Science in Teaching Biology	88	76
Master of Science in Teaching Chemistry	12	17
Total - Master's Programs	1 070	907
Total - Doctoral Programs	308	271
Total - Advanced Education	1 378	1 178



Graduate Program - USM KCC	1 st Semester	2 nd Semester
PhD-major in Technology Education Management	59	43
Master of Arts in Education (MAED)	30	22
Master of Technology Education (MTE)	115	87
Professional Education Program	22	17
Total- Advanced Education	226	169

I. Tertiary Education	1 st Semester	2 nd Semester
College of Medicine		
Doctor of Medicine	45	41
Total - CM	45	41
College of Veterinary Medicine		
Doctor of Veterinary Medicine	412	408
B.S. in Veterinary Technology	159	346
Total - CVM	571	754
College of Engineering & Information Technology		
B.S. in Agricultural & Biosystems Engineering	387	371
B.S. in Agricultural Engineering	1	1
B.S. in Civil Engineering	520	511
B.S. in Computer Engineering	318	308
B.S. in Electronics Engineering	171	161
B.S. in Computer Science	235	226
B.S. in Information Systems	274	261
Bachelor of Library and Information Science	93	87
Total - CEIT	1 999	1 926
College of Education		
Bachelor of Elementary Education	542	521
Bachelor of Secondary Education	864	820
Total - CED	1 406	1 341
College of Agriculture		
B.S. in Agriculture	417	376
B.S. in Fisheries	141	140
Bachelor of Practical Agriculture	326	306
Bachelor of Agricultural Technology	210	166
Special Course	1	0
Total - CA	1095	988
College of Health Sciences		
B.S. in Nursing	645	633
Diploma in Midwifery	24	25
Total - CHS	669	658
College of Arts & Social Sciences		
Bachelor of Arts in English	275	247
Bachelor of Arts in Philosophy	141	108
Bachelor of Arts in Political Science	99	92
Bachelor of Arts in Psychology	236	230
B.S. in Criminology	434	405
Total - CASS	1 185	1 082
College of Science and Mathematics		
B.S. in Applied Mathematics	70	57
B.S. in Microbiology	49	48
B.S. in Biology	313	289
B.S. in Chemistry	113	106
B.S. in Development Communication	304	261
Total - CSM	849	761
College of Business Development Economics & Management		
Bachelor of Public Administration	91	87
B.S. in Accountancy	286	277
B.S. in Agribusiness	337	306
B.S. in Agricultural Economics	290	265
B.S. in Business Administration	470	457
B.S. in Development Management	209	205
B.S. in Management Accounting	287	282
Total - CBDEM	1 970	1 879

INSTRUCTION



College of Human Ecology & Food Sciences		
B.S. in Food Technology	122	113
B.S. in Hospitality Management	574	552
B.S. in Hotel & Restaurant Management	1	0
B.S. in Nutrition & Dietetics	215	212
B.S. in Tourism Management	358	338
B.S. in Travel Management	12	12
Total - CHEFS	1 282	1 227
College of Trades and Industries		
Bachelor of Technical Teacher Education	2	1
B.S. in Industrial Technology	546	404
Bachelor of Technology/Vocational Teachers Education	180	157
Total - CTI	728	562
Institute of Middle East & Asian Studies		
Bachelor of Arts in Islamic Studies	463	420
B.S. in International Relations	267	237
Total - IMEAS	730	657
Institute of Sports, Physical Education and Recreation		
Bachelor of Physical Education	338	320
B.S. in Exercise and Sports Science	103	98
Total - ISPEAR	441	418
Total Tertiary Education-USM Main	12 970	12 294
USM-Kidapawan City Campus	1st Semester	2nd Semester
B.S. in Electrical Engineering	152	142
B.S. in Industrial Engineering	125	120
B.S. in Mechanical Engineering	178	169
BSE, major in English	317	304
BSE, major in Filipino	245	244
BSE, major in Mathematics	215	209
BSE, major in Social Studies	291	284
BTVTE, major in Automotive Technology	111	88
BTVTE, major in Electronics Technology	62	91
BTVTE, major in Food & Services Management Technology	171	140
BTVTE, major in Garments, Fashion & Design Technology	76	75
BT, major in Automotive Technology	162	138
BT, major in Civil Technology	94	96
BT, major in Electrical Technology	171	188
BT, major in Electronics Technology	78	69
BT, major in Mechanical Technology	130	123
BT, major in Ref & Airconditioning Technology	68	60
BT, major in Welding & Fabrication Technology	94	82
Bachelor of Industrial Technology major in Food and Beverage Preparation and Service Management	394	360
Three-year Certificate. Course in Food Prep & Services Technology	289	254
Three-year Diploma of Technology	408	288
Total-USM-KCC	3 831	3 524
USM-Buluan Extension		
Bachelor of Agricultural Technology	-	12
Bachelor of Practical Agriculture	38	63
Total-USM-Buluan	38	63
USM-Alamada Campus		
Bachelor of Elementary Education	65	62
Agricultural Technology	-	55
Bachelor of Practical Agriculture	60	37
Total-USM-Alamada	125	154
USM-Aleoson Campus		
Bachelor of Elementary Education	87	81
B.S. in Veterinary Technology	159	126
Total-USM-Aleoson	246	207



USM-Libungan Campus		
BS in Agriculture	37	35
BS in Criminology	68	60
BS in Hospitality Management	201	173
Bachelor of Secondary Education (English)	154	131
BS Business Administration	116	112
Total-USM-Libungan	576	511
USM-Mlang Campus		
BS in Criminology	45	36
Total-USM-Mlang	45	36
TOTAL USM Main, USM KCC and USM Buluan, USM Alamada, USM Libungan, USM Mlang	17 831	16 789
Junior and Senior High School (Main)		
	1st Semester	2nd Semester
Junior High School	552	542
Senior High School	195	193
Total	747	735

Report of Enrollment by Program (First Semester, S.Y. 2021-2022)

Envisioning to produce competent practitioners in agriculture, industry, rural and economic development, science, and technology, the Graduate School (GS) of the USM-Main Campus offers doctorate programs with 308 students. Also, with the mission of equipping professionals in state-of-the-art and cutting-edge technologies, GS had master's programs where 1,070 students were enrolled.

Moreover, as one of the sources of professional development in Southern Mindanao, USM-KCC GS offers doctoral and master's degrees, which housed 226 students.

Under BOR no. 12, s. 2020, the College of Medicine was established at the University, making USM one of the leading higher education institutions in the Philippines. In its opening, the College welcomed 45 aspiring medical doctors.

As a level IV and ISO certified University, USM offers quality education in pure and applied science and the humanities. A Center of Excellence in Agriculture, the College of Agriculture had 1,095 enrollees.

Recognized as the Center of Development for Veterinary Medicine, the College of Veterinary Medicine had 571 students.

Serving the entire University's studentry, the College of Science and Mathematics offers pure sciences and mathematics courses to the University. In the first semester, the College had 849 enrollees. In addition, the Department of Biology is conferred as a Center of Development in Biology Education.

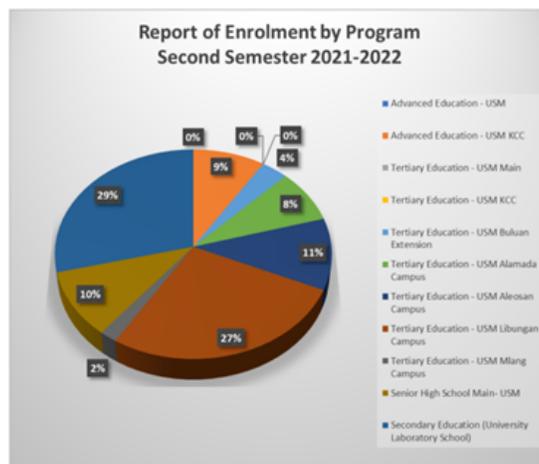
As one of the service colleges in USM, the College of Arts and Social Sciences offers subjects in humanities. It educated 1,185 students on major courses in philosophy, language and literature, psychology, and criminology. Furthermore, the College of Education trains future elementary and secondary educators. It had 1,406 students pursuing teaching courses in arts, sciences, and mathematics. As an icon of cultural sensitivity, USM's Institute of Middle East and Asian Studies offers Islamic and Diplomacy studies anchored on Islamic philosophy studies, where it had future 730 Islamic studies practitioners and educators. Raising the banner of the University in performing arts, the Institute of Sports, Physical Education, and Recreation had 441 students.

With 1,999 enrollees in the first semester, the College of Engineering and Information Technology offers engineering, computer-related studies, and library sciences. The College of Trade and Industry offers technical-vocational courses for teaching and industrial application, which benefited 728 enrolled students in the first semester. The College of Health and Sciences catered to 669 students to hone future health workers. Training 1,282 promising future professionals in the tourism and health and wellness sectors in the first semester, the College of Human Ecology and Food Sciences offers courses in hospitality, tourism, and health and wellness. Further, developing students' entrepreneurial and management skills, the College of Business, Development, and Management accommodated 1, 970 students.

Known as one of the forerunners in Mindanao for engineering education, the University of Southern Mindanao-Kidapawan City Campus offers engineering and education courses. In addition, USM-KCC has diploma courses related to hospitality and industrial technology programs supporting the Province's skills development. In the first semester, USM-KCC had 3,831 students.

To empower more communities in Cotabato, USM established external campuses. In the first semester of 2021, the extension campuses had 1,030 students among three campuses, mainly: USM-Alamada (125 enrollees), USM-Aleosan (246 enrollees), USM-Buluan (38), USM-Libungan (576 enrollees), and USM-M'lang (45 enrollees).





Report of Enrolment by Program (Second Semester 2021-2022)

Coinciding with enrollment trends, most admission rates in every college declined in the second semester, as observed in the Graduate Schools, Colleges in USM Main, USM-KCC, and almost all external campuses. USM-GS had lowered enrollment by -12.01% and -15.23% for doctoral and master's programs, respectively, compared to the first semester. At -25.22%, USM-KCC GS had a quarter of students from the first semester that did not proceed in the second semester.

In the tertiary units of USM Main, all Colleges had a reduced enrollment number except for CVM. The figure shows the difference in terms of percentage in the second semester compared to the first semester: CM -7.40%, CVM +32.05%, CEIT -3.62%, CED -65%, CA -9.77%, CHS -1.64%, CASS -8.69%, CSM -10.37%, CBDEM -4.62%, CHEFS -4.29%, CTI- 22.80%, IMEAS -10%, and ISPEAR -5.22%.

Except for USM Buluan and Alamada, the external campuses had fewer enrollees: USM-KCC -8.01%, USM-Buluan +25%, USM-Alamada +29%, USM-Aleoson -39%, USM-Libungan -65%, and USM-M'lang -9%.

Moreover, ULS has slightly decreased enrollment by -1.60%.

Awards

Proving its status as a leading institution in agriculture, CA recently produced three topnotchers in Agriculturist Licensure Examination namely, Aurish Kizia S. Calawen (5th) (85%), Renz J L. Caducoy (6th) (84.33%), and Leandreux D. Occasion (10th) (84.17%). On the other hand, Patrick C. Suarez of CSM was in rank 9 in the latest Chemical Technician Board Exam.

In 2021, several agriculture students triumphed in the competition sponsored by the Alliance of Hospitality and Tourism Movers of the Philippines: Melbertjay Dico (1st place- flairing); Restituto Alcalde, Maie Ann Martizano, and Lance Lelis (2nd place- fruit and vegetable carving), Bryan Ross Alindao (2nd place- buffet centerpiece), Franklin Paul Banua and Emman Loquiz (3rd place in quiz bee), and Federick Abrenica (4th place- Cookery). Moreover, hospitality management students bagged awards sponsored by Taguig City University-College of Tourism Management, in the person of Philip Jambaro (1st place- virtual butler service); Alsaint Josol, Patrick Vince Carion, Remegio Albano, Emman Loquiz (1st place- brochure making); Franklin Paul Banua (1st place- quiz bee); Ly Ann Sitjar and Jiero Liza (1st place- flight safety demonstration), and Angel Wong (4th place- napkin folding). Also, Franklin Paul Banua from the Hospitality Management Department was conferred by the Junior Tourism and Hospitality Management Association of the Philippines as the country's third most outstanding hospitality student. Meanwhile, Norhassan A. Maguid from the Nutrition and Dietetics Department received awards from the National Nutrition Council Region 12 in the complementary recipe cooking contest (1st place) and feature writing (3rd place).

As one of the Philippines' leading Universities for biology education, USM's Biology club members secured second, third, and fourth place in Haynayan 2021: Cellpukan ng Talino at Galing. The online competition sponsored by UP Cells Biological Society of the University of the Philippines- Los Baños was held on October 16, 2021. The participants were the second-year students, Princess Almirah Jane A. Yusop, Johaydin C. Saad, and Elisha Roi B. Arceo (2nd place), and third-year students, Mary Joyce Matullano, Jean Shaleja Malok and Jonah Mae Taping (3rd place), and Elvin Escleto, Roslaine Maulana, and Amal Macalimbang (4th place). Additionally, out of 176 teams competing all over the Philippines, USM-KCC successfully landed in the TOP 8 spot and qualified for the final rounds of the EU WHIZ Online Trivia Competition (National Level).

Inventory of property



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

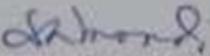
INVENTORY REPORT OF USM PROPERTY, PLANT AND EQUIPMENT

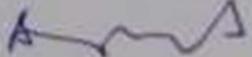
December 31, 2022

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

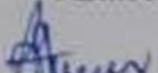
INVENTORY COMMITTEE
CY 2022

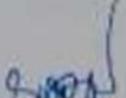
This is to certify that the following inventory of various properties/equipment of the University of Southern Mindanao consisting of 115 pages were actually verified, counted, found correct and existing as of December 31, 2022.

