



PRELIMINARY SURVEY VISIT

AREA X

ADMINISTRATION

F. RECORDS MANAGEMENT

A. Financial Management

F.1. Composition of the records Management Office, their qualifications and functions

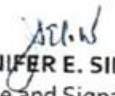
RECORDS MANAGEMENT AND ARCHIVING UNIT

NAME	POSITION	QUALIFICATION	FUNCTION
1. Camaddo, Ma. Juliet G.	Administrative Officer V	• Bachelor's Degree relevant to the job • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional/ Second Level) Eligibility	• 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	• Bachelor's Degree relevant to the job • 2 years of relevant experience • 8 hours of relevant trainings • Career Service (Professional/ Second Level) Eligibility	• 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	• Bachelor's Degree relevant to the job • Career Service (Professional/ Second Level) Eligibility	• 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	• Bachelor's Degree relevant to the job • Career Service (Professional/ Second Level) Eligibility	• 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. • Physical Archiving in-charge.
5. Quiñanola, Riez Vernie R.	Administrative Aide VI	• Completion of two-year in college • Career Service (Sub-Professional/ First Level) Eligibility	• 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	• Must be able to read and write	• 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	0	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

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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 approved 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 QMS 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-related 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.

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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

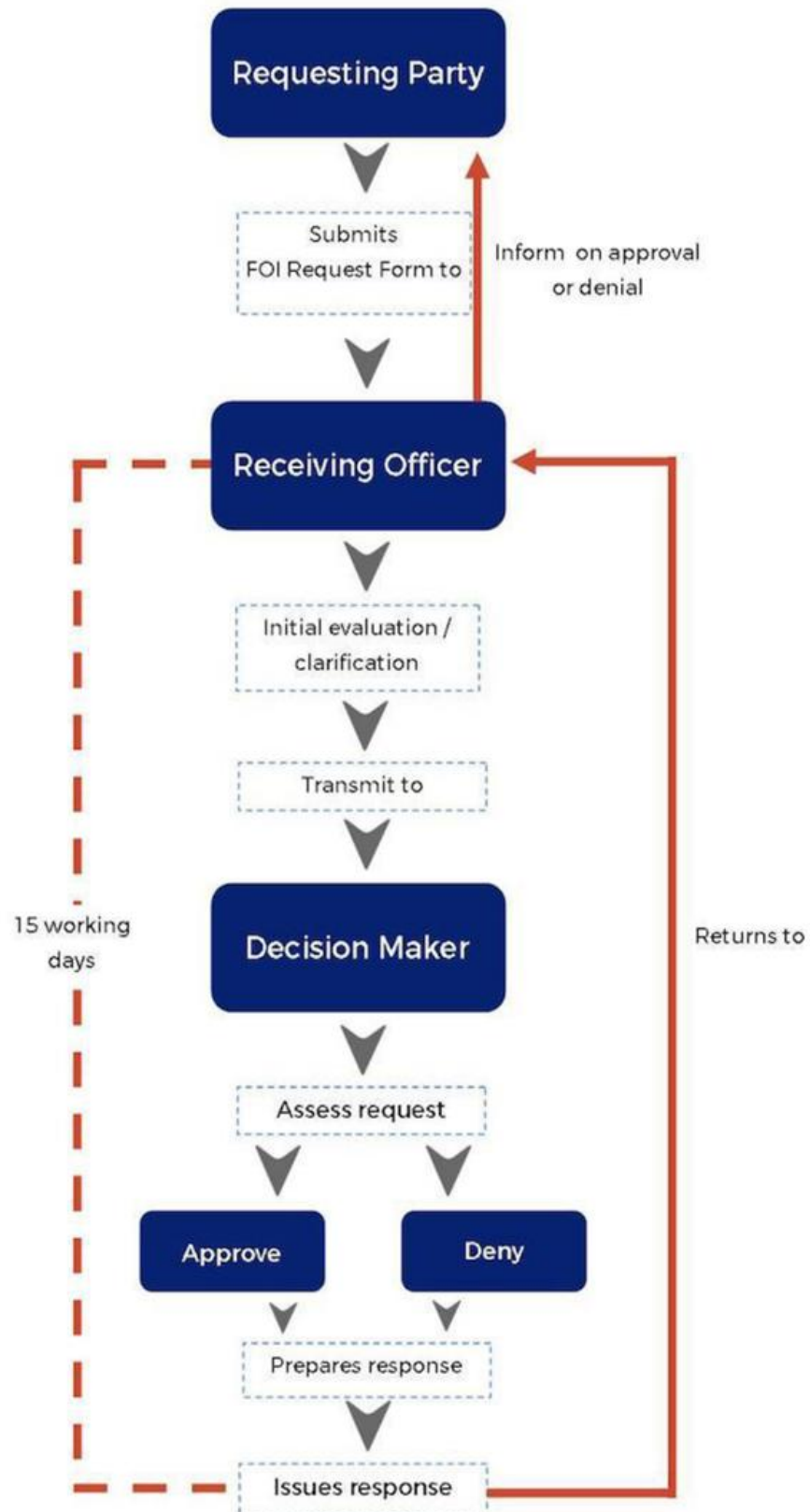
Name of Office	Location of FOI Receiving Office	Contact Details	Assigned FOI Receiving Officer
PLANNING AND DEVELOPMENT OFFICE	ADMINISTRATION BUILDING, USM, KABACAN, COTABATO	(064)572-2605	DR. EIMER M. ESTILLOSO

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.

