

UNIVERSITY OF SOUTHERN MINDANAO
Institute of Sports Physical Education and Recreation
Kabacan, Cotabato

Bachelor of Science in Exercise and Sports Sciences

- Fitness and Sports Coaching
- Fitness and Sports Management

July 14-15, 2025





SUPPORT TO STUDENTS

A. STUDENT SERVICES PROGRAM





SUPPORT TO STUDENTS

A.1. A COPY OF THE OBJECTIVES OF THE SSP



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato
Philippines
Tel. No. (064) 572-2623
Email Address: officeofstudentaffairs@yahao.com

OFFICE OF STUDENT AFFAIRS

Vision

The University of Southern Mindanao Office of Student Affairs envisions quality services geared towards students' holistic development.

Mission

The University of Southern Mindanao Office Of Student Affairs is committed to provide responsive and excellent academic and non-academic services to the University studentry.

Objectives:

- To initiate and coordinate specific programs and services for the students' personal and social growth.
- To provide opportunities for the students' active involvement in the activities of the University.
- To promote wholesome and conducive working environment for the University and the community.

Student Affairs and Services

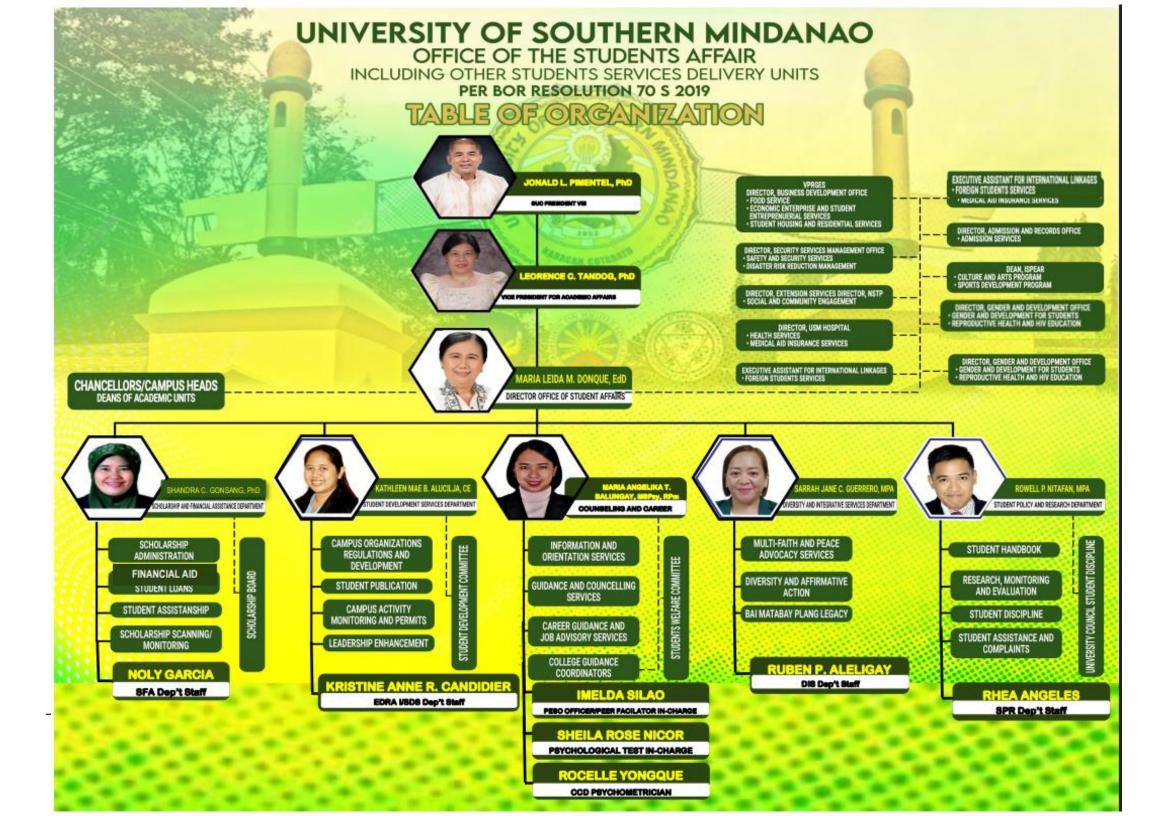
- 1. Admission Services
- 2. Information and Orientation
- 3. Scholarships and Financial Assistance
- 4. Guidance and Counseling
- 5. Student Activities
- 6. Student Council / Government



SUPPORT TO STUDENTS

A.2. ORGANIZATIONAL CHART OF THE SSP







SUPPORT TO STUDENTS





ORGANIZATIONAL STRUCTURE OF THE OFFICE OF STUDENT AFFAIRS AND OTHER STUDENT SERVICES DELIVERY UNITS

Approved by BOR on September 26, 2019 through Resolution No. 70, series of 2019 (Introduced by: Engr. Willie Jones B. Saliling, OSA Asst. Dir.)

INTRODUCTION

CHED CMO No. 9, series of 2013 has mandated that Universities have to provide essential services to the students including Information and Orientation Services, Guidance and Counseling, Career and Job Placement, Economic Enterprise Development, Student Handbook, Student Activities, Student Organization, Leadership Training, Student Council/ Government, Student Discipline, Student Publication, Admission Services, Scholarship and Financial Assistance, Food Services, Health Services, Safety and Security Services, Social and Community Engagement, Sports Development, Culture and Arts Program, Student Housing and Residential Services, Multi-faith services, Foreign/ International StudentServices, Students with special needs and persons with disability.

The new organizational structure of OSA seeks (a) to strengthen OSA services through OSA reorganization within the limitations and expertise of the unit and (b) to realign some student services to relevant offices in the university.

FUNCTIONS

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.

The functions of units under the revised OSA structure include:

COUNSELING AND CAREER DEPARTMENT

Guidance and Counselling Services

- Find ways to enhance students' psychological well being through academic achievement, personal growth, and social development
- Provide integrated approach to the development of well-functioning individuals primarily by helping then to utilize their potentials to the fullest
- Provide individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes
- Monitor systematically the effectiveness of guidance activities
- Coordinate with multi-disciplinary team of specialists to ensure that special needs of students are met
- Conducts information and inventory, counseling, appraisal and testing, placement and follow-up, and referral
- · Lead in the implementation of mental health laws

Information and Orientation Services

- Provide administrative and technical support to the Student Welfare Committee
- Provide informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education

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- Develop information materials on the institutional profile, personal/social materials including those relevant to Anti-VAWC Act, Drug Abuse and Prevention, Sexual Harassment, HIV-AIDS, self-care and healthy lifestyles,
- Ensure that information materials are accessible and available to all students
- Conduct comprehensive orientation program for new and continuing students responsive to students' needs

Career Guidance and Job Advisory Services

- Enriches career competencies, placement fit and building industry partnership for students' career success
- Provide assistance for vocational and occupational fitness and employment
- Gather information about students through the use of psychological tests and non-psychometric devices
- Conduct job fairs and career seminars
- Conduct resume clinics and career e-portfolio
- Conduct Life Skills Training and Development (conflict and stress management
- Regularly coordinates with the Department of Labor and Employment (DOLE) for the labor markets and trends
- Regularly coordinates with industry partners in on-campus recruitment
- Regularly coordinates with appropriate offices and projects (tracer studies) in collating up-to-date information of graduate performance

STUDENT DEVELOPMENT SERVICES DEPARTMENT

Campus Organizations Regulation and Development

- Recognize/ accredit, supervise and monitor of student organizations
- · Evaluate performance of student organization
- · Establish mechanism, process, procedure in accreditation
- Review the constitution and by-laws of student organizations
- Assist the University Student Government in its compliance to regulatory agencies requirements

Student Publication

- Provide support the establishment and implementation of student publication in pursuant to RA 7079 or Campus Journalism Act
- Monitor the activities of the student media outfits
- Accredit and evaluate performance of student publication both print and non-print media

Campus Activity Monitoring and Permits

- · Supervise, recognize and monitor of student activities
- Issue permits for activities organized by the students in-campus
- Screen the request for non-curricular off-campus activities in compliance of CMO 63 s. 2017 and other applicable rules and to endorse the same to the Office of the President through the VPAA
- Establish mechanism, process, procedure in activity monitoring and issuances of permits

Leadership Enhancement

Design and facilitate leadership training sessions /modules for students

- Provide opportunities to develop and enhance leadership effectiveness in the individual and organizational levels
- Provide administrative and technical support to the Student Development Committee
- Lead in the evaluation of the performance of students and student organizations and recommend for the GawadParangal Awards
- Assist in the screening of applicants for mobility and off-campus leadership trainings