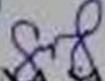

SHIRLY J. MONDIA
Chairman, Inventory Committee/
Administrative Officer V


ANACLETO G. DUQUE, JR.
Member


MERCHIA C. MAYORMENTE
Member


RENE P. LUCENA
Member


JAY-R G. VILDAC
Member


IRVINA A. SALISE
Member


JEAN E. AUSTRIA
Member

Inventory of U.S.M. Properties-Equipment

TABLE OF CONTENTS

Fund Source	Account Code	Account Title	Sub-Total	Total Value (P)
01 - DA-Biotech				
	10005110-B	Laboratory Equipment	3,112,735.54	
				3,112,735.54
01 - Donation				
	10004990	Other Structures	262,500.00	
	10005010	Machineries (Industrial)	54,350.00	
	10005040	Agricultural, Fishery & Forestry Eqpt.	9,078,096.60	
	10005110-B	Laboratory Equipment	4,574,292.50	
	10008990-A	Other PPE - (Aerian, Pumping, ...)	150,000.00	
				14,119,239.10
01 - Found on Station				
	10004020	School Buildings	495,000.00	
	10004990	Other Structures	385,320.00	
	10005020	Office Equipment	50,000.00	
	10005040	Agricultural, Fishery & Forestry Eqpt.	50,000.00	
	10005100	Military, Police and Traffic Equipment	78,000.00	
	10005110-B	Laboratory Equipment	355,112.50	
	10008990-A	Other PPE - (Aerian, Pumping, ...)	320,000.00	
				1,733,432.50
01 - Fund				
	10001010	Land	78,488,720.76	
	10002010	Land Improvements	7,428,886.34	
	10003040	Water Supply System	1,948,036.64	
	10003050	Electrification, Power & Energy Structures	2,424,500.00	
	10004020	Office Buildings	46,573,835.20	
	10004020	School Buildings	219,760,793.93	
	10004030	Hospitals and Health Centers	9,096,000.00	
	10004060	Other Structures - Hostels and Dormitories	28,692,303.00	

Fund Source	Account Code	Account Title	Sub-Total	Total Value (P)
	10004990	Other Structures		
	10005010	Machineries (Industrial)	135,492,813.45	
	10005020	Office Equipment	685,000.00	
	10005030	IT Equipment & Softwares	6,546,176.00	
	10005040	Agricultural, Fishery & Forestry Eqpt.	10,627,872.00	
	10005070	Communication Equipment	5,338,845.00	
	10005100	Military, Police and Traffic Equipment	843,800.00	
	10005110-B	Laboratory Equipment	87,008.65	
	10005120	Sports/Musical Equipment	45,626,238.13	
	10005140	Technical and Scientific Equipment	1,263,458.00	
	10006010	Motor Vehicles	1,383,350.00	
	10007010	Furnitures and Fixtures	178,380.00	
	10007020	Books	10,642,328.50	
	10009900-B	Other PPE - (Households)	564,919.00	
			426,000.00	
				614,129,264.60
01 - USMARC Fund				
	10004010	Office Buildings	23,206,846.34	
	10004990	Other Structures	2,525,900.00	
				25,732,746.34
05 - 102 Fund (PICRI/PRTC)				
	10005110-B	Laboratory Equipment	129,637.95	
				129,637.95
05 - ATEPA				
	10005020	Office Equipment	160,000.00	
				160,000.00
05 - CHED				
	10005020	Office Equipment	126,730.00	
	10005030	IT Equipment & Softwares	1,251,490.00	
				1,378,220.00
05 - FUND				
	10002010	Land Improvements	6,040,026.72	



PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

G. INSTITUTIONAL PLANNING AND DEVELOPMENT

G.1 Composition of the Planning Unit, including their functions

Proposed Structure of Planning and Development Office

- 1. Plans and Programs Formulation and Research Division (Planning Officer III)**
 - Supervises the plan formulation and packaging, monitoring, evaluation and design of Annual report
 - Conducts comprehensive researches and studies on Institutional Development Policies
 - Coordinates with concerned entities in the formulation and updating of plans
 - Comprehensive Planning/Framework Planning
 - Capital Projects Planning /Projects Development
 - Public investments identification/promotions
 - Provides technical assistance to the functional units in identifying and developing programs and projects

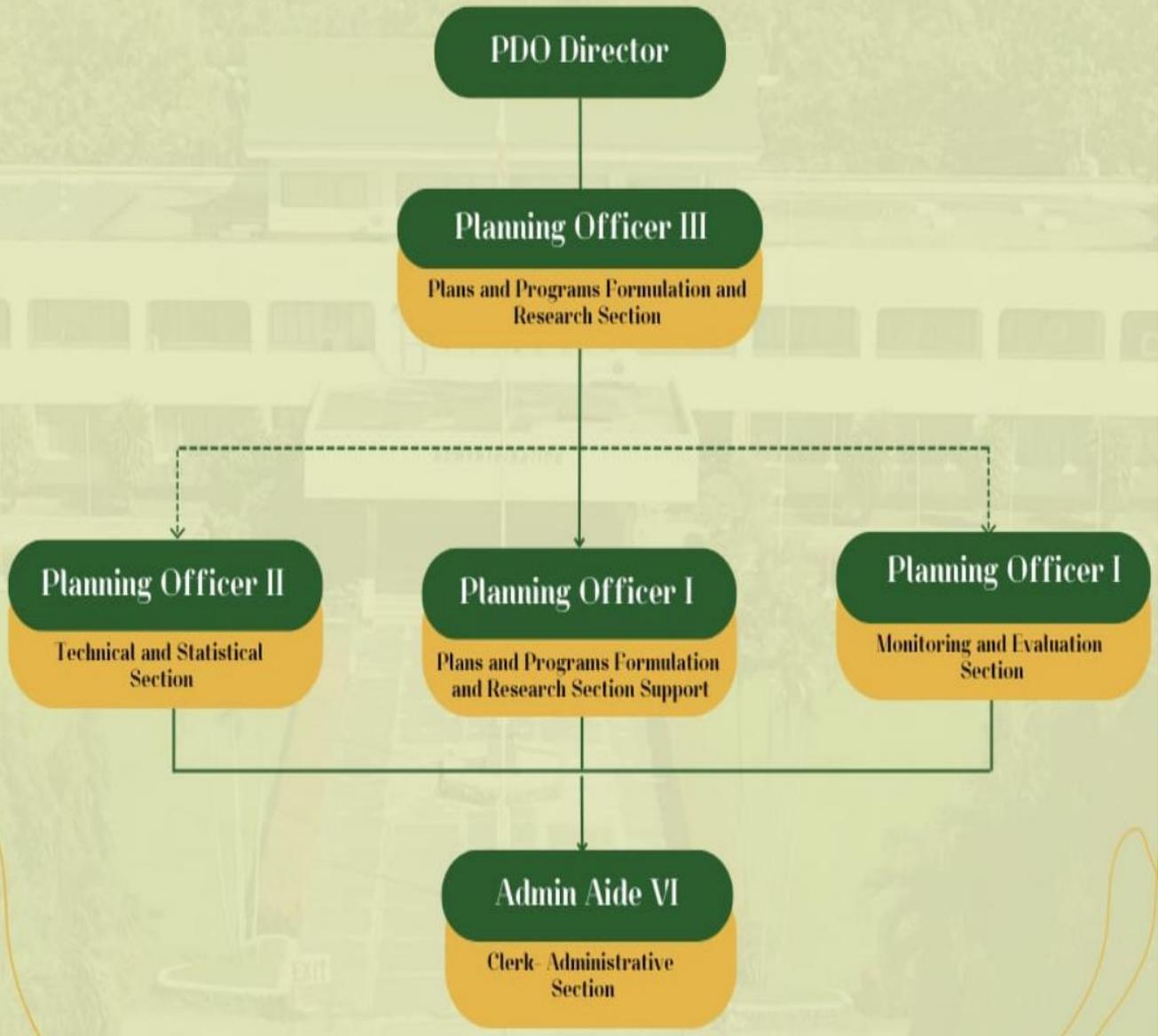
- 2. Technical and Statistics Division (Planning Officer II)**
 - Generate/collect and synthesize primary and secondary data needed in plan formulation, project development and program/project evaluation.
 - Integrates spatial data with socio-economic statistics for more effective planning and decision-making.
 - Identify document development problems, issues and concerns and recommend priorities and/or alternative solutions.
 - Establish and maintain an information center and information system of research and development.
 - Coordinate with regional and provincial institutions/agencies, public and private, engaged in information generation and data management to keep abreast of socio-economic developments.

- 3. Monitoring and Evaluation Division (Planning Officer I)**
 - Monitor and evaluate the implementation of the different development programs, projects and activities in accordance with the approved plan.
 - Updates the Land Use Plan and projects related to the development of the university;
 - Monitor performance and evaluate/determine periodically the effects of program and projects on the university's organizational outcomes.
 - Serves as the back-up arm of other units/offices in generating hazard and risk maps for ecological profile, zoning, and land-use planning.

- 4. Administrative Division**
 - Provides support services relating to personnel and staff development, records management, supplies and equipment, budgeting and accounting, security and general utility of PDO.



Planning and Development Office





Special Order No. 1104C

Series of 2025

TO: **ENGR. RENEL M. ALUCILJA**

SUBJECT: **Designation as DIRECTOR FOR PLANNING AND DEVELOPMENT OFFICE**

DATE: **Friday, 28 February 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **DIRECTOR FOR PLANNING AND DEVELOPMENT OFFICE** in addition to your plantilla position subject to the confirmation of the Board of Regents.

As Director, you are hereby directed and expected to perform the following functions:

1. Prepare and submit the Operational Plan to the Office of the President;
2. Lead the conduct of review of the University development plan;
3. Initiate the conduct of the University Strategic planning Workshop for the preparation of project/program plans and proposals;
4. Submit the various reports to concerned government offices and agencies for matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government.
5. Provide assistance in packaging program plans and proposals;
6. Monitor the submission of the development plan of all units of the University that will comprise the University Development Plan;
7. Monitor and evaluate the implementation of University Development plan;
8. Monitor all units of the university in the submission of OPCR/IPCR;
9. Supervise the compilation of submitted OPCR/IPCR for evaluation by the various units of the University;
10. Monitor the status of the University Development plan Data Bank;
11. Cascade information to all Units of the University
12. Serve as PDO Director in acting capacity, until confirmed and duly acted upon by the USM BOR; and,
13. Perform such other functions as may be assigned by the University President.

Furthermore, by virtue of this designation, you shall be entitled to a **load displacement of twelve (12) units and additional pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.

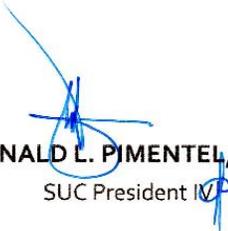




Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



This designation as Director for Planning and Development Office shall take effect on **March 04, 2025 until March 03, 2026**, unless otherwise revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
SUC President IV

Conforme:

Copy Furnished

___ records

___ HRMDO/201 file

___ File

___ COA file

___ Board Secretary



G.2 Copy of the Development Plan, long term and short term

USM INSTITUTIONAL DEVELOPMENT PLAN for 2017-2022

I. INTRODUCTION

- A. Rationale of the Five-Year Development Plan
- B. External Environment Situation
 - Higher Educational Landscape in the Philippines
 - Internationalization of Higher Education Institution
 - Economic Outlook
 - Assessment of Potential Threats and Opportunities
- C. Internal Environment Situation
 - Strengths of the Different Functions
 - Weaknesses of the Different Functions
 - Assessment of the Strengths and Weaknesses
- D. University Vision, Mission, Objectives and Core Values
- E. The Brief History of the University

II. THE UNIVERSITY DEVELOPMENT AGENDA

- A. "Malasakit" or Enhancing the Social Fabric
 - a. Ensuring people-centered, clean, efficient and effective governance.
- B. "Pagbabago" or Inequality-reducing Transformation
 - a. Ensure lifelong learning opportunities
 - b. Accelerate Infrastructure Development
- C. "Patuloy na Pag-unlad" or Increasing Growth Potential
 - a. Technology adoption, promotion and acceleration
 - b. Enhance knowledge creation, technology generation, acquisition and adoption

III. THE UNIVERSITY STRATEGIC GOALS, OBJECTIVES, AND STRATEGIES

- A. STRATEGIC GOALS
- B. OBJECTIVES
- C. STRATEGIES

IV. SCHEDULE OF IMPLEMENTATION

V. INSTITUTIONAL PLAN BUDGET

VI. PLAN MONITORING AND EVALUATION

VII. ORGANIZATION AND MANAGEMENT

INTRODUCTION

Rationale of the Five-Year Development Plan

The role of higher education institutions (HEIs) today have become more crucial as changes in educational landscape of the Philippines keep on evolving as influenced by the dynamics of internationalization of standards in the advent of globalization. There were critical issues that transpired because of the changes and developments in higher education around the world. Most of these significant changes include international student mobility, international research collaborations, relationship between higher education institutions and governments, and the growing international expansion of the universities.

In the sustainable development goals, higher education institutions (HEIs) are expected to help address goals number 1 (end poverty in all its forms everywhere), and 4 (ensure inclusive and equitable quality education and promote lifelong learning opportunities for all). This is the reason why President Rodrigo R. Duterte in 2017 had made a brave decision to make education in state universities and colleges tuition-free to further boost gross enrolment rate and no deserving students from the low-income family will be deprived of education. This has been incorporated in the Philippines' development goal which focused on the inequality-reducing transformation, particularly accelerating human capital development. Therefore, education is one way to reduce, if not totally eradicate poverty because this will help people find job equitable to their qualification. Education acts as an agent to economic development.

This five-year Philippine Development Plan for 2017-2022 is the roadmap towards the realization of the "Ambisyon Natin 2040" which is the long term vision for the Philippines to have "Matatag" (strongly rooted), "Maginhawa" (comfortable) and "Panatag na Buhay" (secure life). The areas being considered for strategic policies, programs, and projects to achieve this Ambisyon Natin 2040 are: (a) building a prosperous, predominantly middle-class society where no one is poor; (b) promoting a long and healthy life; (c) becoming smarter and more innovative; and (d) building a high-trust society. These Philippine Development goals which are in pursuit of the realization of "Ambisyon natin 2040" were anchored from the Sustainable Development Goals for 2030 of the United Nations.

In the medium-term plan of the Philippine government which was presented in the Philippine Development Plan 2017-2022, it considers the three pillars of development such as "malasakit" (enhancing the social fabric), "pagbabago" (inequality-reducing transformation), and "patuloy na pag-unlad" (increasing growth potential).