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 ☐ Landline ☐ Mobile Number ☐ Email ☐ Postal Address
(If your request is successful, we will be sending the documents to you in this manner.)

9. Preferred Mode of Reply ☐ Email ☐ Fax ☐ Postal Address ☐ Pick-Up at Agency

10. Type of ID Given (Please ensure your IDs contain your photo and signature)

☐ Passport ☐ Driver's License ☐ SSS ID ☐ Postal ID ☐ Voter's ID
☐ School ID ☐ Company ID ☐ 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

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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

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17. General Principles
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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
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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

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- 34. Rights of the Data Subject
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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 suppletory 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

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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

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JAMELLA C. MANGIGING
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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

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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

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2. Students	THERESE MARIE H. CADUNGOG	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.

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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)

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	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.

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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. Estiloso (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%	-

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	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	136,741,553.26	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

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	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.

PAP/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

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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
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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 (J/V)	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

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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

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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

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(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.

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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

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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.

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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

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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

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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.

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**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.

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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.

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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)

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	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

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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

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				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.

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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								

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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
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1	Quenielyn L. Durendes	Chief Administrative Officer	24
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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).

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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.

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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

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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 Millenial 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 Millenial 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.

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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

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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

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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.

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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**

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JAMELLA C. MANGIGING
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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.

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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

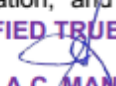
Resolution No. 48b, Series of 2023 – Approving the minutes of the previous meeting on the condition that any corrections and corrigendum be made within ten (10) days after the meeting.

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

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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

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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 Madrasatul 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 (IPOPHL) – 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 (Tinguib) 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

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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

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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

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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 UPRIIO)	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

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	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

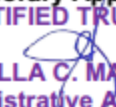
C. Teaching Original Temporary Appointment (1)

	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)

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	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

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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	Erllyn 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
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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	Daniel O. Rosell	Accountant I	12
3	Doris T. Oberez	Administrative Officer II	11

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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

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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
Alcordero, 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.

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Office of the Board Secretary
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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								

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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

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1. KIRSTIN 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 (BPAd) 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

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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			4,452,731.05	823,080.20	3,629,750.85	3,629,750.85
New Projects (Accumulated)			5,328,980.00	188,234.00	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

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	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 IFRASTRUCTURE 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
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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

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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 sand 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
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TOTAL ESTIMATED PROJECT COST	316,565.02
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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 Millennial 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.

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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

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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	
PRESIDER: DR NERGE 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, 2 sections per major (BSES)	
2. Auditorium Policy	
- should do an inventory first	
- backstage rooms are intended for major events.	
- do for Java and main prescy for ^{arrangement of} schedules (for major subjects)	
- practice CLAT-160	
- will have to ask permission first from the Dean	
- may use wall fan	
GA- if ^{be} used for other matters, in-charge needs to submit a letter and needs approval	
- sound system is for every department, consult in motion for ^{major subjects} other matters, research and extension (main Dean), and service PE (for Edward)	
3. Updates	
• BPEd	
- proposed name for the department: physical education program department (no objections)	
- Enrollment: 351 students	to the University Research Director
- 1st year	- Prof. Nadela
- 2nd	- Prof. Calixto (Prof. Janita)
- 3rd	- Prof. Orficio
- 4th	- Prof. Jara, P.
- 5x interns deployed	

- total of 720 hrs

- Partner DDEP schools

- Tangible projects are not allowed such as: fan

- MOD - 900 / PT - 3 levels

- OTT 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 shifting

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 ^{excluded on} retention

2 - medical certificate

3 - Pass USMER (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 ^{regulation} 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

- Reminder about 166

- FSM 1st batch

- PSC 2nd batch -

press - 286 students in total

- section advisers / local designation for points

- 1st - 40 per

- 2nd - Arise

- 3rd - Embairing

- 4th - Ambrosio

section advisers

- deployment - Genan, Darao, Kidapawan, and Carmen - confirmed places for deployment

- Carmen - 28 (Darao - 15, Amparo - 6)

- 49 interns

- 470 hours in total ^{per} for internship

- end date: May 4, 2020

- 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

- BSES - not with ethical clearance

- April is allocated for manuscript defense

- Index students

- offboard

- group their - update from University Research

- advisers should check their advisers 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 - KPEAR (project 2) CTR, KPEAR

↳ launching on March 13, 2020

- 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

• 15b

- Faculty kits per department
- syllabus (ck PCO)
- schedule of implementation check on March 16, 2021
- External Audit (3rd week / last week of March)
- reminders of the compliance

• 16P

- share in uniform
- 2023 - 2024 - ₱27,200.00
- 2024 - 2025 - ₱23,800.00 - JPark only
- Other - ₱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 - Adku and BU	
- 5 National organizations	
- 4 International organization	
- previous and on-going collaboration 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.	
J: if could ask if there is a discount if the institution is already a member.	(per member)
- majority of the members agreed to have MOU	
-	
■ Conversion from Institute to College	
- WPPH has three programs	
- BSS has 2 different core	
- Justified the need to convert the institute to college	
S: College of Human Movement - only 1 voted for CHM	
J: 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 (36 units)	