SCHOLARSHIP AND FINANCIAL ASSISTANCE

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
- · Recommendpolicies for Student Loan
- · Generation and allocation of funds for financial subsidy and student loans

Student Work Assistance

- Supervise the implementation of the University Student Assistantships (USA)
- · Supervise the implementation of the Student Work Referral System

Scholarship Scanning and Monitoring

- Source out and scan scholarship agencies
- · Advertise scholarship opportunities
- · Coordinate and match scholars with scholarship agencies
- Monitoring of Scholars Performance
- Coordinate with Student Development Services Department in the conduct of activities to enhance scholars leadership skills

DIVERSITY AND INTEGRATIVE SERVICES

Multi-Faith and Peace Advocacy Services

- · Provide environment conducive to exercise of religious freedom
- Conduct of inter-faith dialogues
- Conduct activities integrating peace advocacies in student organizations
- Supervise campus ministry programs
- Supervise religious organizations in coordination with the SDS department

Diversity and Affirmative Action

- Maintains database of students belonging to IP, PWD, solo parent, senior citizen groups, etc in coordination with ARO.
- · Provide appropriate services for students with special needs
- Organize program and activities for students with special needs to be integrated to the mainstream studentry.

 Organize activities that will minimize racism, discrimination and prejudices to students with special needs.

BM Plang Legacy

- · Organize activities that showcase the life and works of Bai MatabaiPlang
- Organize the studentry to be active partner in the celebration of the Bai MatabaiPlang Day.

STUDENT POLICY AND RESEARCH DEPARMENT

Student Handbook

- Develop handbook and updates be made into accessible formats
- · Revise, print and distribute student handbook

Research, Monitoring and Evaluation

- · Conduct research related to student affairs
- Regular monitoring and evaluation on the implementation of student service.
- Prepare and submit reports to oversight agencies
- Coordinate with other offices administering student services not under direct supervision of the OSA
- · Coordinate offices for quality assurance

Student Discipline

- Define appropriate student conduct and prescribe sanctions thereof
- Provide administrative and technical support to Student Discipline Committee

Student Assistance and Grievance

- · Provide timely mechanism to address student grievance
- Conduct regular consultation

STANDING COMMITTEES COORDINATED BY OSA

Student Welfare Committee

- Recommend internal rules and regulations to support relevant laws such as RA 9262 or Anti-VAWC, Anti-Bullying Act, Drug Abuse Prevention, RA 7877 or Anti-Sexual Harassment Act; RA 9442 anti-PWD discrimination;
- Recommend policies to enhance guidance and counselling services;
- Recommend policies to enhance career guidance;
- Recommend appropriate psychological test materials;
- Recommend policies on safety management to support RA 10121 Philippine Disaster Risk Reduction and Management Act of 2010 to be implemented by the Security Services and Management Office;
- Recommend policies regarding establishment of student laboratory cooperatives, savings, and other entrepreneurial activities to be implemented by the Business Development Office;
- Regularly reviews the contents of the Student Handbook
- Members:
 - Vice President for Academic Affairs
 - o President, University Student Government
 - o Director, Office of Student Affairs
 - o Director, Health Services
 - o Director, Security Services and Management Office
 - o Director, Business Development Office
 - Director, Gender and Development Office

- Department Head, Counselling and Career Services
- Department Head, Student Policy and Research Services
- Department Head, Diversity and Integrative Services

Student Development Committee

- Recommend policies regarding accreditation of student governments and organizations
- Recommend policies relevant to in-campus and off-campus activities
- Recommend policies relevant to sport development program to be implemented by ISPEAR
- Recommend policies relevant to culture and arts to be implemented by ISPEAR
- Recommend policies on the social and community engagement of students
- Recommend policies relevant to student publication and the implementation of the Campus Journalism Act
- Recommend policies on the participation of students to mobility and leadership trainings
- · Members:
 - Vice President for Academic Affairs
 - o President, University Student Government
 - Director, Office of Student Affairs
 - Director, National Service Training Program
 - Director, Extension Services Offices
 - Executive Assistant for International Linkages
 - Dean, Institute of Sports, Physical Education and Recreation
 - o Department Head, Student Development Services
 - Department Head, Student Policy and Research Services

Scholarship Board

- Recommend policies in criteria and screening of scholars
- · Recommend policies relevant to scholarship and financial aid
- · Reviews memoranda of agreements with sponsoring agencies
- Recommend policies on University Student Assistantships and Student Work Referral System
- Recommend policies relevant to student loan and financial assistance
- Members:
 - Vice President for Academic Affairs
 - o Director, Office of Student Affairs
 - Director, Finance and Management Services
 - Director, Business Development Office
 - o Director, Admission and Records Office
 - Department Head, Scholarship and Financial Assistance
 - o Department Head, Student Policy and Research Services

University Council on Student Discipline

- Recommend policies relevant to student discipline and decorum;
- Cause the creation of preliminary investigation committee;
- Cause the creation of student crime prevention committee to be coordinated by the SSMO;
- Review final judgments, decisions, resolutions, orders of the preliminary investigatory committee;
- Recommend penalties and sanctions to the various offenses including classification thereof
- · Conduct investigation when necessary;
- Members:

- University Legal Officer or a personnel with legal background as
 Chairman
- Student Chief Justice or its equivalent, University Student Government
- o Director, Office of Student Affairs
- o Director, Security Services Management Office
- Department Head, Student Policy and Research Services

COLLEGE GUIDANCE COORDINATOR/ STUDENT SERVICES COORDINATORS

Pending hiring of professional guidance counselors, faculty members from each unit maybe designated as guidance coordinators upon favorable recommendation of the Dean. The Counselling and Career Department shall initiate the proper training of designated guidance coordinators for them to effectively assist in providing appropriate services. The designated guidance coordinators shall act as student services coordinator of the respective units. OSA shall closely coordinate with the Deans in the implementation of guidance/student services.

OFFICE OF STUDENT AFFAIRS MANPOWER COMPLEMENT

Unit	Personnel (Based on ROSSSS)	Remarks		
Office of the Director	Director	Faculty Designate		
	Administrative Assistant II, SG9	Staff Support		
Counseling and Career	Guidance Service Specialist II, SG18	Designated as Department Head		
Guidance and Counselling Services	Administrative Officer IV (Psychometrician), SG15			
	Guidance Counselor II (5), SG12			
Information and Orientation Services	Administrative Aide IV, SG4			
Career Guidance and Job Advisory	Administration Officer III(Job Placement Officer), SG15			
Student Development	Department Head	Faculty Designate		
Campus Organization Regulation and Development	Supervising Administrative Officer, SG 22			
Campus Activity Monitoring and Permits				
Student Publication	Administrative Aide IV, SG4			
Leadership Enhancement				
Scholarship and Financial Assistance	Department Head	Faculty Designate		
Scholarship Administration	Administrative Officer III (Scholarship Officer), SG14			
Scholarship Scanning/ Monitoring				
Financial Aid and Student Loan	Administrative Aide IV, SG4			
Student Assistantships	Administrative Aide IV, SG4			
Diversity and Integrative Services Department	Department Head	Faculty Designate		
Multi-Faith Services				
Diversity and Affirmative Action	Administrative Aide IV, SG4			
Bai MatabayPlang Student Legacy				

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Student Policy and Research Department	Department Head	Faculty Designate
Student Handbook	Administrative Aide IV, SG4	
Research, Monitoring and Evaluation		
Student Discipline	Administrative Aide IV, SG4	
Student Assistance and Complaints		

Pending approval of the ROSSSS, contract of service personnel shall be hired in the meantime.