The objective of pillar 1 (Enhancing the Social Fabric or *Malasakit*), is to build greater trust to public institutions and across all society by making governance to be people-centered, clean and efficient, where justice and fairness prevail considering the diversity of culture. Pillar 2 speaks for "Inequality-reducing transformation or *Pagbabago*" which aims to create greater and easy access to economic opportunities in the domestic market and the rest of the world. In the third pillar which is "Increasing growth potential or *Patuloy na Pag-unlad*", adopting modern technology, and innovation will be further encouraged to accelerate economic growth of the country. The said pillars were supported by strategic policies and macroeconomic fundamentals, and built on solid bedrock of safety, peace and security, infrastructure, and healthy environment.

In crafting this institutional development plan of the university, internal and external environmental forces were considered to come up with realistic strategies and programs for the institution. The Strengths, Weaknesses, Opportunities and Threats were assessed as these could have potential impact to the success of the university. The strategic goals, objectives and activities were based on this assessment, because factors affecting the smooth functioning of the organization were assertively identified and monitored continuously as it is the basis for the strategic plans.

EXTERNAL ENVIRONMENT SITUATION

Higher Education Landscape in the Philippines

The number of Higher Education Institutions (HEIs) has grown rapidly over the past decades. According to the data presented by CHED during the Philippine Higher Education Conference, between 2007 and academic year 2016-2017 alone, the number of HEIs increased from 1,776 to 1,943. This makes the Philippines the country with the highest number of HEIs in Southeast Asia. In fact, the Philippines has more than four times as many HEIs than Vietnam (445 in 2015), a country with a similar-size population. Based on the CHED accomplishment 2010-2016, the HEIs are dominated by private HEIs (88%) in which 18% are sectarian and 50% of these are small institutions with less than 500 students. However, there were only 5.80% of SUCs or State Universities and Colleges in the Philippines. In particular, region XII have 101 HEIs which is also dominated by private institutions, only 5 state colleges and universities.

The Philippine Development Plan also noted that in spite of the increasing number of higher education institutions (HEIs) in the Philippines, Philippine performance in producing innovators is devastating. There were 81 researchers per million population as compared to 205 in Indonesia and 115 in Vietnam. For knowledge

producers, there were 28 out of 777 journals or 3.6 percent are listed under Thomson Reuters, Scopus, or both. This indicates that the Philippines is far behind compared to many of its ASEAN neighbors in terms of producing researchers, innovators and solutions providers needed to effectively function in a knowledge economy.

Thailand has the highest gross enrolment ratio in the ASEAN region while Philippines is ranked 6th as compared to others. Based on the higher education gross enrolment ratio by region, NCR has the highest gross enrolment ratio while ARMM is the lowest. Moreover, enrollment levels at public institutions remain substantial, considering the large number of private HEIs. Accordingly, about 45.8 percent of the country's 3.5 million tertiary students were enrolled in private institutions in the 2016-2017 academic year. Just over 39 percent of students studied at state universities and colleges, 6.2 percent at local universities and colleges, and a small minority of 0.17 percent at other government schools. Furthermore, data from CHED also shows that discipline with highest enrolment during the period 2016-2017 is business and related course (26%).

With this, President Rodrigo R. Duterte signed into law on August 3, 2017 Republic Act No. 10931 which provides universal access to quality tertiary education by providing free tuition and other school fees in state universities and colleges, local universities and colleges and state-run technical-vocational institutions. This law also aims to establish the tertiary education subsidy and student loan program, to strengthen the unified student financial assistance system for tertiary education. This is envisioned to further boost gross enrolment rate and no deserving students from the low-income family will be deprived of education. According to CHED, "SUCs remain the institution of choice of poor but deserving students because of lower tuition, proximity to their homes and the perceived high quality of programs." Therefore, the government has responded to the needs by upgrading the quality of education, and invested significantly in infrastructure and facilities of SUCs.

On the other hand, CHED also revealed that in 2016-2017, the percentage distribution of faculty qualifications in higher education institutions was dominated by Bachelors' degree holder (46.31%), then masters (40.37%) and the lowest is doctorate degree holder which is 13.32%. However, because of the K-12 reforms that inevitably led to decreased higher education enrollments, congress had allocated P10 billion to Commission on Higher Education (CHED) for scholarships and K-12 transition programs to provide support to faculty and staff in HEIs. This said program of CHED will help the Philippine colleges and universities upgrade the qualifications of both institutions and personnel; deepen the opportunities for research, extension and industry immersion; as well as funding for institutional development and innovation projects to increase competitiveness of these institutions in the ASEAN and global stage. The government had provided greater capital outlay for SUCs from PhP1.796 billion in 2010 to PhP8.898

billion in 2016. This enables the SUCs to acquire laboratory equipment and other required facilities, improve instruction, and boost the higher education institutions' competitiveness. In spite of the budget increase for SUCs, it is still not sufficient to support in upgrading programs to meet international quality standards. Therefore, SUCs are mandated to have their initiatives to improve the resource capacity and reduced reliance on government subsidy.

Internationalization of Higher Educational Institution

As what Asian countries are doing, the Philippines is responding to internationalization by aligning the education system with foreign HEIs and promotes transnational education partnerships. Commission on Higher Education (CHED) has established guidelines for transnational programs to assure the quality of the programs offered. These programs can only be offered in collaboration with a Philippine partner institution. The foreign provider and the Philippine partner institution should seek recognition and authorization from CHED. The graduate programs were initially granted for a one-year period, and two years in the case of undergraduate programs. Commission on Higher Education had entered into several agreements with other countries, largely in Europe, specifically in the United Kingdom. Philippines has been considered by U.K. as an ideal location for Transnational Education (TNE) hub because of the growing population of the tertiary students, the commitment of CHED to internationalization, and the use of English as a language of instruction in majority of higher education programs.

Moreover, UK also offers Filipino students access to UK education programs. According to UNESCO Institute of Statistics, the number of Filipino students enrolled in degree programs abroad alone almost tripled from 5,087 students in 1999 to 14,696 students in 2016. However, this is not as high as Vietnam's 63,703 outbound degree students in 2016. This further shows that the outbound mobility rate of students in the Philippines remains significantly low as compared to the outbound mobility rate of neighboring countries like Malaysia, Vietnam and Indonesia. This increasing trend of international students from the Philippines is a good indication that this will continue to expand in the future. Considering the population growth and increasing economic prosperity of the Philippines, the total number of tertiary students in the country is set to increase rapidly and the Philippines is expected to be among the world's top 20 countries in terms of tertiary enrollments by 2035. Since the Filipino students can communicate in English, this will give them the opportunity for international mobility.

The K-12 reforms also eliminate the barriers to academic mobility, and therefore likely to increase outbound mobility. Future mobility from and to the Philippines may

also be facilitated by further economic and political integration in the ASEAN community.

In terms of popular destination of Filipino students according to UNESCO Institute of Statistics (2015), Australia is the most popular destination hosting about 4,432 students. Next popular destination is US with over 3000 students, followed by New Zealand, UK and Saudi Arabia with 1,105; 698 and 693 Filipino students, respectively. Results show that majority of the Filipino students go to English-speaking countries, and the geographic proximity makes Australia and New Zealand as popular destinations. However, according to the Canadian government in reaction to the report of UNESCO Institute of Statistics (UIS), the number of Filipino international students in Canada has increased by 275 percent between 2006 and 2015, from 817 students to 3,065 students, making the Philippines the 20th largest source country of international students in Canada in 2015. The Canadian government seeks to further boost the inflow of Filipino students, and in 2017 launched a so-called "Study Direct Stream Program" in partnership with CHED. The program will streamline and shorten visa processing times, and ease the financial documentation requirements for Filipino students.

Regarding the inbound student mobility, foreign students are relatively small as compared to other countries. Recent data from CHED shows that there were 7,766 foreign students in the country in AY 2011-2012, followed by 6,432 students in 2014-2015, and 8,208 students in 2015-2016. However, there is no current data on countries of origin of these foreign students. Nevertheless, most of these come from other Asian countries as what the Philippine Bureau of Immigration data in 2004 and 2009 revealed that the top sending countries were South Korea and China having increasing growth rates of both. There were also significant numbers of Indian and Iranian students during that time period. In 2011-2012, there were around 21.5 percent of Korean students enrolled, followed by Iran and China. According to UNESCO, Philippines is the most popular destination of foreign students in Asia because of the use of English language as medium of instruction, wide variety of academic programs, relatively low cost of living and affordable education in the country. This makes the Philippines as the best option of Asian students for English Language Training (ELT) budget destination as compared to UK, Australia, Canada or US.

Economic Outlook

According to World Bank Report of 2017, the continued economic growth is expected to increase job opportunities, and sustain economic expansion which will contribute to increasing incomes across all income groups. The rapidly growing domestic economy increases employment and reduces poverty which makes this growth more inclusive. In 2016, 1.4 million jobs were created and unemployment rate

historically decreases to 4.7 percent. However, underemployment level remained unchanged to 18 percent over the last ten years which raises the issues of informality and job-quality concerns.

The poverty incidence in the Philippines has dropped from 27.0 percent in 2015 to 22.9 percent and 21.7 percent in 2018 and 2019, respectively, as economic growth remains robust. This implies that this continuing trend indicate that 1.8 million Filipinos were lifted out from poverty each year. The driving force of poverty reduction in the Philippines includes higher employment, low inflation and improved incomes. Unlike other East Asia neighbors with booming manufacturing industry that provide more labor-intensive jobs, Philippines have majority of its workers transfer from rural to urban areas or transition out of agriculture and end up in low-end service jobs in the city. Although employment opportunities have increased between 2006 and 2015, mean wages remain unchanged, with only 4 percent increase over the same period. In order to achieve the higher shared prosperity, the low quality job and slow growth of real wages should be addressed.

In 2017, Philippines was among the top growth performers in East Asia. According to World Bank, the Philippine economy grew from 6.9 percent in year 2016 to 6.7 percent in 2017. Furthermore, it is expected to grow by 6.8 percent in 2018 and 6.9 percent in 2019 based on Asian Development Bank (ADB) report. The country's inclusive economic growth was contributed by strong exports that increase significantly in 2017 while imports continued to grow as well. In 2017, investment growth slows down as well as the wage growth because the inflation rate is increasing which contributed to moderation in private consumption growth. The current growth potential of the economy will continue to grow through productive investment in physical and human capital.

On the contrary, domestic risks become prominent issues in the Philippines, particularly if the inflation will continue to intensify in 2018 because of domestic and external factors. Strengthening the public infrastructure program will contribute to the growth outlook of the country; however, private investment is expected to weaken. The implementation of government tax reform agenda should need careful fiscal management to secure economic sustainability. Faster policy standardization in advance economies could trigger financial instability and increase capital outflows from the Philippines. Changing protectionist attitude of numerous advanced economies will raise the policy uncertainty, which may disrupt trade and investments.

Based on the 2018 World's Competitiveness Yearbook rankings of the International Institute of Management Development, Philippines fell to the 50th spot out of 63 countries in terms of economic competitiveness as compared from the last year's 41st position. The Philippines slip to 13th position in 2018 from 11th in 2017 among 14 Asia-Pacific economies. The reasons for such significant drop include declining

tourism and employment, worsening of public finances and outpouring concerns on the education system. According the report of International Institute of Management Development, "investing in quality infrastructure and strengthening investment in human capital are the key challenges for the Philippines".

ASSESSMENT OF POTENTIAL THREATS AND OPPORTUNITIES

Opportunities

Based on the assessment of the external environment, the following opportunities are considered by the university in crafting the goals, objectives and strategies:

- Philippines has the highest number of HEIs in Southeast Asia which will increase the opportunity for inbound mobility. (Source: CHED Accomplishment Report 2010 – 2016)
- According to CHED, SUCs still remain as the institution of choice of poor but deserving students because of free tuition, proximity to their homes and the perceived high quality of programs. This will give opportunity to increase enrolment in public institutions, particularly USM.
- Congress has allocated P10 billion to Commission on Higher Education (CHED) for scholarships and K-12 transition programs to provide support to faculty and staff in HEIs in 2016. This will help Philippine colleges and universities upgrade the qualifications of both institutions and personnel; deepen the opportunities for research, extension and industry immersion; as well as funding for institutional development and innovation projects to increase competitiveness of these institutions in the ASEAN and global stage.
- The government has provided greater capital outlay for SUCs from PhP1.796 billion in 2010 to PhP8.898 billion in 2016. This enables the SUCs to acquire laboratory equipment and other required facilities, improve instruction, and boost the higher education institutions' competitiveness.
- President Duterte enforces free education at state universities and colleges to boost gross enrolment rate in the country. This will be very advantageous to the SUCs of the 100% assurance of collection for tuition fees since the government is the one paying for the tuition of the enrolled students.
- Philippines is the ideal location of foreign students in Asia because of the use of English language as medium of instruction, wide variety of academic programs, relatively low cost of living and affordable education in the country. This will also help increase inbound student mobility and make the Philippines as the best

option of Asian students for English Language Training (ELT) which help increase the gross enrolment rate of the country.

- CHED commits to internationalization through partnership with foreign institutions. This will also help increase outbound mobility of Filipino students to improve the competitiveness of graduates as well as the inbound mobility of foreign students.
- Filipino students can communicate in English which gives them the edge in the opportunity for international mobility.
- The K-12 reforms also eliminate the barriers to academic mobility.
- According to World Bank Report of 2017, there were 1.4 million jobs created and unemployment rate historically decreases to 4.7 percent. This will give opportunity to increase the gross enrolment because if many are employed, the capacity to send their children to higher education is much greater.
- World Bank Report of 2017 also reveals that the poverty incidence in the Philippines has dropped from 27.0 percent in 2015 to 22.9 percent and 21.7 percent in 2018 and 2019, respectively, as economic growth remains robust. This will increase the potential of sending their children to higher education.
- According to Asian Development Bank (ADB) report, the Philippine economy is expected to grow by 6.8 percent in 2018 and 6.9 percent in 2019 which is highly contributed by strong exports. This will give greater opportunities to increase gross enrolments in the Philippines.

Threats

Based on the assessment of the external environment, the following threats are considered by the university in crafting the goals, objectives and strategies:

- HEIs are dominated by private institutions which cater about 45.8 percent of the country's 3.5 million tertiary students who were enrolled in the academic year 2016-2017.
- Philippines is far behind compared to many of its ASEAN neighbors in terms of producing researchers, innovators and solutions providers needed to effectively function in knowledge economy.
- Thailand has the highest gross enrolment ratio in the ASEAN region.
- Underemployment level remained unchanged to 18 percent over the last ten years which raises the issues of informality and job-quality concerns.
- Mean wages remain unchanged.
- Inflation will continue to intensify in 2018 which will contribute to moderation in private consumption growth.