■ Academic building

- 15 lec rooms
- 2 lab room
- 6 faculty rooms
- rehabilitation, modernization
- proposal for academic building and after will be the blueprint

■ Division of Fars

- 6 Annex
- 2 Back of the gym
- 2 ^{inside} Gym
- 2 old faculty office
- 2 old fitness
- 1 stage
- 1 fitness room

■ April 10 - 11 - External Audit

■ Implementation check

- classroom observation - Exam
- syllabus
- item analysis
- monitoring log
- TBS

■ Submission of Requirements

-

■ Extension successfully - launch

- traditional dance and games
- Ethnic dance (waka - waka music)
- Jamwell and Bae will be the ones to teach (objected)
- ↳ Ma'am Jessa and Marsha
- 2 rep. ~~attended~~ for news writing seminar
- Volleyball and basketball
- umba / Dance Aerobics (BMI fit pre and post - best)
- Outdoor activities
- 1 group fit documentation / 1 group for 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 thesis
- address the student - body regarding on the lack of computers / laptop for their research
- 64 students are candidates for graduation (endorse 64 students for candidates)
- Prof. Officio moved to close the 64 students

2. BSES

- out of 25, there are 3 students who are not able to graduate / FS
- ~~one~~ ^{one} should be able to graduate, 1/25
- ~~Urban and Taya~~ ^{Urban and Taya} 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. Tavares moved to close -

3. Discussed Schedule of important dates

Note: First come, first serve for schedule for defense.

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 CORD
- DOE and KPI 1 - discussed the different targets
- first-time takers should be 90% (passed the exam)
- ver. 2025 - submission of proposed projects for the next 10 years
- Discussed the annual investment program
- Q - Does USM have an academic building?
- A - Not yet, still to finish the proposal before the year ends
- the about the academic building
- A - No academic building until 2028 / Fast track proposal
- USM is in priority #9
- Q - If it would re-evaluate the ranking, would USM 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 individual level
- All CRC must attend to the research group
- LUOP / NLOP / TRIP / AIP update

JUNE 20, 2025

President: Jomar Rito

Agenda: PSV (BESS PSV committee) - PSM & 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

- main cheese will be transferred to curriculum

- main BSC 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 -

- Martinez

- Adviser

- London - Waring

Labagnas - Candidate

Waring

- Martinez - Adviser

- London - Certain

Kuta - Refuse to advise

- Martinez

- Adviser

- London - Return

- London - Waring

- London - Candidate

- London - Candidate

- London - Candidate

- London - Waring

- 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

to ensure - in terms

OK - for future

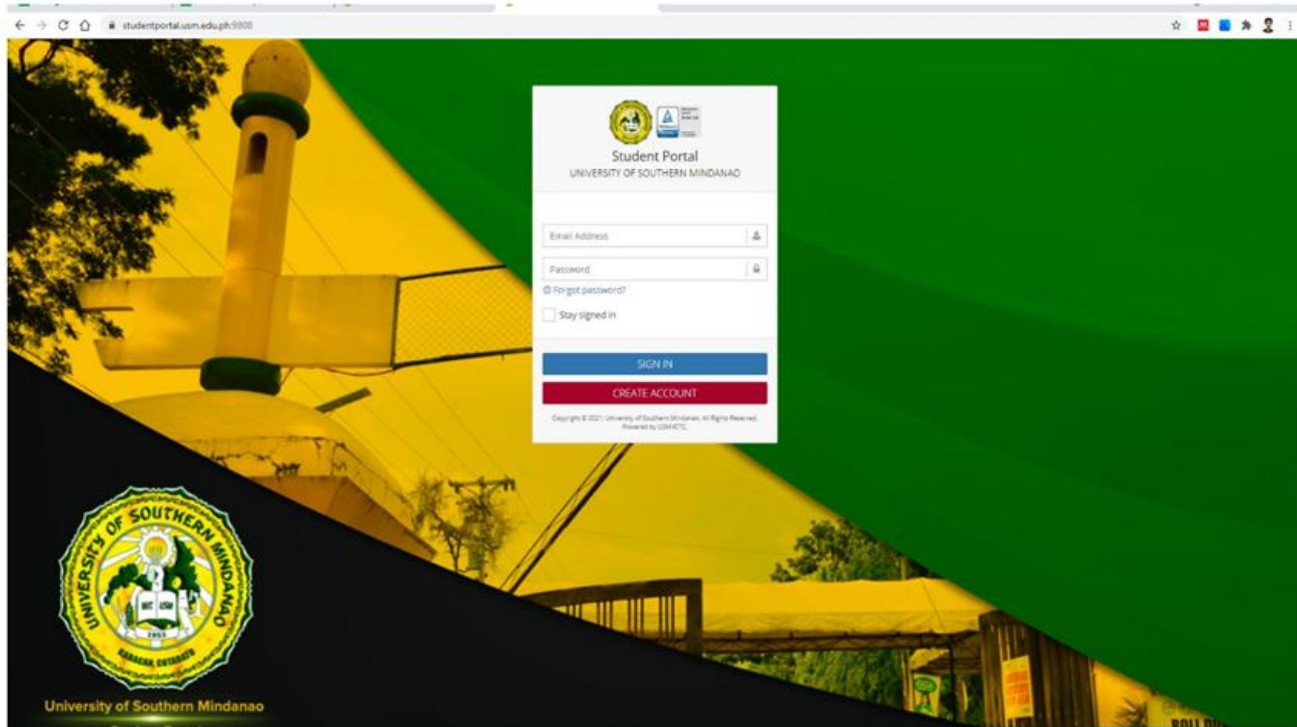
Faculty/ non-teaching personnel individual files