REALIGNMENT OF FUNCTIONS

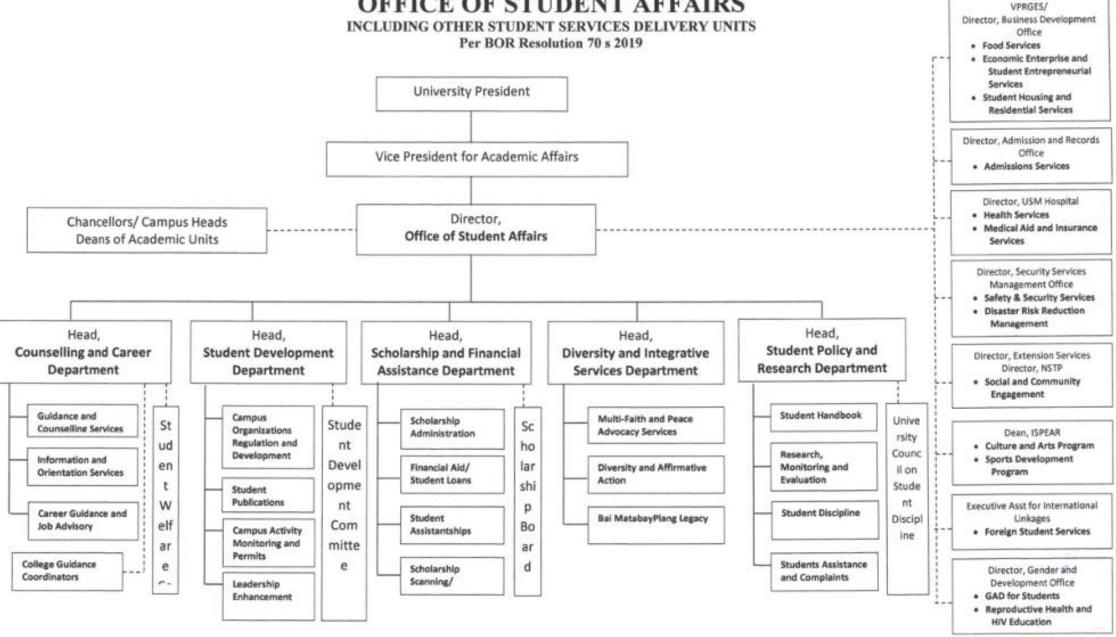
The following functions are hereby transferred or realigned to the following offices:

Functions/ Programs	Offices/ Unit
Food Services	VPRGES/BDO
Economic Enterprise and Student Entrepreneurial Services	A unit shall be created under VPRGES to focus on students
Health Services Medical Aid and Insurance Services	A unit in USM Hospital and Health Services be created to attend to student needs
Disaster Risk Reduction	Security Services Management Office creating a Safety Office under SSMO
Social and Community Engagement	Shared responsibility of the National Service Training Program and Extension Service Office
Sport Development	Creation of a non-academic department under ISPEAR
Culture and Arts	Creation of a non-academic department under ISPEAR
Student Housing and Residential Services	Business Development Office shall develop a Campus Residence Life Program for Dorm Residents
Foreign/ International Students	Executive Assistant for International Linkages
Student with Special Needs	Reproductive Health, HIV Education shall spearheaded by the GADO
Admission Services	Admission and Records Office

Hereinafter, the Office of Student Affairs shall coordinate with offices mentioned above to come up with proposals to reorganize the offices to cater to student services including drafting the corresponding policies and procedures for the effective implementation of student services.

Table of Organization University of Southern Mindanao

OFFICE OF STUDENT AFFAIRS





SUPPORT TO STUDENTS

A.4. PROFILE OF THE SSP STAFF



Profile of the Student Services Program Officials

Student Services Program/Units	Head of Unit/Designated Position	Educational Qualification	Length of Experience in the SSP
Office of Student Affairs	Maria <u>Leida</u> M. <u>Donque</u> Director	Doctor of Education	3 yrs.
Scholarship and Financial Assistance Department	Shandra C. Gonsang Department Head	PhD in Filipino	3 yrs.
Student Development Services Department	Kathleen Mae B. <u>Alucilia</u> Department Head	Master in Information Management	5 <u>yrs</u>
Diversity and Integrative Services Department	Sarrah Jane C. Guerrero Department Head	Master in Public Administration	4 years
Student Policy and Research Department	Rowell P. <u>Nitafan</u> Department Head	Master in Public Administration	1 year
	Maria Angelika T. <u>Balungay</u> Department Head	Master of Science in Psychology major in Clinical Psychology	3 years
Counseling and Career Department	Imelda S. <u>Silao</u> PESO Officer	Masters of Arts in Guidance and Counseling	12 years
Department	Shiela Rose Nicor Psychological Testing In- Charge	Master in Guidance and Counseling	13 years
	Rocelle Yongque Psychometrician	Masters of Science in Psychology (on- going)	4 years
Health Services	Annaleah Lasaga Medical Director	Doctor of Medicine	
Sports/Socio-Cultural Division	Marlon Mancera Coordinator Jessa Buisan	Masters of Arts in Education major in PE	2 years
Student Housing and	Coordinator Jocheved Tauro		9 years
Student Housing and Residential Services	Sociesed Taglo	MAED (on-going)	1 year
Food Services	Preciosa Valmores	MBA – HRM	15 years
Economic Enterprise and Student	Samsudin Panday VPRGES	PhD in Agricultural Science	4 years

Entrepreneurial Services			
Safety and Security			
Services	Orlando Forro	MATIA	
	Bonifacio Solsoloy	Master of Science in	
Social and Community	NSTP Director	Philosophy	1 year
Engagement Services	Glyn Magbanua		
	Extension Services		.
	Director		1 year
Foreign and			
International Linkages	Bryan Lloyd P. Bretaña		years
Student with Special	Rose Clemen	Juris Doctor	
Needs (GAD)	GAD Focal Person	MPA	3 years
	Nelia O. Du		
Admission Services	Admission and Records		
	Director	PhD in Filipino	3 years

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12/08/2003	08/19/2005	Teache		Dept of Educ, Culture & Sports/Region XII/Cotabato Division- Amas/Kabacan South - Pobladon Dept of Educ, Culture & Sports/Region XII/Cotabato Division-		P9,939.00	10-1	Permanent Regular	Yes
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gher Education Leadership Mentoring Seminar (HELMS)		10/28/2024	10/28/2024	8	Technical	UPLB/USM
th PAFTE Midyear Convention		6/13/2024	6/14/2024	16	Technical	PAFTE
iteshop on Enhancing Research Publicatioon Skills		12/21/2021	12/21/2021	8	Technical	CED, USM, Kabacan
tuel-Seminar Workshop of KPCS in Making TOS and Test 0 xonomy in all Subject Areas of Kto12 Basic Education Progr		11/9/2021	11/11/2021	24	Technical	DepEd, Kabacan Pilot Central School
line Orientation on Crafting of Learning Activity Sheets		4/20/2021	4/20/2021	8	Technical	Department of Education Division of Cotabat:
ber World Capacitation of KPCS Administrators, Teachers a	nd Staff	12/14/2020	12/17/2020	32	Technical	DepEd, Kebacan Pilot Central School
Day Training of Trainers on Pedagogy: Active Teaching and I ementary, Junior High School and Senior High School Maste ech Resort		1/9/2020	1/11/2020	24	Technical	Department of Education Division of Cotabato
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III. OTHER INFORMATION	Printer.					
31 SPECIAL SKILLS and HOBBIES	NON-	ACADEMIC DISTING	100	TION	W 00	33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Excellent initiator and organizer of trainings		USM Outstandin	USM Faculty Association, Inc.			
Can play ukulele and a trainor	Outs	tanding Master Tee	scher II (Regional	Cotabato Public School Teachers, Employees & Retirees association (CPSTAERA, Inc.)		
Efficient in making instructional materials	Outstanding	Science Teacher	(MT Category-Div			
36.64	Silver S	Service Award- Girl Scouts of the Philippines				
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	/					CS FORM 212 (Revised 2017). Page 3 of 4