- Philippines fell to the 50th spot out of 63 countries in terms of economic competitiveness as compared from the last year's 41st position because of declining tourism and employment, worsening of public finances and outpouring concerns on the education system.

INTERNAL ENVIRONMENT SITUATION

Strengths (Function: Instruction)

- Enrolment increased by 5 to 6% from SY 2014- 2015 to 2015- 2016.
- Graduates were annually increasing with the average 10.23% from 2012 to 2015.
- The university produced topnotchers in Board examinations.
- Increase of faculty attendance to trainings and seminars for continual improvement.
- Strengthened linkages with international institutions.
- The university has Center of Excellence and Development.
- There were accredited program from Level I to III.
- Highly qualified and experienced permanent teaching faculty members
- Most of the faculty are in progress of upgrading their qualification
- Variety of extra-curricular activities for the students
- In-house scholars reached to 3,253 as of First semester of 2015 (1,407 in-house scholars and 1846 sponsored by other agencies)

Weaknesses (Function: Instruction)

- Reduction of graduates due to the implementation of K to 12 program. ie. ULS graduates were not accounted to the total number of graduates.
- No program was accredited Level IV.
- Performance in the licensure exams was decreasing. USM average passing rate was above the National passing rate on 2012 to 2013 with percentage increase of 9.85% and 6.19%, respectively. However, USM obtained a lower average passing rate than the National passing from 2014 to 2016.
- Faculty members holding Doctorate Degree on FY 2016 were only 29%.
- There were only 31 students engage in international mobility.
- The University has only one (1) Center of Excellence and 2 Centers of Development.
- The number of Contract of Service status instructors is larger than the number of faculty members holding plantilla positions.
- No institutional faculty development program developed.
- No vivid strategies set for low performance in the licensure exams

Strengths (Function: Research and Development)

- Capable faculty and fulltime researchers.
- Approved and conducted researches were increasing in number from 2012 to 2015.
- External funds were increasing annually.
- There were faculty researchers who received awards in National level.
- Faculty researchers continuously grow in number.
- Presence of research centers, consortium and CHED zonal research center.
- The university had allotted budget for research.

Weaknesses (Function: Research and Development)

- Poor database management of the research unit. There were lacking and inconsistent data.
- Completed researches were declining in number from 2012 to 2015.
- Publication in ISI Elsevier and Thompson Reuters were increasing from 2013 to 2015. However, these numbers were extremely low compared to the total number of faculty researchers.
- No patented invention was registered.
- Few number of research papers were presented in national (15) and international (25) fora from 2013 to 2015.
- Few research papers were cited by other researchers.
- No zoning for research projects were conducted.
- No proper turn-over of equipment and facilities from the terminated projects.
- Fulltime researchers capability was not maximized by the research unit since some researchers perform function not aligned to their job description.
- Intellectual property rights were not clearly recorded.
- No researches conducted related to employability of graduates

Strengths (Function: Extension)

- The number of trainees/beneficiaries were increasing annually by 1.32%
- Forging partnership with other institutions was maintained. There were 15 partnerships established in international setting.

Weaknesses (Function: Extension)

- The financial performance of the adopters was not periodically measured.
- No concrete data for viable demonstration projects.
- No clear technology transfer established and recorded.

Strengths (Function: Resource Generation)

- The unit served in the augmentation of the funds for the operations of the university.
- There were earning and viable projects

Weaknesses (Function: Resource Generation)

- No clear recording of financial performance of income generating projects.
- Identification of IGPs was not clearly categorized and rationalized.
- The personnel lack training on production and marketing and other relevant fields.

Strengths (Function: General Administration and Support Services)

- Vast land area holdings crafted in the university's land use plan
- Well-equipped library or learning resource center
- Presence of student facilities such as covered walk, study areas, and canteen facilities inside the campus
- Clean and green eco-friendly environment
- Presence of open-air gymnasium
- Wide and spacious ground for sports activities
- Presence of dormitories separately built for boys and girls.
- Presence of hospital facility, ATM dispensing unit located in the Administration building, students' kiosk for checking their grades and internet laboratory
- Fully implemented unified reporting system in line with Government Integrated Financial and Management Information System (GIFMIS)
- A number of infrastructure projects were constructed and/or rehabilitated
- Institutionalization of Incentive and Reward System

Weaknesses (Function: General Administration and Support Services)

- Some infrastructure projects were implemented beyond the date of implementation
- Data management in Human Resources Information System was not fully functional.
- The personnel holding non-teaching positions lack relevant trainings
- The personnel of Resource Generation and Entrepreneurial Services (RGES) lack training on production and marketing and other relevant fields

Opportunities	<p>SO</p> <ol style="list-style-type: none"> 1. Increase further in enrolment and exchange students 2. Forge linkages with industries for effective training of students, faculty and staff. 3. Increase employment opportunities for graduates 4. Improve infrastructural facilities for instructional delivery to cope with the increase in the strengths. 5. Innovate and integrate ICT on the current pedagogic practices 	<p>WO</p> <ol style="list-style-type: none"> 1. Obtain accreditation for all undergraduate courses 2. Send faculty for both degree and non-degree trainings 3. Submit consistently faculty research outputs for publication 4. Procure software for data banking 5. Upgrade qualification of faculty researchers and improve trainings of personnel 6. Create institutional faculty development program
Threats	<p>ST</p> <ol style="list-style-type: none"> 1. Intensify trainings of researchers to produce quality research outputs 2. Introduce innovative teaching methods to increase the academic success rate of enrolled students 3. Promote programs through the creation of an attractive and promising advertising campaign to attract more deserving students 	<p>WT</p> <ol style="list-style-type: none"> 1. Involve vigorously the institution in research activities 2. Conduct stringent review and coaching activities for graduates who will be taking licensure examinations 3. Enhance work culture through trainings 4. Establish student exchange programs

University Vision

“Quality and relevant education for its clientele to be globally competitive, culture sensitive, and morally responsive human resources for sustainable development.”

University Mission

“Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension, and resource generation in Southern Philippines.”

The Brief History of the University

The University of Southern Mindanao, formerly Mindanao Institute of Technology (MIT), was founded by Bai Hadja Fatima Matabay Plang who is a Muslim Educator. Mindanao Institute of Technology (MIT) was created by virtue of Republic Act No. 763 on June 20, 1952 and of Republic Act No. 998 on June 10, 1954 which was the enabling Act for the establishment of the institute. The institute was formally opened on October 1, 1954. By virtue of Presidential Decree No. 1312 issued by President Ferdinand E. Marcos on March 13, 1978, the MIT was converted into University of Southern Mindanao, a state university. The 1,024 hectare main campus is located in Kabacan, North Cotabato. The university have four-fold functions such as Instruction, Research, Extension, and Resource Generation.

THE UNIVERSITY DEVELOPMENT AGENDA

The Philippines' goal by 2040 focus on having "matatag, maginhawa, at panatag na buhay". The university development goals are anchored to the Philippine Ambisyon Natin 2040. These are categorized based on "Malasakit" or enhancing the social fabric, "Pagbabago" or inequality-reducing transformation, and "patuloy na pag-unlad" or increasing growth potential. For the "Malasakit", the university considered the aspects of ensuring people-centered, clean, efficient and effective governance. In terms of "Pagbabago", the university should also ensure the lifelong learning opportunities and accelerate the infrastructure development. Lastly, the university would also address the aspect of "Patuloy na Pag-unlad" through technology adoption, promotion, acceleration, and innovation.

Toward people-centered, clean, efficient and effective governance, the university should:

- (1) Eradicate corruption;
- (2) Achieve seamless service delivery;
- (3) Enhance the administrative governance;
- (4) Ensure that the programs and projects are responsive to the needs of the people and make them actively involved in the governance;
- (5) Improve public's trust toward civil servants.

In ensuring lifelong learning opportunities for all, the university should do the following:

- (1) Expand access to higher education;
- (2) Integrate 21st century competencies;

- (3) Strengthen quality assurance mechanism to ensure the full implementation of the Outcomes and Typology-based Quality Assurance Systems.
- (4) Improve research, innovation, and extension services.
- (5) Expand the collaboration between government, academe, and industry.
- (6) Promote excellence to optimize the delivery of quality instruction as well as the quality and quantity of research and innovations pursued.

In harnessing the vast potential for sustainable growth, the following should be materialized:

- (1) Enable the university to be productive and engaged in economic activities.
 - i. Promote commercialization and utilization of technologies from publicly-funded R & D.
 - ii. Develop a vibrant Intellectual Property Rights (IPR) culture.
 - iii. Encourage more innovative financing mechanisms.
- (2) Promote science, technology use, and innovation to drive long-term growth of the economy.
 - i. Build efficient system for knowledge creation and technology generation.
 - ii. Increase funding for human resource development.
 - iii. Strengthen STI infrastructure.
 - iv. Establish and promote innovation hubs and other similar mechanisms.

To support the pillars of “Malasakit, Pagbabago and Patuloy na Pag-unlad” in the university, the following are the solid foundations:

1. Ensure security, public order, and safety.
 - *To significantly reduce all forms of criminality and illegal drugs.*
 - *To ensure public safety.*
2. Ensure ecological integrity, clean and healthy environment.
 - *To improve environmental quality.*
 - *To increase adaptive capacity and resilience of ecosystems.*
3. Accelerating infrastructure development in the university, the following should be realized:
 - *Develop useful and innovative ICT infrastructure;*
 - *Implement strategic infrastructure programs and projects;*
 - *Ensure asset preservation.*

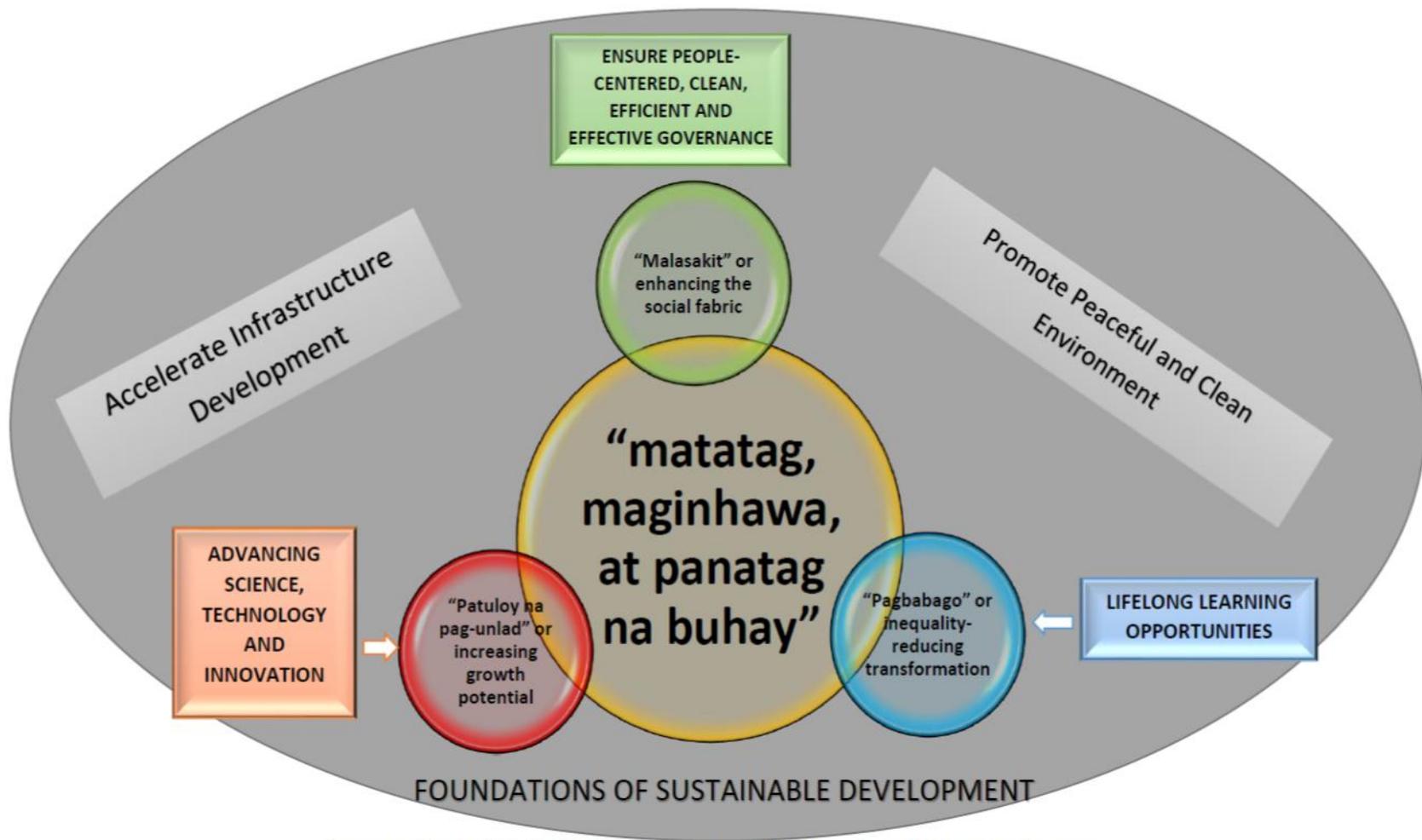


Figure 1: The University Development Agenda towards Ambisyon Natin 2040

**UNIVERSITY STRATEGIC GOALS, OBJECTIVES,
AND STRATEGIES**

Strategic Goals

1. Deliver inclusive quality higher education to students in the society.

Objectives:

- 1.1. To develop new and appropriate curricular programs relevant to the current needs of the society and industry.
- 1.2. To continuously improve the curriculum of every degree program.
- 1.3. To equip the students with 21st century competencies.
- 1.4. To integrate ICT in the teaching and learning process.
- 1.5. To provide access to scholarly and scientific knowledge through subscription of online journals.
- 1.6. To ensure the adherence of programs to the standards of the Accrediting Agency for Chartered Colleges and Universities in the Philippines (AACCU) and other accrediting bodies to continuously cope with international standards.
- 1.7. To improve and sustain the performance of the university in various board/licensure examinations.
- 1.8. To upgrade the facilities and existing laboratories in the university.
- 1.9. To continuously develop the competencies of faculty members to enhance the effectiveness in delivering and creating knowledge to their students.
- 1.10. To integrate gender and development concepts in the curriculum and initiate programs for empowerment of women, indigenous peoples and differently-abled persons.