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
310. 19-00276	Palaro, Wendy Y.	F	20	04/25/2001	2nd Year	ABEnglin	Pobocan, Makala, Cotabato	Teresa Palaro	Marcelo Palaro	Roman Catholic
311. 19-00324	Palaro, Marla A.	F	21	05/14/2000	2nd Year	ABEnglin	Kabulan, Makala, North Cotabato	Genly A. Palaro	Emel Palaro	Roman Catholic
312. 19-00272	Pompa, Jayne Kaye S.	F	20	03/26/2001	2nd Year	ABEnglin	Zamorra St. Mang, Cotabato	Sharon Pompa	Rose Pompa	Roman Catholic
313. 19-00323	Quifones, Nora D.	F	21	11/04/2000	2nd Year	ABEnglin	Lempayan, Makala, North Cotabato	Dionisia Quifones	DECEASED	Roman Catholic
314. 19-00303	Quifones, Pamela D.	F	21	01/17/2000	2nd Year	ABEnglin				Roman Catholic
315. 19-00360	Rolando, Marla B.	F	20	11/01/2000	2nd Year	ABEnglin	Purik 16, Manayjay, Pobocan, Makala, North Cotabato	Cema Rolando	Charito Rolando	Roman Catholic
316. 19-00337	Silongan, Marla L.	F	20	07/22/2000	2nd Year	ABEnglin	San Pablo, Tacucong City, Sultan Kudarat	Baguira L. Silongan	Saharoff U. Silongan	Islam
317. 19-00430	Talanza, Angelita C.	F	20	08/02/2000	2nd Year	ABEnglin	Pobocan, Anakan, North Cotabato	Nora Talanza	Amer Talanza	Roman Catholic
318. 19-00352	Talisan, Norhaya D.	F	20	08/03/2000	2nd Year	ABEnglin	Makala, Makala, North Cotabato	Norhaya Gulampato	Armad Talisan	Islam
319. 19-00437	Unsoy, Boneta C.	F	20	01/18/2001	2nd Year	ABEnglin	Bal/Makala Pang St., Pobocan, Pak, North Cotabato	May Lynette Unsoy	Boon Unsoy	Roman Catholic
320. 19-00408	Amang, Pabag B.C.	M	21	10/30/1999	3rd Year	ABEnglin	Rosa St., Kasaban, Cotabato	Marlene Martinez Comolacan	Phaag Balagda Amang	Islam
321. 19-00051	Apal, Raso P.	M	21	07/19/1999	3rd Year	ABEnglin				Roman Catholic
322. 19-00050	Bolan, Genie L.	M	21	02/11/2000	3rd Year	ABEnglin	Timaran, South Upi, Maguindanao	Nella Lumban	Feodano Bolan	Christian
323. 19-00082	Cagud, Den John C.	M	21	03/19/2000	3rd Year	ABEnglin	Tacupan, Carmen, Cotabato	Jeneline Ojeda Calacatan	Orlando A. Cagud	Roman Catholic
324. 19-00082	Dosano, Nasser T.	M	21	01/01/2000	3rd Year	ABEnglin				Roman Catholic
325. 19-00208	Manento, Omara	M	22	05/27/1999	3rd Year	ABEnglin	1267 Makala St., Kasaban, Cotabato	Maguindalar	Abdullah Manento	Islam
326. 19-00084	Mangos, Gatu-maki O.	M	21	04/01/2000	3rd Year	ABEnglin	Rosa St., Kasaban, Cotabato	Sama Omar	Oran Mangos	Islam
327. 19-00075	Marino, Berge Jan M.	M	21	10/21/1999	3rd Year	ABEnglin	St. Apo Village, Kibapawan City, Kasaban, Cotabato	Penny Cementa Maras	Jonas Lozano Parental	Protestant
328. 19-00116	Singon, Aiyasser Carl C.	M	21	10/19/1999	3rd Year	ABEnglin		Ala Bumido Corpuz	Kasan Suwala Singon	Islam
329. 19-00182	Unay, Modest T.	M	23	11/25/1987	3rd Year	ABEnglin				Roman Catholic
330. 19-00083	Abdumagut, Hama B.	M	21	12/09/1999	3rd Year	ABEnglin				Islam
331. 19-00082	Alpi, Sagrada K.	F	20	08/08/2000	3rd Year	ABEnglin	Nalawag, Misamis, Cotabato	Bagura Umay Kanon	Benjamin D. Alpi	Islam
332. 19-00082	Alman, Norhaya M.	F	21	05/26/2000	3rd Year	ABEnglin		Hana A. Masangpa	Roger Polmar Almaran	Islam
333. 19-00114	Aniano, Parolito M.	F	21	08/24/1999	3rd Year	ABEnglin				Roman Catholic
334. 19-00277	Aura, Lea Mae B.	F	22	02/11/1999	3rd Year	ABEnglin	Lalagan, Makala, Cotabato	Agnes Macaling Baco	Antonio Baguira Aura	Roman Catholic
335. 19-00087	Aylen, Marlyn D.	F	20	07/31/2000	3rd Year	ABEnglin	Kate C. Pina, Quins, Sultan Kudarat	Marla Araga Dea Cruz	Mercutio Solente Aylen	Roman Catholic
336. 19-00091	Beating, Erika C.	F	22	08/19/1999	3rd Year	ABEnglin				Roman Catholic
337. 19-00026	Casmun, Juelin A.	F	21	12/09/1999	3rd Year	ABEnglin				Roman Catholic
338. 19-00027	Catala, Annou A.	F	21	11/18/1999	3rd Year	ABEnglin	Pk. S. Kabulan, Makala, Cotabato	Annita A. Alegra	Ober C. Catala	UCP
339. 19-00448	De Guzman, Karen Marie T.	F	21	03/03/2000	3rd Year	ABEnglin				UCP
340. 19-00082	Dean, Cheryl Marie Marie L.	F	21	07/26/1999	3rd Year	ABEnglin				Roman Catholic
341. 19-00101	Gargies, Marla D.	F	22	03/26/1999	3rd Year	ABEnglin	Pobocan, Antipa, Cotabato	Emelinda Moya Denque	Ally Palmer Gargies	Roman Catholic
342. 19-00083	Gulacan, Mgar M.	F	21	03/26/2000	3rd Year	ABEnglin				Roman Catholic
343. 19-00096	Gulmado, Romanta K.	F	21	04/26/1998	3rd Year	ABEnglin	Lagayan, Pak, Cotabato	Norhaya Mabel Kaling	Gulmado Palatin Abdulhak	Islam
344. 19-00040	Lara, Prudiz Joy D.	F	22	01/22/1999	3rd Year	ABEnglin	Pina, Rosa, Cotabato	James Bango Cundum	Bernie Sikan Lara	Seventh Day Adventist
345. 19-00047	Loba, Sweet Pina Love P.	F	21	11/12/1999	3rd Year	ABEnglin	Makala, Cotabato, North Cotabato	Joseph P. Loba	Alfredo L. Loba	Roman Catholic