34.	Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be apppoin a within the third degree? b. within the fourth degree (for Local Government)	☐ YES ☑ NO ☐ YES ☐ NO If YES, give details:				
35.	a. Have you ever been found guilty of any admini	istrative offense?		☑ NO		
	b. Have you been criminally charged before any	court?		☑ NO		
			Status of Case/s:			
6.	Have you ever been convicted of any crime or vice ordinance or regulation by any court or tribunal?	olation of any law, decree,	YES If YES, give de	☑ NO tails:		
7.	Have you ever been separated from the service i modes: resignation, retirement, dropped from the termination, end of term, finished contract or phase	rolls, dismissal,	YES If YES, give de	☑ NO tails:		
8.	A. Have you ever been a candidate in a national the last year (except Barangay election)?	YES If YES, give detail	☑ NO			
	b. Have you resigned from the government service month period before the last election to promote/	☐ YES If YES, give detail	☑ NO			
9.	Have you acquired the status of an immigrant another country?	☐ YES If YES, give de	☑ NO tails (country):			
0.	Pursuant to: (a) Indigenous People's Act (RA 837 Disabled Persons (RA 7277); and (c) Solo Paren Are you a member of any indigenous group? Are you a person with disability?		YES If YES, please spe	☑ NO		
	Are you a solo parent?		☐ YES If YES, please spe	ecify ID No:		
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_	GEOFFRAY R. ATOK	POBLACION, MATALAM POBLACION, KABACAN	9985894743 9992295948			
12.	I declare under oath that I have personally according a true, correct and complete statement pursurules and regulations of the Republic of the head/authorized representative to verify/validate that any misrepresentation made in this document	mplished this Personal Data suant to the provisions of p ne Philippines. I authorize the contents stated herein.	a Sheet which pertinent laws, a the agency	MARIA LEIDA M. DONQUE		
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FIRST NAME	RENEL	NACE	OTENSIONUR, SR; N/A	LEENER KAYE B. ALUCILJA			LUCILJA	84/07/2000	
MICOLE NAME	MANALO).		LEENER KATE B. ALUÇILJA			LUÇILJA	03/21/2003	
OCCUPATION	TEACHIN	G							
EMPLOYER BUSINESS NAME	UNIVERSITY OF SOUTH	ERN MIN	IDANAO						
BUSINESS ADDRESS	KABACAN, COT	ABATO							
TELEPHONE NO.	(064) 572 1	307							
M. FATHER'S SURNAME	BIBAY								
FIRST NAME	LEODEGARIO	NAME E	OTENSON PR. SP(N/A						
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S. MOTHER'S MAIDEN NAME	ANTONI	0							
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SECONDARY	UNIVERSITY LABORATORY SCHOOL UNIVERSITY OF SOUTHERN MINDANAO	1	HIGH SCHOOL		1991	1995	N/A N/A	1995	YALDCURA
VOCATIONAL / TRADE COURSE	N/A		NA		NA	NA	N/A	N/A	NA
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BAC	CHELOR OF SCIENCE IN C	NI.	1995	2000	N/A	2000	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO DE LA SALLE UNIVERSITY - MANILA		RS IN INFORMATION MANAGE PHO IN CVIL ENGINEERING		2002 2017	2009 PRESENT	NIA Academic Completed	2009 CANDIDATE	NONE CHED
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC I NON-GOVERNME	VI PEOPL	E/VOLUNT	ARYCRO	ANIZATION			
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Department of Civil Engineering, College of Engineering and Information Technology, USM and Kabacan Earthquake Assessment Team - Kabacan Cotabato		43799		Rapid Post Earthquake Assessment at Municipalities North Cotabato affected by earthquake			
Philippine Institute of Civil Engineers - USM Student Chapter	39434	39436	24	Tree Plantin	ng and Giving Relief Goods		
	on separate shi						
VIL. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS TRAINING	PROGRAM						
20. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Africe in full)	INCLUSIV	E DATES OF NOANCE 03/yyyd	MARKET IN	Type of LD (Managerial Supervisory) Technicilles()	CONDUCTED SPONSORED BY (RATIo in LIE)		
Re-Echo Session of the 2024 Annual Sports Psychology Summit	11/5/2024	11/5/2024	5		Commission on Higher Education (CHEO) Region 12		
PICE 50th National Convention and Technical Conference	10/29/2024	10/30/2024	16		Philippine Institute of Civil Engineers, Inc.		
Data Analytics for the future (DAF X) A 5 Day Crash Course	9/16/2024	9/20/2024	48		University of the Philippines Los Bancs (UPLB)		
Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUC's			90		Commission on Higher Education (CHED), University of the Philippines (UP-SURP)		
Regional Assessment of Climate Rinks and Vulnerabilities	2/1/2024	2/2/2024	16		The National Academy of Science and Technology, Philippines and The Outstanding Women in Nation's Service (TOWNS) Foundation, Inc.		
49th PICE National Convention and Technical Conference	11/24/2023	11/25/2023	16	Technical	Philipine Institute of Civil Engineers		
Satallite Data Processing Training Session (SDPTS)	59/2023	5/11/2023	24	Technical	Space infrastructure Know-how & Applications Acceleration Strough Promotion & Training (SSKAP+), Philippine Space Agency		
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module1 - Planning Rationale and Contaxt; and Module 2 - Profiling and Analysis of Planning Area	of 11/18/2022	11/30/2022		Technical	Comission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)		
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 3 - Conceptualization	12/2/2022	12/13/2022		Technical	Comission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)		
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs. Module 4 - Development Planning/Land Use Development and Infrastructure Plan	12/15/2022	1/17/2023		Technical	Comission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)		
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs. Module 5 - Plan Implementation tools (Investment Planning)	1/19/2023	1/31/2023		Technical	Comission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)		
Weblinar on Fundamental Topics relative to the Development of a Land Use ddevelopme and Infrstructure Plan: Infrastructure Planning	S/6/2021	5/6/2021	2.5	Technical	Comission on Higher Education (CHED)		
Webinar on Fendamental Topics relative to the Development of a Land Use ddevelopme and Infratructure Plan: Campus Land Use Planning	et 4/30/2021	4/30/2021	2.5	Technical	Comission on Higher Education (CHED)		
Webinar on Fundamental Topics relative to the Development of a Land Use development and Infratructure Plan: Understanding Land Conflicts and Resolutions	4/22/2021	4/22/2021	2.5	Technical	Comission on Higher Education (CHED)		
Weblinar on Fundamental Topics relative to the Development of a Land Use didevelopment and Infristructure Plan: Land Invetory and Titling	4/15/2021	4/15/2021	2.5	Technical	Comission on Higher Education (CHED)		
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VII. OTHER INFORMATION	on arguerate abo	of if nocussary	Acres de la constitución de la c				
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a) outractional and underects 75	DEMIC DISTING (MHW III		N IAM		33. MEMBERSHIP IN ASSOCIATION ORGANIZATION (Wile in full) Phillippine Institute of Civil Engineers- North		
Driving	N/A				Cotabato Chapter		
Playing Chess					Institution of Safety Management Specialist (ISMS)		
Computer Literate					Transportation Science Society of the Philippines (TSSP)		
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Are you related by consanguinity or affinity to the appointing or a chief of bureau or office or to the person who has immediate sug Bureau or Department where you will be appointed.					
a. within the third degree?					
b. within the fourth degree (for Local Government Unit - Career I	Employees)?				
		If YES, give details:			
 a. Have you ever been found guilty of any administrative offense 	17	www.			
		If YES, give details:			
b. Have you been criminally charged before any court?		If YES, give details:			
			ate Filed:		
		Status o	of Case/s:		
M. Have you ever been convicted of any crime or violation of any la	w, decree, ordinance or regulation by				
any court or tribunal?		If YES, give details:			
IT. Have you ever been separated from the service in any of the foll dropped from the rolls, dismissal, termination, end of term, finish in the public or private sector?		If YES, give details:			
8. a. Have you ever been a candidate in a national or local election	n held within the last year (except				
Barangay election)?		If YES, give details:			
b. Have you resigned from the government service during the th		MARKET			
election to promote/actively campaign for a national or local can		If YES, give details:			
Have you acquired the status of an immigrant or permanent resi	ident of another country?	BVEC ship details for one A			
		If YES, give details (country):			
 Pursuant to: (a) Indigenous People's Act (RA 8371), (b) Magna and (c) Solo Parents Welfare Act of 2000 (RA 8972), please and 					
Are you a member of any indigenous group?	SACREMENT AND ARROWS				
		If YES, please specify.			
Are you a person with disability?		If YES, please specify IC) No:		
Are you a solo parent?					
the state of the s		If YES, please specify IC) No:		
11. REFERENCES (Person not related by consunguinity or affinity to applicant (ag	pointre)				
NAME	ADDRESS	TEL. NO.			
Dr. Maricel G. Dayaday	CEIT, USM	(064)5721307	ID picture taken within the last 6 months		
Prof. Melecio A. Cordero Jr.	CEIT, USM	(064)5721307	3 5 cm, X 4 5 cm (passport size)		
		1,11	With full and handwritten mane tag and signature over		
Dr. Maria Leida M. Donque	OSA, USM		printed name		
12. I declare under oath that I have personally accomplished this Pr statement pursuant to the provisions of pertinent laws, rules and the agency head / authorized representative to verifylvalidate th misrepresentation made in this document and its attachments s against me.	d regulations of the Republic of the Ph re contents stated herein. I agree that	lippines. I authorize any	Computer generated or photocopied picture is not acceptable PHCTO		
Government lastated ID (a Paragrapt GISS, ISSS, PRC, Drivers Lower, etc.)					
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SUBSCRIBED AND SWORN to before me this	_affart_exist	iting his her validly issued go	vernment IC as indicated above.		
	Daniel Administration A				
	Person Administering Oa	01			
			CS FORM 212 (Revised 2017), Page		