Strategies:

- 1.1. Conduct feasibility study and research about new programs which are needed by the job market and industry.
- 1.2. Conduct periodic curriculum review to ensure that programs and courses are updated for significance to the needs of the students and relevance to the needs of society and industry.
- 1.3. Provide faculty with a need-based and continuous faculty development program and in-service trainings to be updated with content and pedagogical skills for effective learning delivery among students.
- 1.4. Provide ICT support for instruction and train faculty members on the use of ICT in learning for students to develop and be equipped with ICT skills.
- 1.5. Ensure the provision of technology, infrastructure and budgetary support for online journal subscription.
- 1.6. Continuously submit for program accreditation for quality assurance to produce additional Center of Development (COD) and Center of Excellence (COE) programs.

- 1.7. Ensure students quality through stringent admission policy and integrate competency enhancement programs into the curriculum and organize quality review for graduates before taking respective licensure examinations.
- 1.8. Ensure continuous provision of funding for repairs and upgrading of facilities and laboratory equipment for instruction and research purposes.
- 1.9. Institutionalize a strong and proactive faculty development program.
- 1.10 Plan and review curricula to include gender and development concepts and conduct programs, projects and activities relating to gender and development.

2. Improve research quality for competitiveness.

Objectives:

- 2.1. To develop the optimum potentials of full time researchers and faculty members.
- 2.2. To motivate the faculty researchers in developing rigorous and highly relevant research for publication.
- 2.3. To forge partnership with external research communities to help strengthen the financial capability of creating relevant research.
- 2.4. To enhance research capabilities through the provision of access to online scientific journals.
- 2.5. To protect researchers from using copyrighted works through the use of anti-plagiarism software.
- 2.6. To secure protection of the researchers' intellectual property.
- 2.7. To utilize information technology or written devices to store the research outputs for easy access.

Strategies:

- 2.1. Regular conduct of research capability-building among full time researchers and faculty members.
- 2.2. Provide appropriate support and incentive for full-time researchers and faculty members in the conduct of researches and in the publication process.
- 2.3. Develop linkages and agreements with external funding agencies and submit research proposals for funding.
- 2.4. Allocate funding for subscription to online scientific journal publications.
- 2.5. Acquire and maintain anti-plagiarism software.
- 2.6. Help researchers and inventors in subjecting their research outputs and works of art for copyright and/or patent.
- 2.7. To institutionalize data management for research.

3. Promote the utilization of new knowledge and technologies for sustainable development.

Objectives

- 3.1. To identify new knowledge relevant and valuable to current and future needs of the society.

- 3.2. To create a public forum to share and disseminate the generated knowledge and technologies.
- 3.3. To establish linkages with government and non-government organizations to forge partnership for effective and efficient knowledge and technology transfer.
- 3.4. To expand partnership with private entities, entrepreneurs, practitioners, and growers for funding arrangements and collaborative undertakings.
- 3.5. To monitor and evaluate the level of technology adoption.

Strategies:

- 3.1. Continuous conduct of research for knowledge and technology generation.
- 3.2. Organize community forum through linkages with local government units for the conduct of training to disseminate knowledge and technologies derived from research.
- 3.3. Develop sustainable partnership with local government units and community organizations for sharing of knowledge and technologies beneficial to the people especially the less-privileged sectors.
- 3.4. Identify possible private companies, entrepreneurs and stakeholders and build partnership in the conduct of extension activities.
- 3.5. Conduct monitoring and evaluation of client satisfaction and impact assessment of technology adopted by beneficiaries.

4. Guarantee profitable and sustainable resource generation activities to strengthen the fiscal health of the university.

Objectives:

- 4.1. To determine the market viability of the project before commercialization.
- 4.2. To provide a venue for training students in production, marketing, accounting, and management.
- 4.3. To provide employment opportunities for the community as well as to the graduates of the university.
- 4.4. To create partnership with government and non-government organizations to promote the banner products and services of the university.
- 4.5. To monitor and evaluate the performance of each project undertaken by the university.

Strategies:

- 4.1. Conduct feasibility study prior to the implementation of resource-generation projects and activities.
- 4.2. Strengthen and expand the resource-generation and business-development units of the university to serve as internship/OJT site for students with specialization in production, marketing, accounting, and management.
- 4.3. Strengthen and expand the resource-generation projects to accommodate workers/employees within the service area of the university.

- 4.4. Produce banner products (educational, agricultural, food, etc.) and build partnership with government and non-government organizations for mass production and commercialization.
- 4.5. Conduct a periodic monitoring, evaluation and analysis of the financial viability of each resource-generation project.

5. Ensure people-centered, clean, efficient and effective governance.

Objectives:

- 5.1. To promote the various anti-corruption programs in the university.
- 5.2. To constantly improve the process to achieve fast, easy and efficient delivery of services for overall productivity.
- 5.3. To establish mechanisms for the stakeholders to submit complaints and/or grievances for dissatisfaction of services.
- 5.4. To provide public access to information.
- 5.5. To improve human resource management (HRM) systems and processes.
- 5.6. To continuously develop the human capital to increase productivity.

Strategies:

- 5.1. Ensure that all transactions are in accordance with budgeting, accounting, disbursing and auditing rules.
- 5.2. Guarantee the enforcement of laws to ensure fast, easy, efficient and effective delivery of services of the different units in the university.
- 5.3. Provide different avenues (media, forum, consultations, grievance committee and the like) for students, faculty, staff and stakeholders to express their complaints and/or grievances.
- 5.4. Strengthen the adherence to Executive No. 2, s. of 2016 or the Freedom of Information and other pertinent laws for the people to have access to public documents.
- 5.5. Establish a data base system and procedures for human resource management system and processes.
- 5.6. Institutionalize a dynamic and strong Human Resource Development program to ensure that human resources have the necessary competencies for their jobs and all employees have fair access to the program.

6. Accelerate infrastructure development in the university.

Objectives:

- 6.1. To continuously build infrastructure facilities necessary for instruction, research, extension, resource-generation and general administration and support services.
- 6.2. To expand the deployment of ICT infrastructure and address the growing demand in digital connectivity in the university.
- 6.3. To continue to enhance the university's e-management system as a vital tool for good governance.

6.4. To incorporate disaster risk reduction and climate change adaptation strategies to ensure strong infrastructure facilities.

6.5. To ensure the security of infrastructure facilities through proactive and coordinated efforts with other government agencies.

Strategies:

6.1. Continuously propose infrastructure projects for funding from the national government, and external funding agencies; build infrastructures from local fund when available and necessary.

6.2. Build ICT infrastructures in support to the four-fold functions of the university.

6.3. Digitalize the data management and operations of the university.

6.4. Consistently consider the disaster risk reduction and climate change adaptation strategies in the design and structure of the different infrastructure projects.

6.5. Maintain a strong security force and develop partnership with the local authorities to ensure the security of the infrastructure facilities and assets of the university.

7. Promote peaceful and clean environment for sustainable development.

Objectives:

7.1. Integrate peace education in the curriculum to promote peace and conflict sensitivity.

7.2. Build partnership with the law enforcers to prevent crimes and lawlessness within the university area of responsibility.

7.3. Promote preventive awareness programs about illegal drugs.

7.4. Strengthen research and development on forest, watershed, and biodiversity.

7.5. Contribute to the development of the green economy by promoting eco-friendly technologies and practices.

7.6. Promote and develop Agri-tourism using community-based approaches.

7.7. Promote the practices of 3Rs and proper waste management in the university.

Strategies:

7.1. Plan and review the curriculum to include peace education concepts.

7.2. Maintain a strong security force and establish partnership with local authorities to maintain peace and order in the university.

7.3. Conduct seminars, fora, and symposia about illegal drugs.

7.4. Submit proposals for funding and conduct environment-related researches.

7.5. Institutionalize policy on environment-friendly practices in the university.

7.6. Develop mechanisms and programs to make the university an Agri-tourism site in North Cotabato and in Region XII.

7.7. Institutionalize policy to ensure adherence to the provisions of Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000) and other environment-related laws.

Institutional Learning Outcomes

Graduates of USM will be able to:

1. Communicate effectively when expressing oral, non-verbal, and/or written language.
2. Demonstrate mastery of applying critical and creative thinking skills to investigate problems and develop practical solutions.
3. Recognize and respect the cultural differences, and able to work effectively amidst cultural diversity.
4. Exhibit ethical values and behavior that show integrity and honesty in their respective professions.
5. Utilize scientific knowledge and methodologies in addressing the real-world issues.
6. Demonstrate proficiency in using emerging information technology to support continuous improvement and achieve productivity.
7. Work collaboratively and interact effectively with other people.
8. Demonstrate expertise in their own field of discipline.

SCHEDULE OF IMPLEMENTATION

The quality plan shall be implemented in accordance with the criteria set or targets. The schedule of implementation shall depend on budget appropriations. Programs, projects and activities (PPAs) which will not require large appropriations shall be accomplished simultaneously with other PPAs. The Unit Heads/Directors/Deans shall be responsible for the implementation of their units' PPAs and shall be coordinated and acted upon by the appropriate responsibility centers. *e.g.* All purchases of materials for the implementation of PPAs, be it for monthly operations or capital outlay shall be coordinated with the Bids and Awards Committee and Office of the President for review and approval. Once approved, the program of work and implementation of unit's PPAs shall be coordinated closely with Physical Plant and Development Office and Financial Management Services.

The initial activities will be followed by those which require more but not inordinately large amounts. For Capital-Intensive Activities, the university shall appropriate budget or forge partnerships with other funding agencies and follow program of work for implementation.

The implementation of the four-fold functions of the University such as Instruction, Research, Extension and Resource Generation shall be done simultaneously in accordance with the budget appropriated per office and in the timeline set during the plan design.

INSTITUTIONAL PLAN BUDGET

The five-year budget for the implementation of the USM Institutional Development Plan is premised on the following : 1) the current financial resources of the institution's needs to be increased significantly to pursue the school's directions, and 2) aggressive resource mobilization to schemes will substantially contribute to the generation of funds necessary to achieve the university's medium and long-term goals

The institutions total budget was based on the three major sources of funds, namely: 1) allotments from the General, Appropriations Act (GAA) of the General Fund, 2) allotments from income generated by various income generating projects and/or of the academe Income Trust Fund, and 3) Donations and Grants.

As a government institution, the University shall get the bulk of its funds from the GAA which sustains the general fund. General Fund allotments consist of the academe's regular budget, supplementary releases, and congressional initiatives. General Fund allotments are allocated for recurrent and non-recurrent cost.

The Income Trust Fund is appropriated out of projected current income and accumulated savings from prior years. Current income includes income from operations (e.g. tuition and miscellaneous student fees, legal research fees), auxiliary services (student dormitories, faculty and staff housing), interest earnings on deposits, and miscellaneous income (e.g. rent income). Income Trust Fund allotments may be allocated to recurrent spending and capital outlays.

Trust Funds consist of external and internal trust accounts. External trust funds consist of research grants from industry and private endowments for student scholarships, faculty development, and professorial chairs, and donations in cash or in kind. Internal trust funds (also known as "income-fed" trust funds) consist of miscellaneous student fees earmarked for libraries, laboratories, student services and co-curricular activities. The use of trust funds is bound by provisions of the contract, deed of donation, or earmarking.

Moreover, aggressive resource generation activities through the implementation of diverse income generating projects shall be initiated by the University Resource Generation and Entrepreneurial Services.

PLAN MONITORING AND EVALUATION

To ensure the achievement of the aforementioned initiatives, a monitoring and evaluation (M & E) mechanism should be established to provide USM decision makers with the necessary information for the effective and efficient management of the envisioned initiatives. Specifically, the implementation of strategies has to be monitored and evaluated regularly and periodically for many essential reasons among other are as follows: to improve its chances of success; to incorporate the lessons of experience; to identify possible changes, such as

modifications in guidelines and procedures; and to suggest changes in policies, because of evidence – in practice – of alternative approaches.

The quality plan of the Unit/College shall be monitored and evaluated by the Unit Heads/Directors/Deans and the Planning and Development Office preferably on a quarterly basis and as applicable. This is to ensure that plans are achieved accurately and timely. Mitigation measures shall be set and enforced once the ongoing implementation deviates from the original plan or if not achieved on time.

The Planning and Development Office (PDO) shall be the primary unit charged with monitoring compliance of the plan. It will be obtaining its data from all responsibility centers of the university which will be submitting such data on a quarterly basis and as applicable. For instance, the colleges shall submit data on enrolment, board examination performance, program accreditation status, revenues if any, human resource development activities, number of graduates, linkages, employment if such data is available, research and extension activities and number of beneficiaries thereof, and others. Such data-gathering activity will be facilitated by linking the units through an Internet. The responsibility centers may submit the data directly to the PDO or send those through the internet. Data gathered shall be presented in appropriate forms for easy access and utilization by all authorized entities. Annually, the responsibility centers shall submit their targets to the PDO. Such targets shall be set jointly with the Vice-President concerned and presented to the Administrative Council and if necessary to the Board of Regents for approval.