User Authentication



Enrollment System

v2.1.355.476

UNIVERSITY OF SOUTHERN MINDANAO

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User Authentication

User ID

Password



Help



Log-In



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Settings

Alumni directory

Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato

Formerly MIT 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, RPAA, 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. Jose Colin M. Bagalawa, D.D.
Bishop, Diocese of Kidapawan
Shamsuddin L. Taya, PhD
Director, Internal and International Linkages
(ICCSMC)
Mr. Rodolfo N. Ambangan
Chairperson, Mindanao People's Peace Movement
Midsayap, Cotabato

PART II - PROGRAM PROPER

PROCESSIONAL

University Marshall
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. Alquilzar - Cum Laude
BSE English
Abdul L. Ampatuan
BSIS - Elementary Education
Diana Rose F. Moafot
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. Lezer P. Pataray Director, Admission and Records

Permanent records of students



PDMs
Philcopy Document Management System

Database	Registrar
Username	Admin
Password	••••
Language	English ▼

Login

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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	Shenelyn	Ramos	Kidama, Matalam North	Bachelor of Science in E	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 E	College of Arts and Scie	PDF IMG PIC ZIP File
53190	14	11/25/2020	No	10-02392	Matulac	Reshane Lyn	Valenzuela	Lika, Milang Cotabato	Bachelor of Science in E	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 E	College of Arts and Scie	PDF IMG PIC ZIP File
53169	16	11/25/2020	No	10-02386	Mato	Rasul	Matiagal	West Patadan, Matalam	Bachelor of Science in E	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

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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 Me	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