35 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS TRAINING PROGRAMS (William MJ)	ATTEN	DATES OF CANCE SOLVEY	NUMBER OF HOUSE	Type (FLD (Managerall' Supervisory)	CONDUCTED SPONSORED BY (Write in full)
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Vebinar Series 2021 Living in the New Normal and Beyond: The Future of Sustainable and Intelligent Transport Systems	7/31/2021	7/31/2021	4	Technical	JSPS Alumni Association of the Philippines and Japan Society for the Promotion of Science
Vebinar on Disaster Resilience	7/31/2021	7/31/2021	4	Technical	Philippine Institute of Civil Engineers (PICE)
021 PICE Virtual Midyear National Convention and Technical Conference Vebinar on Geotechnical Engineering	6/25/2021 5/21/2021	5/21/2021	16	Technical Technical	Philippine Institute of Civil Engineers (PICE)
apacity Building Saminar on Desaster Risk Reduction and Management (Response)	2/24/2021	2/24/2021	8	Technical	Philippine Institute of Civil Engineers (PICE) Philippine Institute of Civil Engineers (PICE)
TCE 2020 Virtual National Convention and Technical Conference	11/27/2020	11/28/2020	16	Technical	Philippine Institute of Civil Engineers (PICE)
ACCUP Webinar on Online Accreditation System	9/14/2020	9/16/2020	24	Technical	Accrediting Agency of Chartered Colleges and University
letro Manita Transportation Network: Big Data Analytics and Application	11/25/2019	11/25/2019	8	Technical	in the Philippines, Inc. (AACCUP) Ow La Salle University (DLSU) - Manila
ntalligent Transportation Systems Forum	10/25/2019	10/25/2019	8	Technical	Transportation Science Society of the Philippines (TSSP)
Iltra Electromagnetic Urbanism: Talking Cities and Transportation	1/19/2019	1/19/2019	8	Technical	University of the Philippines Diliman (UPD) School of Urb
		100000000000000000000000000000000000000		100000000000000000000000000000000000000	and Regional Planning De La Salle University - Manila (DLSU) and University of
mart Transport Systems and Asset Management st National Railway Engineering Conference	1/15/2019	11/15/2019	16	Technical Technical	Salford Polytechnic University of the Philippines (PUP), Department of Transportation (DOTr) and Philippine
	0.0000000000000000000000000000000000000	11110000	Diese.	Tochrical	Ratiney Engineers Association)
3ig Data Analytics and Applications & Intelligent Transport Systems	-	11/18/2018	_	Technical	De La Satie University (DLSU) - Manile
5th Annual Conference of the Transportation Science Society of the Philippines (TSSP)		07/27/2018	16	Technical	Transportation Science Society of the Philippines (TSSP)
Philippine - Japan Symposium on Earthquake Engineering	12/02/2017	12/02/2017	8	Technical	De La Salle University (DLSU) - Manuta
Seminar on Irrigation and Drainage	7/4/2017	7/4/2017	8	Technical	College of Engineering and Computing, University of Southern Mindanao
4th Annual Conference of the Transportation Science Society of the Philippines (TSSP)	07/21/2017	07/21/2017	8	Technical	Transportation Science Society of the Philippines (TSSP)
Seminar on RA 9184 - Government Procurement Act	7/4/2017	7/4/2017	8	Technical	College of Engineering and Computing, University of Southern Mindanao
Seminar on Construction Safety and Health Standards on Construction	03/25/2017	03/25/2017	8	Technical	College of Engineering and Computing, University of Southern Mindanao
Seminar Workshop on Structural Analysis and Design Program (STAAD)	1/4/2017	1/4/2017	8	Technical	College of Engineering and Computing, University of Southern Mindanao
Seminar on Basics of Extension Implementation using the ARISE Approach	6/12/2015	6/12/2015	8	Technical	College of Engineering and Computing, University of
		71000000	-		Southern Mindanao University Guidance Conter, University of Southern
Annual planning-Workshop and Teambuilding	00/29/2010	05/30/2015	16	Managerial	Mindanao University Quality Assurance Office, University of South
Consultancy Visit and Outcomes-Based Education (OBE) Instrument Orientation	04/24/2015	04/25/2015	16	Technical	Minéanao
Seminar on Construction Project Economics	02/07/2015	02/07/2015	8	Technical	Philippine Institute of Civil Engineers, University of Southern Mindanso
0 Hours OSHA Construction Safety	12/12/2014	12/12/2014	10	Technical	University Guidance Center, University of Southern Mindanao
10			ØY-1		

CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	HEET			
WARNING: Any misrepresenta	ation made in the Personal Data Sheet and the				iminal case/s again	nst the person	concerned.
READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SHEE	ET (PDS) BEFORE ACCOM	PLISHING THE				
Print legibly. Tick appropriate boxe I. PERSONAL INFORMATI	s and use separate sheet if necessary, indicate to	VA if not applicable. DO NOT	ABBREVIATE.	1. CS (0 No		(Do not fill up	For CSC use on
2 SURNAME	GUERRERO						
FIRST NAME	SARRAH JANE				NAME EXTENSION (A	R,SR) N	IA.
MDDLE NAME 3. DATE OF BIRTH	CORPUZ			1			
(mm/kb/yyyy)	04/05/1977	16. CITIZENSHIP		☑ Flipino □	Dual Citizenship	□by naturaliz	ation
4 PLACE OF BIRTH	KIDAPAWAN, COTABATO	If holder of dual oils	enship,		Pls. indicate	country:	
5.SEX	☐ Male ☑ Female	please indicate the	Setalis				-
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	H	RERO'S RESIDENCE Susse Skock Lot No PUROK 2	MA	GSAYSAY STRE Street OSIAS	ET
7. HEIGHT (m)	1.600		S	iubdivisionVillage KABACAN		Byrangay COTABATO	
8. WEIGHT (kg)	70	ZIP CODE	- 5	CitriMunicipality	9407	Province	
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	GUER	RERO'S RESIDENCE	20100-1	GSAYSAY STRE	ET
		- Indiana	H	puse-Block Lot No PUROK 2		Street	
10. GSIS ID NO.	000-9213-9170-4	The Way of		ubdivisionVillage		Barangay	
11. PAG-BIG ID NO.	1210-2379-0758			KABACAN CityMunicipality		Province	
12 PHILHEALTH NO	17-050067327-6	ZIP CODE	9407				
13. SSS NO.	09-2139170-4	19. TELEPHONE NO.	064-572-622	11			
14 TINNO.	922-352-464	20. MOBILE NO	0946608616	3			
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	siguerrero	@usm.edu.ph			
II. FAMILY BACKGROUND			No State	E-pos-tipo		MARKET BE	
22. SPOUSE'S SURNAME	GUERRERO	V	23. NAME of CH	ILDREN (Write full name an	d list all)	DATE OF BIR	TH (mm/dd/yyyy)
FIRST NAME	EURIC	NAME EXTENSION (JR., SR) NIA	EURIK ANDR	EA C. GUERRERO		07/23/2004	
MOOLE NAME	CARIAGA		EURIK ARAB	ELLAH C. GUERRERO		04/26/2007	
OCCUPATION	BUSINESSMAN-FARMER						
EMPLOYER/BUSINESS NAME	PRIVATE						
BUSINESS ADDRESS	KABACAN, COTABATO						
TELEPHONE NO.	064-572-6221						
24 FATHER'S SURNAME	CORPUZ						
FIRST NAME	CESAR	NAME EXTENSION (JR., SR) NA					
MODLENAME	LUCERO						
25. MOTHER'S MAIDEN NAME							
SURNAME	ABALLE						
FRST NAME	ALICIA						
MODLE NAME	EDAÑO			(Continue on	separate sheet if neces	saryj	
III. EDUCATIONAL BACKO	GROUND	De la Company					
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHEY ACADEMIC HONORS RECEIVED
ELEMENTARY	KABACAN PILOT CENTRAL ELEMENTARY SCHOOL	ELEMENTARY EDUCATION		1986 1992	N/A	1992	N/A
SECONDARY	NOTRE DAME OF KABACAN	HIGH SCHOOL		1992 1996	NA	1996	NIA
VOCATIONAL / TRADE COURSE	NIA	NA		N/A N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN DE COMMUNICATION	VELOPMENT	1996 2000	COMPLETED	2000	N/A
GRADUATE STUDIES	NOTRE DAME OF DADIANGAS UNIVERSITY- NOTRE DAME OF KIDAPAWAN COLLEGE	MASTER IN PUBLIC ADMINISTR	TATION	2019 2022	COMPLETED	2022	N/A
Signature	Q.	ontinue on separate sheef if neo	ressary)	Date	1 4	nuary 31, 2025	