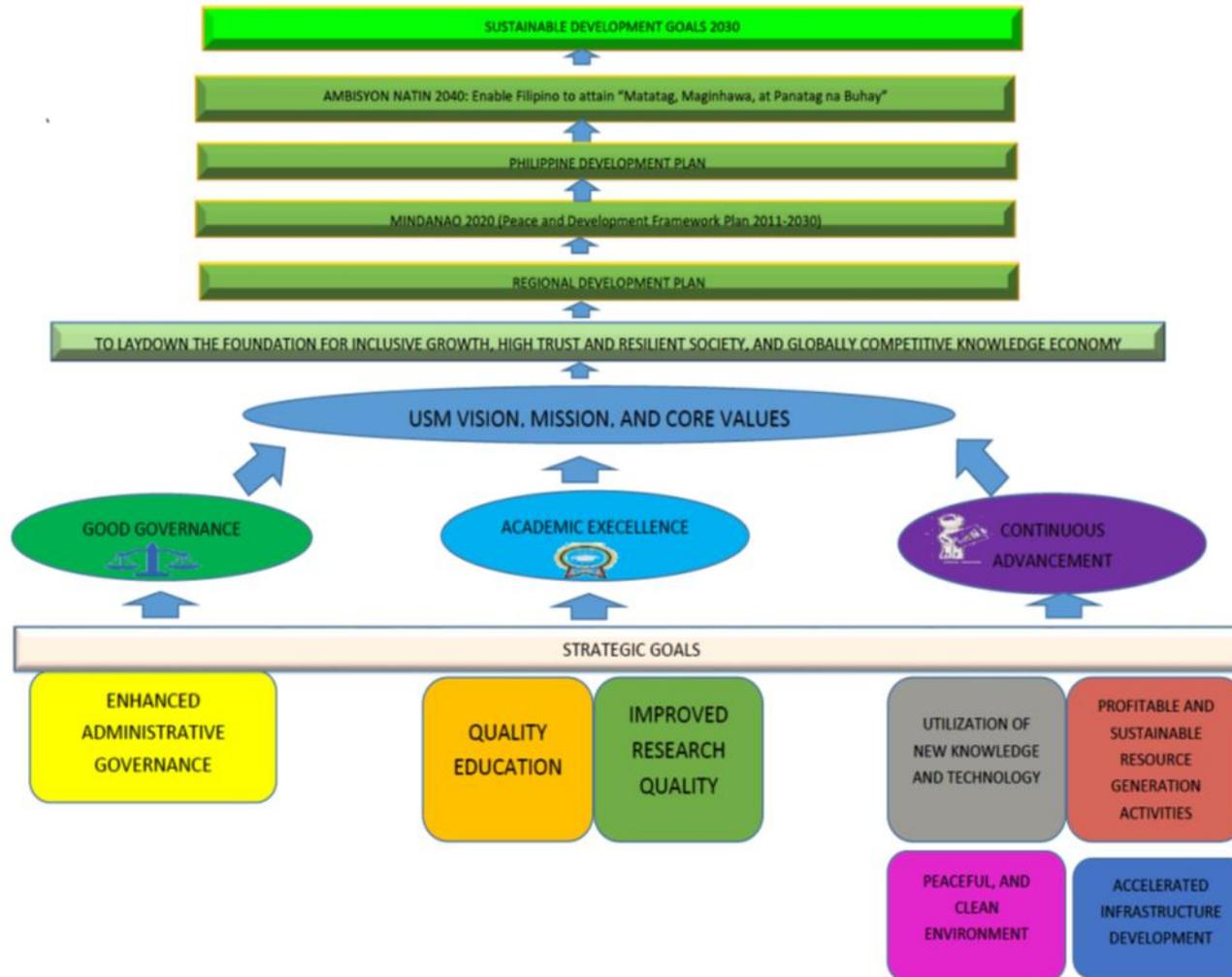
The evaluation process shall be undertaken by all responsibility centers. Units with university-wide coverage shall also conduct evaluation, such as: the Offices of the Vice-Presidents, the Human Resource Management and Development, the Financial Management Services, and others as may be necessary. The evaluation process shall be made with reference to the targets of the centers and shall be tied up to the promotion system and performance-based benefits that may be given to employees.

ORGANIZATION AND MANAGEMENT

The University will initiate its efforts from the 2005 approved organizational structure. The streamlined structure, as its starting point in serving the region as a center of excellence in agriculture and center of development for veterinary medicine and biology, is geared at strengthening the operation of the institution's four-fold functions: instruction, research, extension, production including general administration and support services across its covered campuses.

Figure 1 shows the enhanced structural configuration of the organization, emphasizing the empowerment of various colleges as the institutional backbone of the University of higher learning to implement its program priorities.

USM STRATEGIC FRAMEWORK



G.3 Evidence of participatory financial management

REGIONAL DEVELOPMENT INVESTMENT PROGRAM (RDIP), 2023-2028

SOCSEKASARGEN Region (XII)

RDIP Form

RDP Chapter: REGION XII

Agency: UNIVERSITY OF SOUTHERN MINDANAO

PROGRAMS/PROJECTS/ACTIVITIES	BRIEF PROGRAM/PROJECT DESCRIPTION	SPATIAL COVERAGE		Results Metrics/ Indicators Addressed	INVESTMENT TARGETS/COSTS										SOURCE OF FUNDS ¹⁴	STATUS ¹⁵	REMARKS ¹⁶			
		REGIONWIDE / PROVINCE/CITY / MUNICIPALITY	CONGRESSIONAL DISTRICT		2023		2024		2025		2026		2027					2028		TOTAL
					Targets	Cost (P'000)	Targets	Cost (P'000)	Targets	Cost (P'000)	Targets	Cost (P'000)	Targets	Cost (P'000)				Targets	Cost (P'000)	
a) D) a) Outcome¹⁷																				
Program¹⁸: Free Higher Education																				
1. Pr 1. Free Higher Education						179,451	197,402	217,142	238,856	264,742	289,016			1,384,612.51	Fund 101/GAA					
Program¹⁸: Resilient Infrastructure for the Delivery of Quality Higher Education																				
1. Construction of University Academic Building (Phase I)	The building will serve as a service building of the university. This will answer the upgrading of classrooms of the university.	Kabacan, Cotabato	3rd District	12 Classrooms		25,000								25,000.00	Fund 101/GAA					
2. Construction of University Academic Building (Phase II)	The building will serve as a service building of the university. This will answer the upgrading of classrooms of the university.	Kabacan, Cotabato	3rd District	20 Classrooms			40,000							40,000.00	Fund 101/GAA					
3. Completion of Laboratory Classrooms for the College of Engineering and Information Technology	The College of Engineering and Information Technology has an increasing number of students. Classrooms and laboratories are needed for the increasing number of students. There is a need to upgrade and complete its laboratory facilities to cope with the trends.	Kabacan, Cotabato	3rd District	16 Laboratory Classroom		30,000								30,000.00	Fund 101/GAA					
4. Construction of IMEAS Academic Building	The building will serve as an academic building of the university situated in IMEAS. This will answer the upgrading of classrooms of the university.	Kabacan, Cotabato	3rd District	16 Classroom			30,000							30,000.00	Fund 101/GAA					
5. Repair and Upgrading of National Service Training Program	The building needs repair and upgrading to serve the refreshment of the University.	Kabacan, Cotabato	3rd District	1 building			2,500							2,500.00	Fund 101/GAA					
6. Completion of University of Southern Mindanao - Kidapawan City Administration and Library	The current space for the library or USM KCC is inadequate. There is a need to upgrade and complete the Administration building and the library building.	Kidapawan City	2nd District	1 Admin Building			75,000							75,000.00	Fund 101/GAA					
7. Completion of University of Southern Mindanao - Kidapawan City Campus: Education, Arts and Sciences Building	Provide solution to lack of classroom and laboratory facilities in USM KCC campus by completing the EAS building.	Kidapawan City	2nd District	16 Laboratory Classrooms			30,000							30,000.00	Fund 101/GAA					
8. Upgrading of Facilities and Equipments for the Offering of Laws	Upgrading of facilities and equipments to prepare the College of Arts and Social Sciences for the offering of Laws in the University.	Kabacan, Cotabato	3rd District				5,000							5,000.00	Fund 101/GAA					
9. Completion of a General Academic Building for USM Libungan	An 8-unit classroom and laboratory for USM Libungan to cater the number of students. By 2022, USM Libungan would have a full offering of a program from first to fourth year.	Libungan, Cotabato	1st District	10 Laboratory Classrooms		20,000	20,000.00							40,000.00	Fund 101/GAA					
10. Construction of a General Academic Building for USM Aleosan	An 8-unit classroom and laboratory for USM Aleosan to cater the number of students. By 2022, USM Aleosan would have a full offering of a program from first to fourth year.	Aleosan, Cotabato	1st District	10 Laboratory Classrooms			20,000							20,000.00	Fund 101/GAA					
11. Establishment of a General Academic Building for USM Mlang	An 8-unit classroom and laboratory for USM Mlang to cater the number of students.	Mlang, Cotabato	3rd District	10 Laboratory Classrooms			20,000							20,000.00	Fund 101/GAA					
12. Establishment of Teen Center	Serve as student center for them to unwind and cope with stresses of academic activities.	Kabacan, Cotabato	3rd District	1 building			30,000							30,000.00	Fund 101/GAA					
13. Completion of the Construction of Technical-Vocational Building	3-story building for the College of Trades and Industries with four rooms and is allocated to Computer Operation Laboratory, Computer Aided Design (CAD), and Industrial-technology courses laboratory rooms.	Kabacan, Cotabato	3rd District	2 Laboratory Classrooms		4,800								4,800.00	Fund 101/GAA					
14. Completion of CTF Building	1 Classroom and Offices Repaired	Kabacan, Cotabato	3rd District	2 classrooms for repair			475							475.00	Fund 101/GAA					
15. Upgrading of USM KCC College of Technology Building	The 3-story CoT building will provide an additional eighteen (18) laboratory and classrooms for mainly technology students, both baccalaureate and diploma. It will also provide offices for faculty members of the college.	Kidapawan City	2nd District	26 Laboratory Classrooms			50,000							50,000.00	Fund 101/GAA					
16. Construction of USM KCC NSTP Building	The NSTP Building will provide the venue for the enrolled 2,754 ROTC students. This will be a lecture room, conference room and be the headquarters of the ROTC Unit of the campus.	Kidapawan City	2nd District	1 NSTP building			15,000							15,000.00	Fund 101/GAA					

G.4 Description of Inter-office sharing resources (facilities and equipment)

 UNIVERSITY OF SOUTHERN MINDANAO OPERATIONAL PLANNING AND CONTROL PROCEDURE					
Document No.		USM-PDO-001-Rev.2.2020.06.01		Rev. No.	2
Page 1 of 3					
EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
June 01, 2020	2	Partial	Change Code. Update Forms.	ALL	RENEL M. ALUCILJA / CATHERINE A. MAMONDAS
February 15, 2018	1	New	Revised in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOS0 / CATHERINE A. MAMONDAS
July 04, 2016	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOS0 / CATHERINE A. MAMONDAS

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY		
 RENEL M. ALUCILJA, RPAE  CATHERINE A. MAMONDAS Name and Signature	 ANITA C. SORNITO, EdD Name and Signature	 JENNIFER E. SINCO Name and Signature	DOCUMENT CONTROL INDICATOR		
				2020. 06-01	COPY

**ELECTRONICALLY
RELEASED**

2020. 11. 24



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-PDO-001-Rev.2.2020.06.01
Operational Planning and Control Procedure		Rev. No.	2
			Page 2 of 3

1.0 PURPOSE

The Operational Planning and Control Procedure aims to establish and maintain a documented procedure for Quality Management System of University of Southern Mindanao. The Operational Planning and Control Procedure also aims to define the controls needed to ensure that quality plan must be consistent with the quality policy, documented, measurable, based on applicable requirements, implemented in accordance with the criteria, monitored, evaluated, communicated to stakeholders and updated as appropriate.

2.0 SCOPE

This procedure applies to all functional units under the four-fold functions of Instruction, Research, Extension and Resource Generation of the University of Southern Mindanao.

3.0 DEFINITION OF TERMS

- 3.1 Operational Plan - is an annual plan of the four functions of the university which lays down the plan targets for different Key Result Areas (KRAs) under Instruction, Research and Extension Services, Resource Generation, and General Administration and Support Services.
- 3.2 Control is an act regulating the use of generated records; where retrieval and access shall be defined.

4.0 REFERENCES

- 4.1 Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 4.2 Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18)
- 4.3 Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18)

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Unit Heads shall take the responsibility in their respective units/colleges and ensure that their quality plan is measured, monitored, evaluated and documented.
- 5.2 The Vice President for each function shall be responsible in consolidating the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.
- 5.3 The Planning and Development Office shall take the overall responsibility in the consolidation and packaging of the Operational Plan or the institutional development plan, implementation and control of the processes needed to meet the requirements outlined in the established criteria or program/projects/activities (PPA).

6.0 PROCEDURE DETAILS

- 6.1. Data Gathering and Analysis
 - 6.1.1 The Unit Head/Director/Dean shall be responsible for their respective unit's quality plan design, its PPAs and corresponding targets. These data/ information shall be gathered and analyzed by the Planning and Development Office.
- 6.2. Plan Coordination, Preparation and Consolidation
 - 6.2.1. The preparation of plans shall be coordinated with the concerned Unit Head/Director/Dean for consolidation and preparation of the institution's operational plan.
 - 6.2.2. The Vice President for each function shall consolidate the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.
 - 6.2.3. The consolidated plan of every Mandated Function shall be submitted on the specified deadline. Failure to submit means issuance of Corrective Action Request (CAR) from the Planning and Development Office.
- 6.3. Plan Design
 - 6.3.1. The consolidated quality plans of the different units under the four functions shall become the institution's operational plan to be approved by the Administrative Council, BOR Committee on Administration and Finance and finally by the Board of Regents.
- 6.4. Plan Implementation
 - 6.4.1. The quality plan shall be implemented in accordance with the criteria set or targets. The schedule of implementation shall depend on budget appropriations. Programs, projects and activities (PPAs) which will not require large appropriations shall be accomplished simultaneously with other PPAs. The Unit Heads/Directors/Deans shall be responsible for the implementation of their units' PPAs and shall be coordinated and acted upon by the appropriate responsibility centers. e.g. All purchases of materials for the implementation



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-PDO-001-Rev.2.2020.06.
Operational Planning and Control Procedure		Rev. No.	2
			Page 3 of 3

of PPAs, be it for monthly operations or capital outlay shall be coordinated with the Bids and Awards Committee and Office of the President for review and approval. Once approved, the program of work and implementation of unit's PPAs shall be coordinated closely with Physical Plant and Development Office and Financial Management Services.