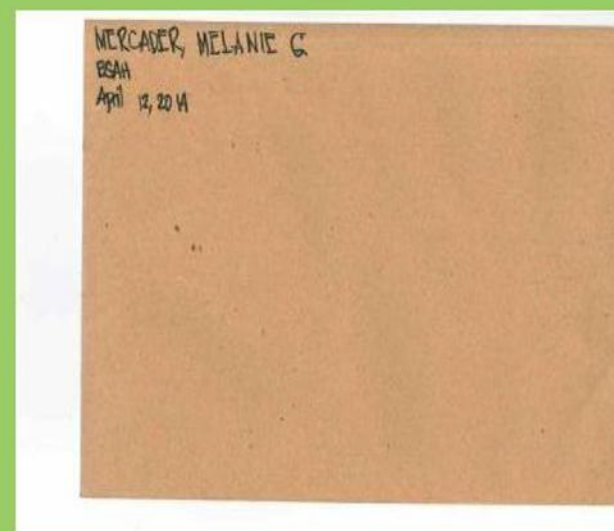
Address Kabacan, North Cotabato

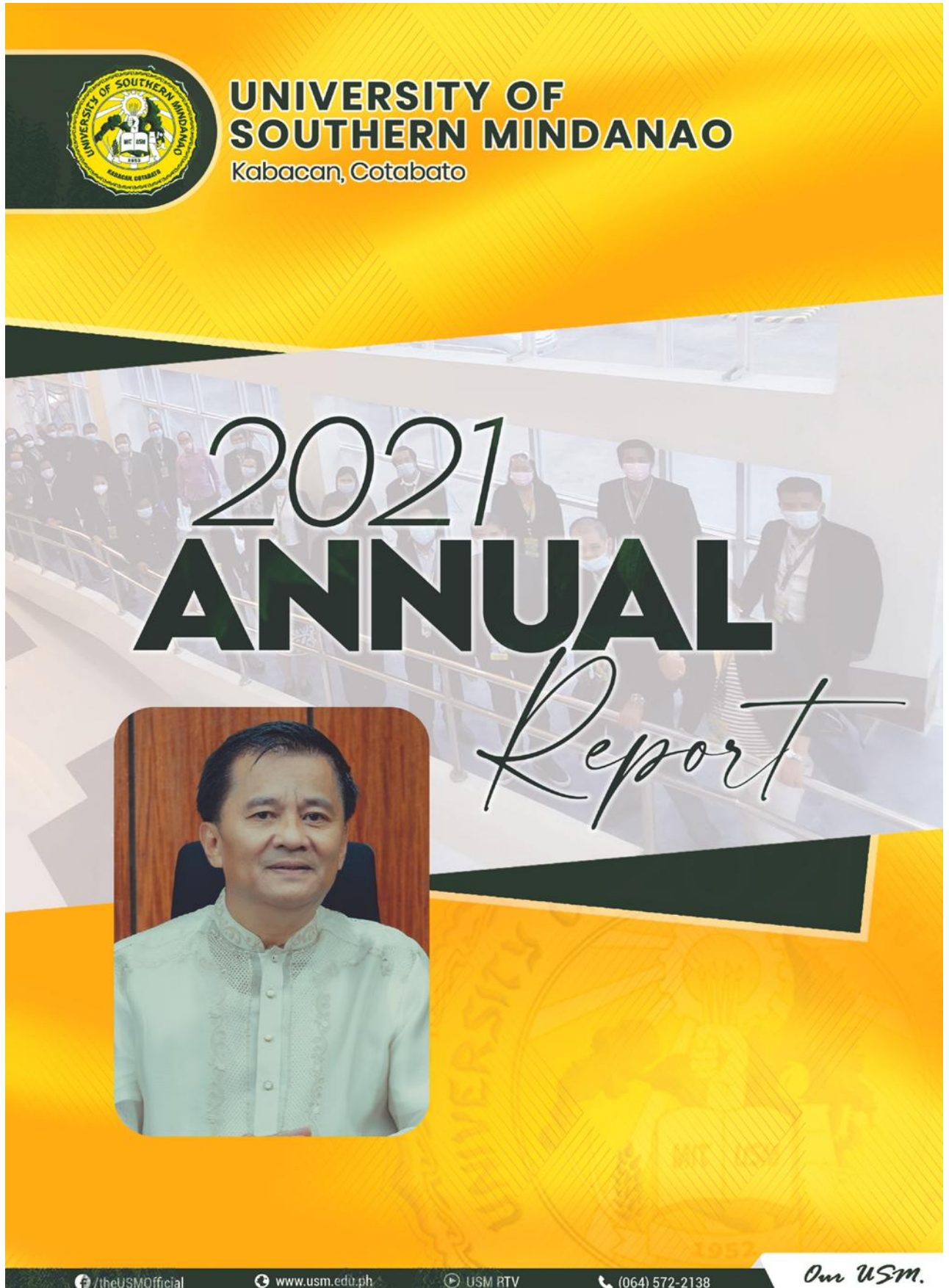
Course Bachelor of Science in Animal Husbandry

College College of Agriculture

Note

Course: Bachelor of Science in Animal Husbandry
 FirstName: Melanie
 Address: Kabacan, North Cotabato
 Eigentuermer: NULL