CS FORM 212 (Revised 2017), Page 1 c

								LINESPEE CO.	
7. CAR		1080 (BOARD/ BAR) UNDER AWS/ CES/ CSEE	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINAT	ION / CONFER	MENT	LICENSE (# ap	
В		LITY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	POUL OF EXAMINAT	ION / CONT EN	WENT	NUMBER	Date o Validity
	N	/A	N/A	N/A	N/	A		N/A	N/A
WORK	EXPERIENCE		(6	Continue on separate sheet if	necessary)				
		- ent. Start from your recent	worki Descriptio	on of duties should be i	ndicated in the attached	Work Exper	ience sheet.		
190	LUSIVE DATES mm/dd/yyyy)	POSITION TI (Write in full/Do not			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARYI JOSEPAY ORACE (If applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVIC (Y/N)
4/16/2024	PRESENT	ASSISTANT PROFESSOR II		UNIVERSITY OF SOUTHE	RN MINDANAO	41,616.00	SG 16	PERMANENT	YES
4/04/2021	04/15/2024	INSTRUCTOR 1		UNIVERSITY OF SOUTHE	A12000100000	30,989.00	SG 12	PERMANENT	YES
9/15/2020	03/31/2021	COMMUNITY FACILITATOR		Contract of the second	IZATION FOR MIGRATION	38,000.00	N/A	CONTRACT	NO
1/01/2018	03/31/2020	CIVIL SOCIETY ORGANIZATION SUPERVISOR	GOVERNANCE	ACTION AGAINST HUNGI	ER (AAH)	42,000.00	N/A	CONTRACT	NO
1/01/2017	12/31/2017	ADMINISTRATIVE ASSISTANT	v	LOCAL GOVERNMENT U	NIT OF KABACAN	17,169.00	SG 11/1	COTERMINUS	YES
1/23/2013	12/31/2016	ADMINISTRATIVE AIDE II		LOCAL GOVERNMENT U	NIT OF KABACAN	8,708.00	02-1	PERMANENT	YES
9/27/2013	11/22/2013	INDEPENDENT EVALUATOR		INTERFAITH COOPERATI	ON FORUM	250,000.00	N/A	CONTRACT	NO
02/01/2012	09/26/2013	ADMINISTRATIVE AIDE II		LOCAL GOVERNMENT U	NIT OF KABACAN	8,039.00	SG2/1	PERMANENT	YES
05/13/2011	08/13/2011	RESEARCHER		WORLD VISION-PHILIPPI	NES	50,000.00	N/A	CONTRACT	NO
34/05/2010	08/08/2010	CONSULTANT		ACTION AGAINST HUNG	ER (AAH)	45,000.00	N/A	CONTRACT	NO
9/01/2009	12/31/2009	LOCAL SERVICE PROVIDER		ACT FOR PEACE PROGR	AMME IN ARMM	35,000.00	N/A	CONTRACT	NO
02/04/2008	09/30/2008	CONSULTANT		PARTNERSHIP FOR YOU ENRICHMENT (PYLE)	TH LEADERSHIP	20,000.00	N/A	CONTRACT	NO
04/01/2006	03/03/2008	COMMUNITY DEVELOPMENT	ACILITATOR	CONSORTIUM FOR THE SOUTHEASTERN MINDA		18,000.00	NA	CONTRACT	NO
07/10/2003	10/02/2005	SITES SUPERVISOR/GENDER	OFFICER	CONVERGENCE FOR CO DEVELOPMENT, INC.	MMUNITY CENTERED AREA	45,000.00	N/A	CONTRACT	NO
10/01/2000	04/01/2003	TECHNICAL STAFF		CONSORTIUM FOR THE I SOUTHEASTERN MINDA		8,000.00	N/A	CONTRACT	NO
				Continue on separate sheet it	Decessory!				

The same of the sa	COLUMN TOTAL	MOTIVE	VE DATES			
29 NAME & ADDRESS OF O (Write in full		(mm/c	śdyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK
	UR PURSUERUFUE ARRADA	From	To			
IORO PEOPLE'S COMMUNITY FOR REFORM A OBLACION, KABACAN, COTABATO		09/01/2011	PRESENT	N/A	MEMBER, BOA	ARD OF TRUSTEES
ABACAN FOURSQUARE GOSPEL CHURCH, PO OTABATO		11/07/1905	PRESENT	N/A	MEMBER, CHU	IRCH COUNCIL
IUNICIPAL ADVISORY COUNCIL (MAC) OF THE TATION, KABACAN, COTABATO	KABACAN MUNICIPAL POLICE	01/01/2018	PRESENT	N/A	MEMBER, COL	INCIL
II. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING PR	OGRAMS AT	TENDED			
30 TITLE OF LEAFOUNG AND DEVELOPMENT INTO (Write in full	RVENTIONS/TRAINING PROGRAMS	INCLUSIVE ATTE	E DATES OF NDANCE 909yyyy)	NUMBER OF HOUSE	Type of LD (Managerial) Supervisory/ Technical/Mc)	CONDUCTED/ SPONSORED BY (White in full)
2TH SCIENTIFIC MEETING AND NATIONAL CONFER OMMUNICATION THAT CARES: FOSTERING PEACE ISTITUTIONS		From 12/04/2024	To 12/06/2024	24 HOURS	TECHNICAL	ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS (ADCEP)
LEARNING ON COMMUNICATING ON LABOR MIGR	ATION AND MOBILITY (ONLINE)	10/07/2024	11/15/2024	40 HOURS	TECHNICAL	INTERNATIONAL TRAINING CENTER (ITC)- INTERNATIONAL LABOUR ORGANIZATION (ILO)
RAINING ON MONITORING AND EVALUATION		07/02/2024	07/02/2024	8 HOURS	TECHNICAL	WORLD FOOD PROGRAM (UN AGENCY)
TH SOCIAL JUSTICE FORUM: Community Involvem resperity, and Planet	ent towards Sustainable Peace,	05/11/2024	05/11/2024	8 HOURS	TECHNICAL	ADREM PROJECTS PHILIPPINES
ASICS OF RESILIENCE		01/15/2024	02/16/2024	16 HOURS	TECHNICAL	UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY (UPOU) & UNIVERSITY OF THE PHILIPPINES RESILIENCE INSTITUTE
VEBINAR ON TEACHING A SPECIALIZED COURSE OF IGRATION IN SELECTED DEVELOPMENT COMMUN HILIPPINES		12/13/2022	12/14/2022	16 HOURS	TECHNICAL	INTERNATIONAL LABOUR ORGANIZATION, ASIA INSTITUTE OF JOURNALISM AND COMMUNICATION & ASSOCIATION OF DEVCOM EDUCATORS & PRACTITIONERS
ITERNATIONAL WEBINAR ON MAINSTREAMING GE DEVELOPMENT	INDER PERSPECTIVES IN RESEARCH	09/12/2021	09/12/2021	14 HOURS	TECHNICAL	BUNGUET STATE UNIVERSITY & UNIVERSITY OF GUAM
SAFE: ONLINE SECURITY AWARENESS TRAINING		09/17/2020	09/17/2020	8 HOURS	TECHNICAL	UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY
TRODUCTION TO INTERNATIONAL HUMANITARIA	N LAW (IHL)	08/31/2020	08/31/2020	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
ASE STUDY: COMMUNITY-BASED EMERGENCY RE	SPONSE PLANNING IN ACTION	06/22/2019	06/22/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
LAST DRRM: INTRODUCTION TO COMMUNITY BAS ANAGEMENT	ED DISASTER RISK REDUCTION	06/21/2019	06/21/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
TRODUCTION TO COACHING & MENTORING		08/28/2018	08/28/2018	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
EVELOPMENT ENTREPRENEURSHIP WORKSHOP		05/24/2018	05/25/2018	16 HOURS	TECHNICAL	THE ASIA FOUNDATION
SYCHOLOGICAL HEALTH & WELLNESS SEMINAR	FOR PODOS	12/07/2017	12/07/2017	8 HOURS	TECHNICAL	OVERSEAS WORKERS WELFARE ADMINISTRATION
RAINING ON THE FORMULATION OF LOCAL INVES .IIC)	TMENTS AND INCENTIVES CODE	11/08/2017	11/10/2017	24 HOURS	TECHNICAL	LOCAL GOVERNMENT ACADEMY (LGA)
RAINING/SEMINAR ON DOCUMENT PROCESSING O		10/18/2017	10/20/2017	24 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICE AND ARCHIVISTS
ALUES RESTORATION PROGRAM ON ORGANIC VI	TRAINER EXCELLENCE	03/14/2017	03/17/2017	32 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION- COUNCIL FOR THE RESTORATION OF FILIPINO VALUES
LOBAL LEADERS' FORUM IN MUAR, MALAYSIA		05/30/2016	06/04/2016	40 HOURS	TECHNICAL	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES (CRFV)
EMINAR ON INVESTMENT BRIEFING/COUNSELING		05/20/2015	05/20/2015	8 HOURS	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
LANNING WORKSHOP ON THE REVIEW & ENHANC LAN OF KABACAN	EMENT OF THE 5-YEAR DRRMIN	03/18/2015	03/20/2015	24 HOURS	TECHNICAL	DEPARTMENT OF NATIONAL DEFENSE
	(Cer	dine so reparah	sheet I necessar	yf.		
VIII. OTHER INFORMATION	E SELECTION FOR			Same be		
31. SPECIAL SKILLS and HOBBES	32. NOR		te in full)	GNITION		33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PROGRAMPROJECT MANAGEMENT, EVALUATION, ASSESSMENT AND PLANNING		N	Α			LOCAL COUNCIL OF WOMEN
COMMUNITY PROFILING, PARTICIPATORY RESOURCE APPRAISAL						PAGLAUM MULTI-PURPOSE COOPERATIV
RAINING MANAGEMENT AND FACILITATION						NOTRE DAME OF KABACAN ALUMNI ASSOCIATION
OCUMENTATION & TECHNICAL WRITING						USM ALUMNI ASSOCIATION
COMMUNITY ORGANIZING AND						USMECCO
DEVELOPMENT NETWORKING AND LINKAGING						ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND
HOSTING & RADIO BROADCASTING						PRACTITIONERS (ADCEP)
The second secon	- 6	edinor in regard	v short i peressa	of		
THE PARTY OF THE P				17-11-11	Date	January 31, 2025