- 6.4.2. The initial activities will be followed by those which require more but not inordinately large amounts. For Capital-intensive Activities, the university shall appropriate budget or forge partnerships with other funding agencies and follow program of work for implementation.
- 6.4.3. The implementation of the four-fold functions of the University such as Instruction, Research, Extension and Resource Generation shall be done simultaneously in accordance with the budget appropriated per office and in the timeline set during the plan design.
- 6.5 Plan Monitoring and Evaluation
 - 6.5.1 The quality plan of the Unit/College shall be monitored and evaluated by the Unit Heads/Directors/Deans and the Planning and Development Office preferably on a quarterly basis and as applicable. This is to ensure that plans are achieved accurately and timely. Mitigation measures shall be set and enforced once the ongoing implementation deviates from the original plan or if not achieved on time.
 - 6.5.2 The Planning and Development Office (PDO) shall be the primary unit charged with monitoring compliance of the plan. It will be obtaining its data from all responsibility centers of the university which will be submitting such data on a quarterly basis and as applicable. For instance, the colleges shall submit data on enrolment, board examination performance, program accreditation status, revenues if any, human resource development activities, number of graduates, linkages, employment if such data is available, research and extension activities and number of beneficiaries thereof, and others. Such data-gathering activity will be facilitated by linking the units through an Internet. The responsibility centers may submit the data directly to the PDO or send those through the internet. Data gathered shall be presented in appropriate forms for easy access and utilization by all authorized entities. Annually, the responsibility centers shall submit their targets to the PDO. Such targets shall be set jointly with the Vice-President concerned and presented to the Administrative Council and if necessary to the Board of Regents for approval.
 - 6.5.3 The evaluation process shall be undertaken by all responsibility centers. Units with university-wide coverage shall also conduct evaluation, such as: the Offices of the Vice-Presidents, the Human Resource Management and Development, the Financial Management Services, and others as may be necessary. The evaluation process shall be made with reference to the targets of the centers and shall be tied up to the promotion system and performance-based benefits that may be given to employees.
- 6.6 Plan Output Review and Projection
 - 6.6.1 The Planning and Development Office shall facilitate the conduct of a Semi-Annual and Annual Review Planning Seminar-Workshop in which the Unit Heads/Directors/Deans shall present their accomplishments for documentation, critiquing and assessment. A strategic planning/ operational planning for the succeeding year shall also be discussed/planned and documented.
- 6.7 Output/Accomplishment Packaging and Reporting
 - 6.7.1 Reports that have been monitored and reviewed by the Planning and Development Office shall be submitted to external agencies attached to the Institution for appropriate updating of the operations after consolidation and packaging.

7.0 RECORDS RETENTION AND DISPOSAL

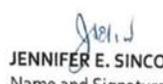
- 7.1 Plans are kept in file as reference for future planning that can be the basis for targeting. Master Plans are kept in file indefinitely while quarterly plans are kept in file for five to ten years. Beyond that, plans are stored and/or archived.
- 7.2 Quarterly accomplishment reports submitted by functional units are disposed once the Annual Report is already produced.
- 7.3 Other reports are kept in file and stored.

8.0 FORMS AND RECORDS

- 7.1. Operational Plan (USM- PDO- Fo3-Rev.1.2020.06.01)
- 7.2. Quarterly Physical Monitoring (USM- PDO- Fo4-Rev.o.2020.06.01)

G.5 Copy of Personnel Performance Evaluation instrument

 UNIVERSITY OF SOUTHERN MINDANAO PERFORMANCE EVALUATION PROCEDURE					
Document No.		USM-PDO-002-Rev.2.2020.07.01		Rev. No.	2
				Page 1 of 6	
EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
July 01, 2020	2	Partial	Change Code	ALL	RENEL M. ALUCILJA / CATHERINE A. MAMONDAS
February 15, 2018	1	New	Revised in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOS / CATHERINE A. MAMONDAS
July 04, 2016	Ø	New	Newly established in accordance to the Quality Management System requirements	ALL	EIMER M. ESTILOS / CATHERINE A. MAMONDAS

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY	
 RENEL M. ALUCILJA, RPAE  CATHERINE A. MAMONDAS Name and Signature	 ANITA C. SORNITO, EdD Name and Signature	 JENNIFER E. SINCO Name and Signature	DOCUMENT CONTROL INDICATOR	
			 MASTER	2020-07-01 COPY

ELECTRONICALLY RELEASED

2020-11-26



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM- PDO-002- Rev.2.2020.07.01
Performance Evaluation Procedure		Rev. No.	2 Page 2 of 6

1.0 PURPOSE

The Performance Evaluation Procedure aims to establish and maintain a documented procedure for Quality Management System of the University of Southern Mindanao. The Performance Evaluation Procedure also aims to define the controls needed to ensure that individual performance of personnel must be cascaded to office performance. The functions and activities set in their Individual Performance Commitment and Review (IPCR) Form and units' Office Performance Commitment and Review (OPCR) Form must be monitored, evaluated/reviewed semi-annually in accordance with the criteria/targets.

2.0 SCOPE

This procedure applies to all functional units of University of Southern Mindanao.

3.0 DEFINITION OF TERMS

- 3.1 Efficiency - the extent to which targets are accomplished using the minimum amount of time or resources. Efficient performance applies to continuing tasks or frontline services. It involves the following elements
 - 3.1.1 Standard response time
 - 3.1.2 Number of requests/applications acted upon over number of requests/applications received
 - 3.1.3 Optimum use of resources (e.g., money, logistics, office supplies)
- 3.2 General Administration and Support Services (GASS) - activities that deal with the provision of overall administrative management support to the entire agency operation.
- 3.3 Individual Performance Commitment Review- The IPCR is an SPMS form that is accomplished individually by employees. It details the Key Result Areas (KRAs), Success Indicators, Actual Accomplishments, Rating for Quality (Q), Efficiency (E), and Timeliness (T), and the Average (Ave), and Remarks.
- 3.4 Mandated Functions- the goods and services that the university is mandated to deliver to clients through the implementation of programs, projects, and activities (PPAs). The University's Mandated Functions are as follows:
 - 3.4.1 Instruction
 - 3.4.2 Research and Extension
 - 3.4.3 Resource Generation
 - 3.4.4 General Administration and Support Services (GASS)
- 3.5 Office Performance Commitment Review- The OPCR contains performance targets, as listed by the Office Heads. It includes the following details: Key Result Areas (KRAs), Success Indicators, Actual Accomplishments, Rating for Quality (Q), Efficiency (E), and Timeliness (T), and the Average (Ave), and Remarks.
- 3.6 Quality or Effectiveness – it means getting the right things done. It refers to the degree to which objectives are achieved as intended and the extent to which issues are addressed with a certain degree of excellence. Quality or effective performance involves the following elements:
 - 3.6.1 Acceptability
 - 3.6.2 Meeting standards
 - 3.6.3 Client satisfaction with services rendered
 - 3.6.4 Accuracy
- 3.7 General Administration and Support Services (GASS)- GASS refer to activities that provide technical and substantive support to the operations and projects of the agency. By themselves, these activities do not produce the Mandated Functions but they contribute or enhance the delivery of goods and services.
- 3.8 Timeliness - measures if the targeted deliverable was done within the scheduled or expected timeframe. Timely performance involves meeting deadlines as set in the work plan.

4.0 REFERENCES

- 2.1 Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 2.2 Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18)
- 2.3 Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18)

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Performance Management Team (PMT) chaired by the Vice President for Administration and Finance, with the Planning Office as Secretariat, shall:
 - 5.1.1 Monitor submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
 - 5.1.2 Consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.



UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM- PDO-002- Rev.2.2020.07.01
Performance Evaluation Procedure	Rev. No.	2
		Page 3 of 6

- 5.1.3 Conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.
- 5.1.4 Provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.
- 5.2 The Human Resource Management and Development Office shall
- 5.2.1 Monitor submission of Individual Performance Commitment and Review Form by heads of offices.
- 5.2.2 Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency.
- 5.2.3 Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.
- 5.2.4 Coordinate developmental interventions that will form part of the HR Plan.
- 5.3 The Head of Academic units and Offices shall
- 5.3.1 Assume primary responsibility for performance management in his/her Office
- 5.3.2 Conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office.
- 5.3.3 Review and approve individual employee's Performance Commitment and Review form for submission to the HRM Office/Personnel Office before the start of the performance period.
- 5.3.4 Submit a quarterly accomplishment report to the Planning Office based on the PMS calendar^a
- 5.3.5 Do initial assessment of office's performance using the approved Office Performance Commitment and Review form.
- 5.3.6 Determine final assessment of performance level of the individual employees in his/her office based on proof of performance.
- 5.3.7 Inform employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
- 5.3.7.1 Recommend and discuss a development plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding Unsatisfactory performance shall warrant their separation from the service.
- 5.3.7.2 Provide preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.
- 5.4 The Department Chairperson or equivalent shall
- 5.4.1 Assume joint responsibility with the Head of Office in ensuring attainment of performance objectives and targets
- 5.4.2 Rationalize distribution of targets/tasks
- 5.4.3 Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee.
- 5.4.4 Assess individual employees' performance
- 5.4.5 Recommend developmental intervention
- 5.5 The Individual Employees shall
- 5.5.1 Act as partners of management and their co-employees in meeting organizational performance goals



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM- PDO-002- Rev.2.2020.07.01
Performance Evaluation Procedure		Rev. No.	2 Page 4 of 6

6.0 PROCEDURE DETAILS

6.1 Performance Planning and Commitment

6.1.1 Determine the University's Mandated Functions:

6.1.1.1 The Strategic Performance Management System (SPMS) links staff performance with organizational performance. As such, it is important to understand the organization's mandate and strategic priorities. During the period of performance planning and commitment, the first thing to do is to understand the University's Mandated Functions (MFs). MFs are delivered by core processes of operating offices/units. However, offices/units that do not directly deliver goods and services to external clients contribute to the delivery of the university's MFs through General Administration and Support Services (GASS) activities.

6.1.2. Identify the Success Indicators of Each Mandated Function (MF):

6.1.2.1 The university must agree on the performance standards on which they want to be measured. The success indicators can be determined by referring to the following documents:

- 6.1.2.1.1 Citizen's Charter
- 6.1.2.1.2 RA 6713 (Code of Ethics and Ethical Standards)
- 6.1.2.1.3 OPES Reference Table
- 6.1.2.1.4 Accomplishment Reports (for historical data)
- 6.1.2.1.5 Benchmarking Reports
- 6.1.2.1.6 Stakeholders' Feedback Reports

6.1.2.2 Success indicators must be Specific, Measurable, Attainable, Realistic, and Time-bounded (SMART). Performance targets and standards are continuously reviewed and refined. As such, determine specific targets and success indicators for each year in the annual work plan.

6.1.3 Identify the Performance Goals of the respective office

6.1.3.1 In most cases, one or several offices will be contributing to one Mandated Function. It is also possible that one office will be contributing to two MFs. If the respective office/unit is not directly delivering goods and services to external clients, that office/unit is implementing General Administration and Support Services (GASS) activities. As such, it should have its own SMART performance targets or success indicators from the office/unit level down to the individual staff level.

6.1.4 Identify the Performance Goals of the Departments under the Office/College

6.1.4.1 Units under an office must contribute towards achieving a specific MF through a set of performance goals or success indicators. As such, the performance goals of the different units must be aligned with the performance goals of the office.

6.1.5 Identify the Performance Goals of Individuals under Each Department

6.1.5.1 Each department will be staffed by at least one individual employee. The performance goals of each individual employee must contribute and align with the performance goals of the department

6.1.6 Develop the Rating Scale

6.1.6.1 Developing the Rating Scale involves two sub-steps:

- 6.1.6.1.1 Determining the dimensions on which performance or accomplishments are to be rated.
- 6.1.6.1.2 Operationalizing the numerical and adjectival ratings.

6.1.6.2 The three dimensions of performance or accomplishments are quality, efficiency, and timeliness.

6.1.6.3 Not all performance accomplishments need to be rated along all three dimensions of quality, efficiency, and timeliness. Some accomplishments may only be rated on any combination of two or three dimensions. In other cases, only one dimension may be sufficient. Depending on how success indicators are stated, an employee can rate a performance along the dimensions of quality, efficiency, and/or timeliness. The rating needs to be discussed within the unit and between the supervisors and staff (i.e., raters and ratees) to clarify the expected outputs at the beginning of the performance monitoring period. Because performance is



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM-PDO-002- Rev.2.2020.07.01
Performance Evaluation Procedure		Rev. No.	2
			Page 5 of 6

measured within a scheduled monitoring period, all accomplishments always involve the dimension of time. As such, performance is always rated on either efficiency and/or timeliness.

6.1.6.4 On each dimension of quality, efficiency, and timeliness, rate performance using a numerical scale ranging from 1 to 5—with 1 as the lowest and 5 as the highest. The table below explains the meaning of each rating:

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance exceeded expectations by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance met 90% to 114% of the planned targets. However, if it involves deadlines required by law, it should be 100% of the planned targets.
2	Unsatisfactory	Performance only met 51% to 89% of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets.
1	Poor	Performance failed to deliver most of the targets by 50% and below.

6.2. Performance Monitoring and Coaching

6.2.1 Develop the Performance Monitoring and Coaching Tools

6.2.1.1 It is important to regularly monitor the performance of offices, departments, and employees. Monitoring and evaluation mechanisms and tools must be in place so that timely and appropriate steps can be taken towards meeting performance targets and organizational goals. Supervisors and coaches play a critical role at this stage by providing an enabling environment, introduce interventions to improve team performance, and develop individual potentials.

6.2.2 Develop the Performance Evaluation Tools

6.2.2.1 Monitoring tools shall be used to establish commitment and evaluate accomplishments in a semi-annual period. The following essential elements shall be incorporated in the evaluation tool:

6.2.2.1.1 Name, position, and signature of the Unit Head or individual staff being evaluated (ratee)

6.2.2.1.2 Rating period

6.2.2.1.3 Date when evaluation was completed

6.2.2.1.4 Name, signature, and position of supervisors that approve the completed evaluation form and the date when they made the approval

6.2.2.1.5 Mandated Function that the office and department are contributing to

6.2.2.1.6 SMART performance targets or success indicators

6.2.2.1.7 Actual accomplishments vs is-à-v is performance targets

6.2.2.1.8 Ratings on quality, efficiency and/or timeliness on a scale of 1 to 5

6.2.2.1.9 Remarks of supervisor

6.2.2.1.10 Name, position and signature of Head of the Performance Management Team

6.2.2.1.11 Name, signature, and position of rater and date when evaluation was completed.

6.2.3 To reflect the cascading approach of the SPMS towards achieving organizational goals, three kinds of forms are used:

6.2.3.1 Office Performance Commitment and Review (OPCR) Form is accomplished by University Directors/Heads of Offices and Department Heads.