University of Southern Mindanao

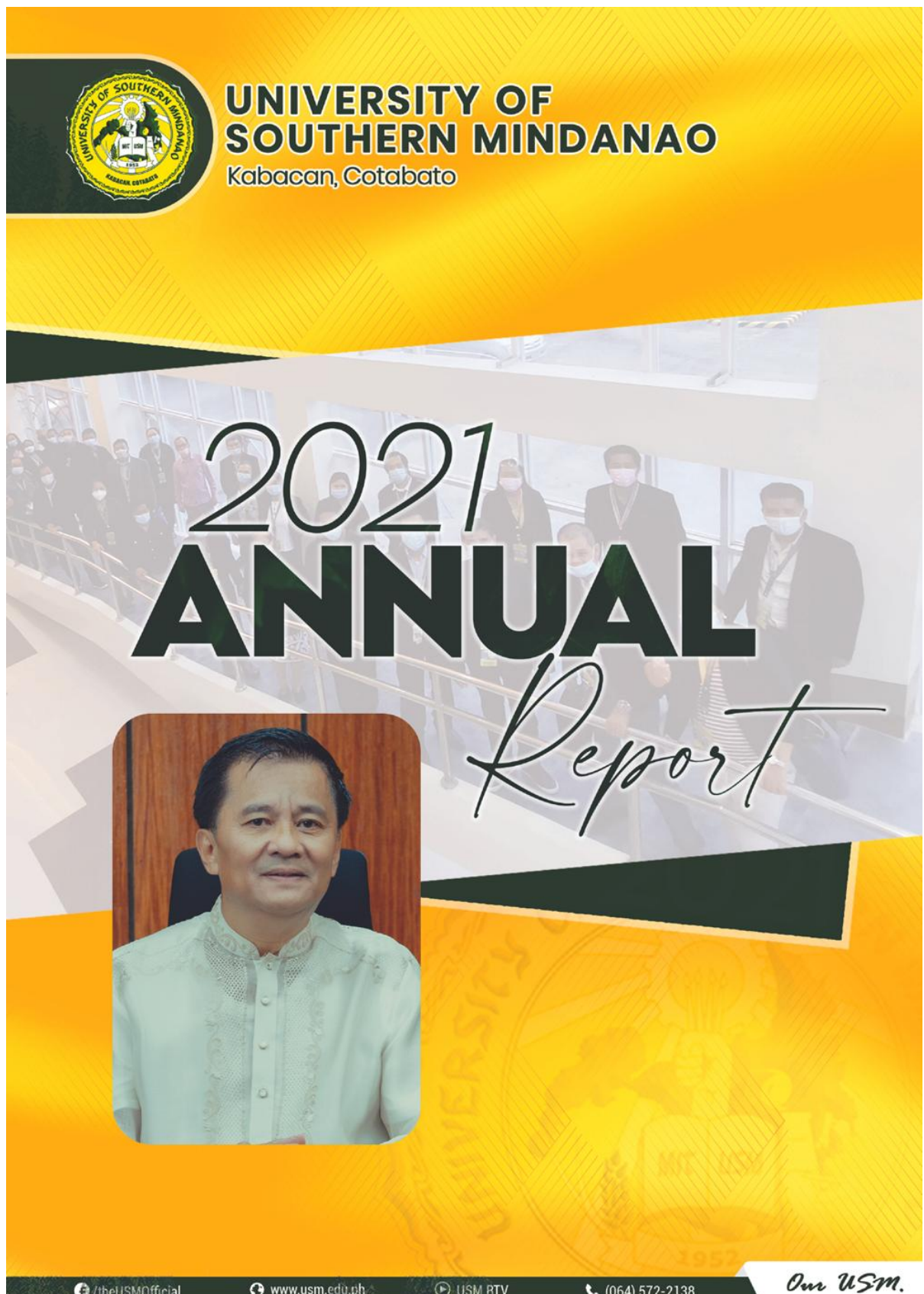
Kabacan, Cotabato, 9407 Philippines

<https://www.usm.edu.ph>

Annual Report 2020



Accomplishment/progress reports





University of Southern Mindanao

Kabacan, Cotabato, 9407 Philippines

<https://www.usm.edu.ph>

Annual Report 2020



University of Southern Mindanao. We
essers but also topnotchers in licensure

so led the topnotchers' list grabbing
arm for Registered Microbiologist

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
- 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

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

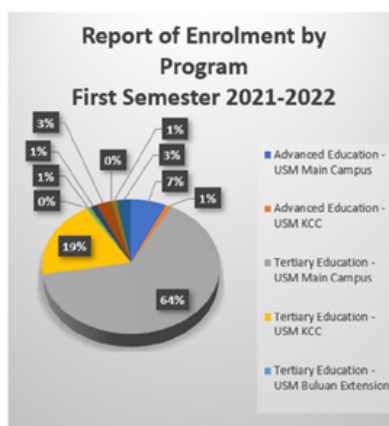
Free School Fees/Misc. & allow. P2,000/mo.

The image is the front cover of the University of Southern Mindanao's 2021 Annual Report. It has a vibrant yellow and black design. In the top left corner is the official seal of the University of Southern Mindanao, which includes the text 'UNIVERSITY OF SOUTHERN MINDANAO' and 'KABACAN, COTABATO'. To the right of the seal, the university's name is written in large, bold, black capital letters, with 'Kabacan, Cotabato' in a smaller font below it. The central focus is the title '2021 ANNUAL Report', where '2021' and 'ANNUAL' are in a large, bold, black sans-serif font, and 'Report' is in a large, elegant, black script font. Below the title is a rectangular portrait of a middle-aged man with dark hair, wearing a light blue, patterned traditional Filipino shirt (Barong Tagalog). The background of the cover is a faded, grayscale photograph of a group of people, mostly men, standing in a line and wearing face masks. The bottom of the cover features a black banner with white text and icons for social media and contact information: a Facebook icon followed by '/theUSMOfficial', a globe icon followed by 'www.usm.edu.ph', a play button icon followed by 'USM RTV', a telephone icon followed by '(064) 572-2138', and the phrase 'Our USM.' in a white script font on the right side.

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	1st Semester	2nd 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	1st Semester	2nd 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



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
BTVE, major in Automotive Technology	111	88
BTVE, major in Electronics Technology	62	91
BTVE, major in Food & Services Management Technology	171	140
BTVE, 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-Aleosan Campus		
Bachelor of Elementary Education	87	81
B.S. in Veterinary Technology	159	126
Total-USM-Aleosan	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.