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be appointed,			
	a. within the third degree?		☐ YES ☑ NO	
	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES NO If YES, give details:	
35.	a. Have you ever been found guilty of any administrative offe	inse?	YES NO If YES, give details:	
	b. Have you been criminally charged before any court?		YES NO If YES, give details: Date Filed: Status of Case/s:	_
36,	Have you ever been convicted of any crime or violation of an by any court or tribunal?	ny law, decree, ordinance or regulation	☐ YES ☑ NO If YES, give details:	
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, encout (abolition) in the public or private sector?		✓ YES NO If YES, give details: (RESIGNED) TRANSFERRED TO PRIVATE ORGANIZATI	ION
38.	A. Have you ever been a candidate in a national or local electronic Barangay election)?	tion held within the last year (except	☐ YES ☑ NO If YES, give details:	
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of	candidate?	☐ YES ☑ NO If YES, give details:	
39.	Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO If YES, give details (country):	
B. b.	Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	YES	_	
41.	REFERENCES (Person not related by consenguintly or affinity to applicant	/appointer)	The state of the s	7
	NAME	ADDRESS	TEL NO.	1
	JONATHAN M. TABARA	OSIAS, KABACAN, COTABATO	9194925516	
	ZAYNAB A. AMPATUAN	POBLACION, KABACAN, COTABATO	9569135061	
	SOPHIA MAE GEROY	COTABATO CITY	9672165542	
42	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiner Philippines. I authorize the agency head/authorized representation made in this docume administrative/criminal case/s against me.	nt laws, rules and regulations of the sentative to verify/validate the content	Republic of the stated herein!	
G	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance overnment Issued ID: PASSPORT /License/Passport No.: P6466916A	G.		
Di	atePlace of Issuance: 03/18/2018/ DFA DAVAO CITY	Signature (Sign inside the JANUARY 31, 2025 Date Accomplished	Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this	NERISSA G. DELA VIÑA		В.

CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	IEET	•				
WARNING: Any misrepresenta	tion made in the Personal Data Sheet and the	Work Experience Sheet sa	hall cause the t	filing of adm	inistrative/c	riminal case's a	gainst the per	rson	
concerned.	TO FILLING OUT THE PERSONAL DATA SHE								
Print legibly. Tick appropriate boxes	() and use separate sheet if necessary. Indicate N				1. CS ID No.		(Do not fill up. Fr	or CSC use only	
. PERSONAL INFORMATIO					Service of the last		AND AND PARTY.	Suttle St.	
2. SURNAME	BALUNGAY					NAME EXTENSION (JR.	ASI		
FIRST NAME	MARIA ANGELIKA				and Cribiality				
MIDDLE NAME	TOLENTINO						N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	11/19/1994	16. CITIZENSHIP		☑ Filipi	☐ Filipino ☐ Dual Otizenship ☐ by birth ☐			zation	
4. PLACE OF BIRTH	KABACAN, COTABATO	If holder of dual citiz	enship,			Pls. indicate o	ountry:		
5. SEX	☐ Male ☑ Female	please indicate the	tetals.					-	
6 CIVIL STATUS	☑ Single ☐ Married	17. RESIDENTIAL ADDRESS			SIN	AMAR 1 STREET			
	☐ Widowed ☐ Separated ☐ Other/s:		Hou	se/Block/Lot No			Street POBLACION		
			Su	kabacan Kabacan			Barangay COTABATO		
7. HEIGHT (m)	1.57		- 0	h/Municipality			Province		
8. WEIGHT (kg)	65	ZIP CODE		9407					
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Hou	1099 se/Block/Lot No		SIN	SINAMAR 1 STREET Street POBLACION Barangay		
10. GSIS ID NO.	2006136107		- 0.	bdivision/Village					
11. PAG-IBIG ID NO.	121157254737			KABACAN			COTABATO		
	170255938304	ZIP CODE	- 0	City/Municipality 9407			Province		
12. PHILHEALTH NO.			-	3467		N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.			-19-011				
14. TIN NO.	316-942-571-000	20. MOBILE NO.			+639	162694304			
15. AGENCY EMPLOYEE NO.	16-00036	21. E-MAIL ADDRESS (if any)			matbalungay@gmail.com				
II. FAMILY BACKGROUND		Microsoft Turkey		Service.	STORE S		No. of the	2000	
22. SPOUSE'S SURNAME	N/A		23. NAME of CH	of CHILDREN (Write full name and list all)		DATE OF BIRT	H (mm/dd/yyyy)		
FIRST NAME		NAME EXTENSION (JR., SR)		N/A					
MIDDLE NAME									
OCCUPATION									
EMPLOYER/BUSINESS NAME									
BUSINESS ADDRESS									
TELEPHONE NO.									
24. FATHER'S SURNAME	BALUNGAY								
FIRST NAME	FERDIE MAR	NAME EXTENSION (JR., SR) SR.							
MIDDLE NAME	SANTOS								
25. MOTHER'S MAIDEN NAME									
SURNAME	TOLENTINO								
FIRST NAME	JINKY								
MIDDLE NAME	BEL		1.42.00	(Co	ontinue on se	parate sheet if neces	ssary)		
III. EDUCATIONAL BACK	GROUND		-	EMEXA:	(Chin)	504 Vill A	THE PARTY	SERVICE NAME OF THE PERSON	
26	NAME OF SCHOOL	BASIC EDUCATION/DEG	REE/COURSE			HIGHEST LEVEL	YEAR	SCHOLARSHIP ACADEMIC	
LEVEL	(Write in full)	(Write in full)	UNITS EAR		(if not graduated)	GRADUATED	HONORS RECEIVED		
ELEMENTARY	BEREAN CHRISTIAN SCHOOL, USM AVENUE, KABACAN, COTABATO 9407	ELEMENTARY EDU	ELEMENTARY EDUCATION		03/2007	NA	2007	CONSISTENT IN HONORS LIST	
SECONDARY	UNIVERSITY LABORATORY SCHOOL - UNIVERSITY OF SOUTHERN MINDANAO, KABACAN, COTABATO 9407	нідніснос		06/2007	03/2011	N/A	2011	SECOND HONOR (S.Y. 2008-2008)	
VOCATIONAL / TRADE COURSE	N/A								
COLLEGE	ATENEO DE DAVAO UNIVERSITY, JACINTO ST., DAVAO CITY 8000.	BACHELOR OF ARTS IN	PSYCHOLOGY	06/2011	03/2015	N/A	2015	DEAN'S LISTER (S 2012-2013, 1ST SEMESTER)	
GRADUATE STUDIES	DE LA SALLE UNIVERSITY, TAFT AVENUE, MANILA, METRO MANILA 1004	MASTER OF SCIENCE IN MAJOR IN CLINICAL PS		09/2017	07/2022	N/A	2022	CHED K-12 SCHOLARSHIP	
		Continue on separate sheet if n	cessary)	-		-	07-117-1-1	Mary 10-1	
SIGNATURE				DA	TE		01/20/2025		