6.2.3.2 Individual Performance Commitment and Review (IPCR) Form is accomplished by individual staff in all the units of the organization.



UNIVERSITY OF SOUTHERN MINDANAO		Document No.	USM- PDO-002- Rev.2.2020.07.01
Performance Evaluation Procedure		Rev. No.	2 Page 6 of 6

6.3 Performance Review and Evaluation

6.3.1 Submission of OPCR and IPCR

- 6.3.1.1 The Vice Presidents, College Deans, Unit Directors/Heads shall submit their targets at the start of the rating period and their accomplishments with self-evaluation ratings at the end of the rating period.
- 6.3.1.2 The OPCRs shall be submitted to the Planning and Development Office on or before the deadline.
- 6.3.1.3 Failure to submit means issuance of Corrective Action Request (CAR) from the Planning and Development Office.
- 6.3.1.4 The IPCRs shall be submitted to the Human Resource and Development Office (HRMDO) with the summary of individual ratings of faculty and staff under a certain department/unit/college.
- 6.3.1.5 The Planning and Development Office shall be furnished by the head of unit/college with the summary of individual ratings.

6.3.2 Use the Performance Evaluation Tools.

- 6.3.2.1 At the end of the performance monitoring period, use the forms—OPCR and IPCR—to review performance from the office/colleges and department levels down to the individual staff level. All entries in the forms must be filled up.

6.3.3 Compute numerical ratings

- 6.3.3.1 Get the average rating for a particular accomplishment by adding the ratings and dividing it by the number of dimensions used and get the final average rating.

6.4 Performance Evaluation and Development Planning

6.4.1 Use of the Results of the Performance Evaluation

- 6.4.1.1 The focus of discussion of evaluation results must be on strengths, competency-related performance gaps, and the opportunities to address these gaps, career paths, and alternatives. In coordination with the HRMD Office, the Heads of Office and supervisors must introduce appropriate developmental interventions based on the results of the performance evaluation especially for employees with Unsatisfactory and Poor performance ratings.
- 6.4.1.2 The results of the performance evaluation/assessment shall serve as inputs to the following:
 - 6.4.1.2.1 Heads of Offices in identifying and providing the kinds of interventions needed based on identified professional development needs.
 - 6.4.1.2.2 University HRMD Office in consolidating and coordinating development interventions that will form part of the HR Plan and the basis for rewards and incentives.
 - 6.4.1.2.3 Performance Management Team in identifying potential PRAISE Awards nominees for various awards categories.
 - 6.4.1.2.4 PRAISE Committee in determining top performers of the agency who qualify for awards and incentives.

7.0 RECORDS RETENTION AND DISPOSAL

- 7.1 Plans are kept in file as reference for future planning that can be the basis for targeting.
- 7.2 Quarterly accomplishment reports submitted by functional units are disposed once the Annual Report is already produced.
- 7.3 Other reports are kept in file and stored.

8.0 FORMS AND RECORDS

- 8.1 IPCR (USM-HRD-F51-Rev.1.2020.07.01)
- 8.2 OPCR (USM-PDO-F01-Rev.1.2020.07.01)

E. Summary List of Individual Performance Ratings

Office A

Performance Assessment: Very Satisfactory

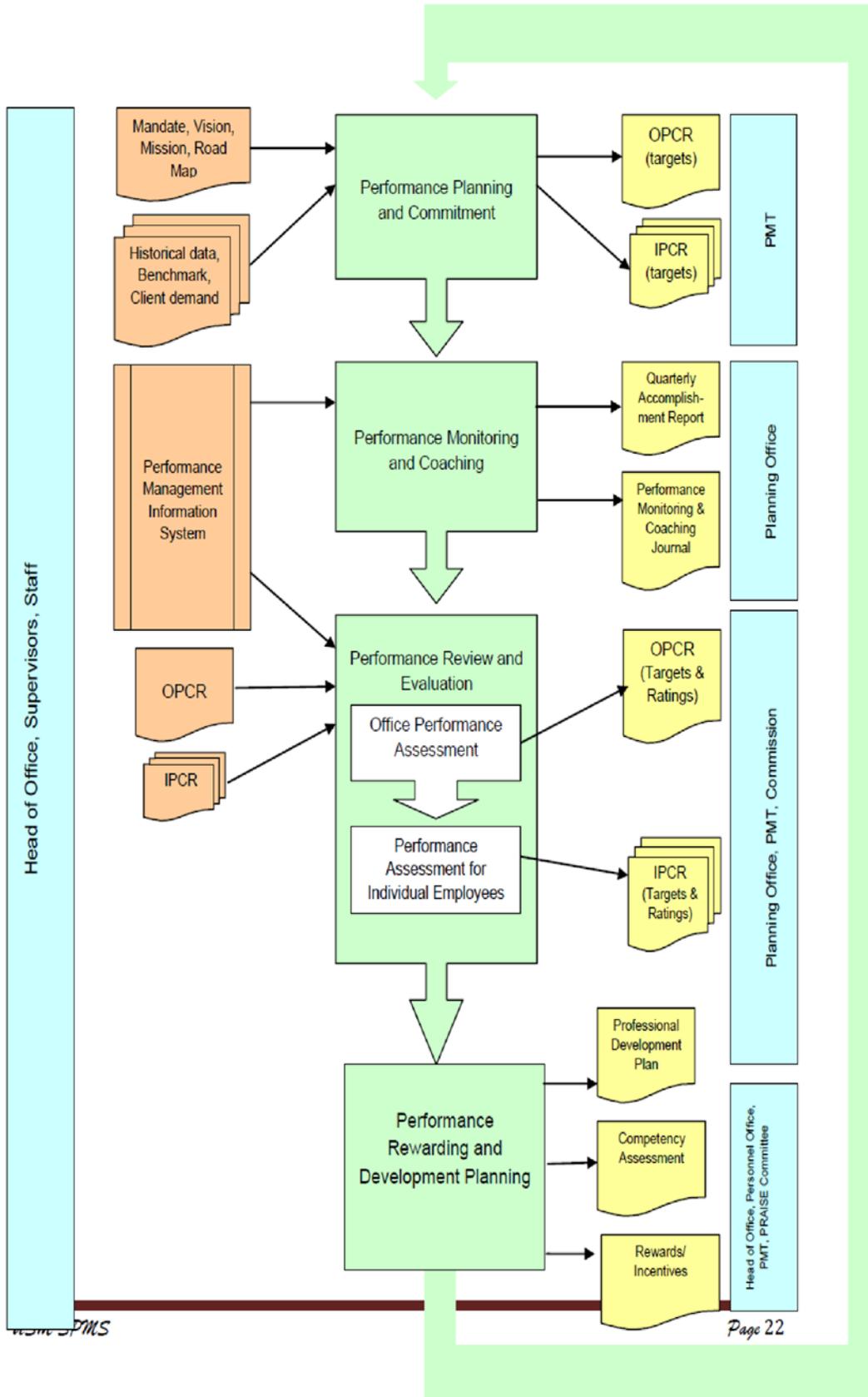
Division A	Rating	
	Numerical	Adjectival
<i>Division A Rating</i>	4	Very Satisfactory
Employee 1	4	Very Satisfactory
Employee 2	5	Outstanding
Employee 3	3	Satisfactory
Employee 4	4	Very Satisfactory
Employee 5	4	Very Satisfactory
No. of Employees = 5 Average ratings of staff	20/5=4	Very Satisfactory

Division B	Rating	
	Numerical	Adjectival
<i>Division B Rating</i>	3	Satisfactory
Employee 1	3	Satisfactory
Employee 2	4	Very Satisfactory
Employee 3	2	Unsatisfactory
Employee 4	3	Satisfactory
No. of Employees (Including DC) = 4 Average ratings of staff	12/4=3	Satisfactory

Division C	Rating	
	Numerical	Adjectival
<i>Division C Rating</i>	5	Outstanding
Employee 1	5	Outstanding
Employee 2	4	Very Satisfactory
Employee 3	5	Outstanding
Employee 4	4	Very Satisfactory
No. of Employees (Including DC) = 4 Average ratings of staff	18/4=4.5	Outstanding

Summary:	Division A	4	Very Satisfactory
	Division B	3	Satisfactory
	Division C	5	Outstanding
	Average	12/3= 4	Very Satisfactory

F. SPMS PROCESS FLOWCHART



G.6 Evidence on the use of the Personnel Evaluation results to improve performance and delivery of services

UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines									
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - Non Teaching									
I, GARRY KIETH F. ESCUCHA of the Office of the PLANNING AND DEVELOPMENT commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2024									
Submitted by: Date: GARRY KIETH F. ESCUCHA Employee	Compiled by: NERISSA G. DELA VIÑA, PhD Director, HRMDO								
Success Indicator (Target + Measures) Actual Accomplishment Rating Scale 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor									
CODE	Organizational Objectives/Outcomes	WEIGHT	Success Indicator (Target + Measures)	Actual Accomplishment	Q1	E2	T1	A*	Remarks
CORE FUNCTIONS		80%							
Implementation of Individualized		80%			4.85	##	4.50	3.54	
Performance Management									
1.1. Monitoring and Evaluation									
		2%	Assist in the implementation of survey area boundaries (USM Area) with the PPDO	100% Assisted in the implementation of survey area boundaries (USM Area) with the PPDO	5			5.00	
		3%	Assist in the conduct of Planning Activities	100% Assisted in the conduct of Planning Activities	5			5.00	
		5%	Assist in the evaluation of Plans, Programs, and Physical projects quarterly	100% Assisted in the evaluation of Plans, Programs, and Physical projects quarterly	5			5.00	
		5%	Assist the review and update of Land Use Development and Infrastructure Plan (LUDIP) and projects related to the development of the university	100% Assisted the review and update of Land Use Development and Infrastructure Plan (LUDIP) and projects related to the development of the university	5			5.00	
1.2. Preparation and Submission of Required and Urgent Reports									
		5%	Assist in the preparation and submission of 2026 Annual Investment Program (AIP) to NEDA for presentation and review on first quarter	100% Assisted in the preparation and submission of 2026 Annual Investment Program (AIP) to NEDA for presentation and review on first quarter	5		5	5.00	
		5%	Assist in the review and update of 2023-2028 Regional Development Investment Plan (RDIP)	100% Assisted in the review and update of 2023-2028 Regional Development Investment Plan (RDIP)	5			5.00	
		3%	Assist in the preparation and submission of Regional Project Monitoring and Evaluation System every quarter	Assist in the preparation and submission of Regional Project Monitoring and Evaluation System every quarter	5			5.00	
		5%	Assist in the preparation and submission of 2026-2028 Three-Year Rolling Program (TRIP) to be accomplished via PIPOL system of NEDA	100% Assisted in the preparation and submission of 2025-2028 Three-Year Rolling Program (TRIP) to be accomplished via PIPOL system of NEDA	5		4	4.50	
1.3. Other Technical Competencies and Accomplishments									
		15%	Prepare Site Development Plans / Site Vicinity Maps for the projects of the university	100% Prepared Site Development Plans / Site Vicinity Maps for the projects of the university	5			5.00	

		10%	Prepare and submit summary of meetings with the USM Campus Extension Coordinators and Local Government Units (LGUs)	100% Prepared and submitted summary of meetings with the USM Campus Extension Coordinators and Local Government Units (LGUs)	5		5.00	
		10%	Monitor the implementation of projects in the university including the assistance to the turnover / groundbreaking	100% Monitored the implementation of projects in the university including the assistance to the turnover / groundbreaking	5		5.00	
		7%	Compliance to Digital Signatures	100% Compliance to Digital Signatures	3		3.00	
		10%	Prepare and submit the recommendation regarding the site visit and inspection of the university's infrastructures	100% Prepared and submitted the recommendation regarding the site visit and inspection of the university's infrastructures	5		5.00	
Support & Other Functions		20%					0.94	
Commitment & Purpose		15%					0.72	
6.3	Attendance to University-wide activities (as defined in CNA) (required)	7%	Attendance to University-wide activities (as defined in CNA)	Attended 7 University-wide activities	5		5.00	
6.4	Attendance to college convocations & activities		100% attendance to college/unit convocations & activities	N/A			-	
6.5	Attendance to Convocation	2%	100% attendance to convocation	100% attendance to convocation	4		4.00	
6.6	Attend on department meetings (required)		at least 80% attendance to department meetings	N/A			-	
6.7	Submission of required DTR	4%	Submit attested DTR before the fifth working day of the month	Submitted attested DTR before the fifth working day of the month		5	5.00	
6.8	Submission of required SALN		Submit accomplished SALN on or before February 28 with no corrections	N/A			-	
6.9	Submission of required PDS		Submit accomplished PDS to HRMDO on or before May 31	N/A			-	
6.10	Submission of required IPCR	2%	Submit accomplished IPCR to HRMDO on or before the deadline	Submitted accomplished IPCR to HRMDO on or before the deadline		5	5.00	
Professional Development		5%						
7.1	Attendance to seminars and trainings	2%	Submit authenticated copies of certificates of participation/completion of training/seminar to HRMDO within 7 days after the event	Submitted 3 certificates of attendance of seminar to HRMDO for authentication	5	5	5.00	
		1%	Submission of training effectiveness three months after the event		1		1.00	
7.2	Membership to professional organizations/societies	2%	Membership to at least 1 professional organization	2 professional organization memberships	5		5.00	
Final Average Rating							4.48	
Category								
CORE FUNCTIONS		80%						
	Implementation of Individualized	80%					3.54	
Support and Other Functions		20%						
	Commitment & Purpose	15%					0.72	
	Professional Development	5%					0.22	
Total Overall Rating		100%					4.48	
Final Average Rating								4.48
Adjectival Rating								

Reviewed by:	Date:	Approved by:	Date:
RENEL M. ALUCILJA Immediate Supervisor		RENEL M. ALUCILJA Director/Head of Office	
Legend:	1 - Quality	2 - Efficiency	3 - Timeliness
			4 - Average
HRMDO RECOMMENDATIONS			
LEARNING AND DEVELOPMENT			NERISSA G. DELA VIÑA, PhD Director, HRMDO
REWARDS AND RECOGNITION			
			Date



**UNIVERSITY OF
SOUTHERN MINDANAO**
Kabacan, Cotabato

2021
ANNUAL
Report