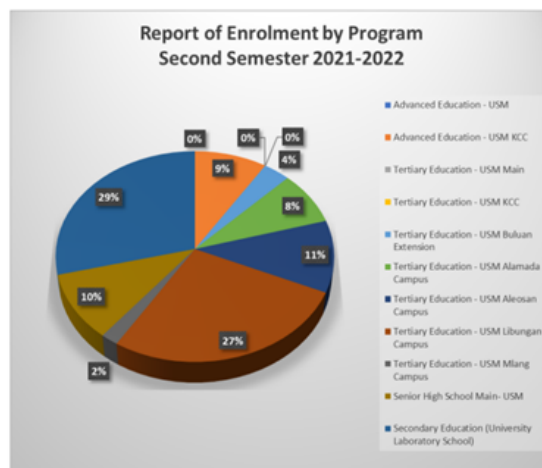
Serving the entire University's studentry, the College of Science and Mathematics offers pure sciences and mathematics courses to the University. In the first semester, the College had 849 enrollees. In addition, the Department of Biology is conferred as a Center of Development in Biology Education.

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: Jovy Jane D. Sapan of CA won the NCPC Mobile Photography Challenge for the plant disease category on May 17, 2021. Also, Lance Ervin Viado was featured in Manila Bulletin for his interest in cultivating ornamental bananas. In addition, Mark Joshua P. Padua and Wilson A. Gucela were hailed as Youth Outstanding Leader and Young Farmer Kabataang Agribiz, respectively, for 2021 in Cotabato.

Despite the pandemic, USM CHEF 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).




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**AN EXCERPT FROM THE MINUTES OF THE 149th REGULAR MEETING OF THE
USM GOVERNING BOARD ON 06 OCTOBER 2022 AT THE MICROTREL BY
WYNDHAM, DILIMAN, QUEZON CITY**

FRANCISCO GIL N. GARCIA, PhD
Vice-Chair, USM Board of Regents
SUC President IV

USM-SYS-F70, Rev. 1, 2020.07.14

Inventory of property



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

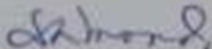
INVENTORY REPORT OF USM PROPERTY, PLANT AND EQUIPMENT

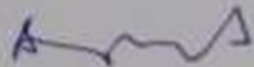
December 31, 2022

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

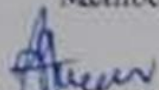
INVENTORY COMMITTEE
CY 2022

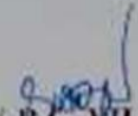
This is to certify that the following inventory of various properties/equipment of the University of Southern Mindanao consisting of 115 pages were actually verified, counted, found correct and existing as of December 31, 2022.

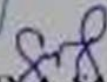

SHIRLY J. MONDIA
Chairman, Inventory Committee/
Administrative Officer V


ANACLETO G. DUQUE, JR.
Member


MERCHIA C. MAYORMENTE
Member


RENE P. LUCENA
Member


JAY-R G. VILDAC
Member


IRVIN 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				
	10605110-B	Laboratory Equipment	3,112,735.54	
				3,112,735.54
01 - Donation				
	10604990	Other Structures	262,500.00	
	10605010	Machineries (Industrial)	54,350.00	
	10605040	Agricultural, Fishery & Forestry Eqpt.	9,078,096.60	
	10605110-B	Laboratory Equipment	4,574,292.50	
	10608990-A	Other PPE - (Aeration, Pumping, ...)	150,000.00	
				14,119,239.10
01 - Found on Station				
	10604020	School Buildings	495,000.00	
	10604990	Other Structures	385,320.00	
	10605020	Office Equipment	50,000.00	
	10605040	Agricultural, Fishery & Forestry Eqpt.	50,000.00	
	10605100	Military, Police and Traffic Equipment	78,000.00	
	10605110-B	Laboratory Equipment	355,112.50	
	10608990-A	Other PPE - (Aeration, Pumping, ...)	320,000.00	
				1,733,432.50
01 - Fund				
	10601010	Land	78,498,720.76	
	10602010	Land Improvements	7,428,886.34	
	10603040	Water Supply System	1,948,036.64	
	10603050	Electrification, Power & Energy Structures	2,424,500.00	
	10604010	Office Buildings	46,573,835.20	
	10604020	School Buildings	219,760,793.93	
	10604030	Hospitals and Health Centers	9,096,000.00	
	10604060	Other Structures - Hostels and Dormitories	28,692,303.00	

Fund Source	Account Code	Account Title	Sub-Total	Total Value (P)
	10004990	Other Structures	135,492,813.45	
	10005010	Machineries (Industrial)	685,000.00	
	10005020	Office Equipment	6,546,176.00	
	10005030	IT Equipment & Softwares	10,627,872.00	
	10005040	Agricultural, Fishery & Forestry Eqpt.	5,338,845.00	
	10005070	Communication Equipment	843,800.00	
	10005100	Military, Police and Traffic Equipment	87,008.65	
	10005110-B	Laboratory Equipment	45,626,238.13	
	10005120	Sports/Musical Equipment	1,263,458.00	
	10005140	Technical and Scientific Equipment	1,383,350.00	
	10006010	Motor Vehicles	178,380.00	
	10007010	Furnitures and Fixtures	10,642,328.50	
	10007020	Books	554,919.00	
	10008900-B	Other PPE - (Households)	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	