	ERVICE ELI		West Higher		MAGESTA STATE	The second	Col e Sen		TO SEA
0.50	SPECIAL L	A 1080 (BOARD/ BAR) UNDER AWS/ CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMIN	NATION / CONF	ERMENT	LICENSE (#	-
		ILITY / DRIVER'S LICENSE	2.014300.000	07/21-22/2015 /				NUMBER	Date of Validit
-		ENSURE EXAMINATION	80.20%	08/11/205		ST., DAVAO CI	TY	0004405	11/19/20
CAREER	SERVICE PROFI	ESSIONAL EXAMINATION	80.86%	10/13/2015 / 11/26/2013	DANIEL R. AGUINALDO NA DAV	TIONAL HIGH S /AO CITY	CHOOL, MATINA	N/A	N/A
	NOTHING	FOLLOWS							
/ WORK F	XPERIENCE		(Co	ontinue on separate shee	if necessary)		SEE OF	V-12-7-3	
		nt. Start from your recent	work) Descripti	on of duties should l	be indicated in the attack	ed Work Ex	perience shee	1	
8. INCLU	JSIVE DATES middlyyyy)	POSITION TIT	LE	15-30 C 15-30	ENCY / OFFICE / COMPANY	MONTHLY	BALARYI JOBI PAY GRADE (II		GOVT
From	To	(Write in full/Do not a	obneviate)		(Do not abbreviate)	SALARY	Formal 10-0" INCREMENT	APPOINTMENT	SERVICE (Y/N)
08/19/2024	PRESENT	ASSISTANT PROFES	SORI	PSYCHOLOGY DEPARTMENT, SCIENCES, UNIVERSITY OF SC	COLLEGE OF ARTS AND SOCIAL UTHERN MINDANAO	PHP 40.208	SG-15	PERMANENT	Y
09/12/2022		INSTRUCTOR I		SCIENCES, UNIVERSITY OF SC		PHP 31,230	SG-12	PERMANENT	Y
09/14/2020		INSTRUCTOR I		SCIENCES, UNIVERSITY OF SO		PHP 17,513	NA	CONTRACT OF SERVICE	N
01/16/2017	07/30/2017	INSTRUCTOR I		SENIOR HIGH SCHOOL SOUTHERN MINDAN	OL, UNIVERSITY OF AO	PHP 20,328	NIA	CONTRACT OF SERVICE	N
07/01/2016 OTHING	12/31/2016	INSTRUCTOR I		PSYCHOLOGY DEPARTMENT, OF SO	OLLEGE OF ARTS AND SOCIAL UTHERN MINDANAD	PHP 13,000	NIA	CONTRACT OF SERVICE	N
OLLOWS									
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- 12			(Conti	nue on separate sheet if a	necessary)				
SIGNATI	URE	•	X		DATE		01/20/	2025	

VI. VOLUNTARY WORK OR INVOLVEMEN	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO			JIII JANIEL AND		
29. NAME & ADDRESS OF (Write-in-1		INCLUSIV (mm/dx		NUMBER OF HOURS		POSITION / NATURE OF WORK
	1000	From	To:			
LEPSYCHOLOGY FOR THE LASALLIAN COMMUNITY - DUNSELING SERVICES DURING COVID-19 PANDEMIC)	DE LA SALLE UNIVERSITY (FREE ONLINE	04/16/2020	06/30/2020	400 HOURS		COORDINATOR FIRST RESPONDER
THING FOLLOWS						
						**
III. LEARNING AND DEVELOPMENT (L&		PROGRAMS A		AVER VIA	West to be	
30. TITLE OF LEARNING AND DEVELOPMENT IN (With) in		INCLUSIVE DATES OF ATTENDANCE (mmidd/yyyr)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Witte in Ur)
		From	To		Technicalists)	
ITERNATIONAL CONFERENCE ON ARTS AND SCIENCE	S 2024	11/22/2024	11/2/32024	16 HOURS	TECHNICAL	UNIVERSITY OF SOUTHEASTERN PHILIPPINES
GCA 59TH MIDYEAR CONFERENCE		10/17/2024	10/18/2024	16 HOURS	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIAT INC. UNITED NATION-WORLD FOOD PROGRAMME/USM
RAINING ON MONITORING AND EVALUATION		7/2/2024	7/2/2024	8 HOURS	TECHNICAL	EXTENSION SERVICES OFFICE
AD STRATEGIC PLANNING AND GENDER TOOLS ANAL VALUATION FRAMEWORK WORKSHOP		5/10/2024	5/11/2024	16 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - GENDER AI DEVELOPMENT OFFICE
AGLILINAW SA MGA ALINGAWNGAW: BREAKING STIGH ESEARCH AND DEVELOPMENT	AAS IN MENTAL HEALTH THROUGH	4/11/2024	4/11/2024	8 HOURS	TECHNICAL	PHILIPPINE COUNCIL FOR RESEARCH AND
TRODUCTION TO SOLUTION FOCUSED BRIEF THERA		2/7/2024	2/7/2024	8 HOURS	TECHNICAL	IN TOUCH COMMUNITY SERVICES
N INTRODUCTION TO THE 6-STEP RATIONAL APPROAD SYCHOLOGICAL SCREENING ASSESSMENTS	CH TO DESIGNING AND DEVELOPING	12/9/2023	12/9/2023	4 HOURS	TECHNICAL	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINE (PAP)
RAINING ON RESEARCH DESIGN, EXTENSION, AND MI	DRO-CREDENTIALS	7/26/2023	7/27/2023	16 HOURS	TECHNICAL	UNIVERSITY OF THE PHILIPPINES - LOS BANOS
SM 2023 MIDYEAR IN-HOUSE REVIEW (EMCEE/FACILIT	ATOR)	7/20/2023	7/20/2023	4 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - RESEARCH DEVELOPMENT, AND EXTENSION
X ISA WORLD CONGRESS OF SOCIOLOGY (PAPER PR	ESENTER)	6/25/2023	7/1/2023		TECHNICAL	INTERNATIONAL SOCIOLOGICAL ASSOCIATION, UNIVERSITY OF MELBOURNE - GRADUATE SCHOOL
ISF/ISA RC-65 CONFERENCE(PAPER PRESENTER)		6/23/2023	6/24/2023	16 HOURS	TECHNICAL	WORLD SOCIETY FOUNDATION, ISA RC-55
ISM 8TH IN-HOUSE REVIEW (WORKING COMMITTEE)		5/25/2023	5/25/2023	8 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAD - RESEARCH DEVELOPMENT, AND EXTENSION
ASS STUDENT IN-HOUSE REVIEW (FACILITATOR)		5/22/2023	5/22/2023	8 HOURS	TECHNICAL	COLLEGE OF ARTS AND SOCIAL SCIENCES, UNIVER OF SOUTHERN MINDANAO
OW TO WRITE A CAPSULE PROPOSAL FOR FUNDING		4/25/2023	4/25/2023	8 HOURS	TECHNICAL	COLLEGE OF ARTS AND SOCIAL SCIENCES, UNIVER- OF SOUTHERN MINDANAO
ISM 2022 YEAR-END IN-HOUSE REVIEW (MODERATOR)		12/2/2022	12/2/2022	4 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - RESEARCH DEVELOPMENT, AND EXTENSION
SYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES 5 RESENTER PARTICIPANT)	8TH ANNUAL CONVENTION (PAPER	09/22/2022	9/24/2022	18 HOURS	TECHNICAL	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINE (PAP)
IOTHING FOLLOWS						
7						
			-			
	200	trinue on separate				
VIII. OTHER INFORMATION				BARRIER	15/14/50	MANASAM MARANAS
31. SPECIAL SKILLS and HOBBIES	32. NO	ACADEMIC DISTR	NCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PSYCHOLOGICAL ASSESSMENT/TESTING SKILLS	BEST UNDERGRADUATE THESIS AWAR			ON OF THE PHILIPP	PINES JUNIOR	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINE (PAP: PROFESSIONAL)
COUNSELING & PSYCHOTHERAPY SKILLS	AFFILIATES (PAPJA) NATIONAL CONVEY CHIEF GIPL SCOUT OF THE PHILIPPINE	2019 - Day (1)	w (2)			ASEAN-INDIA STUDENTS EXCHANGE PROGRAM (AIS
BASIC COMPUTER/TECHNOLOGY SKILLS	NOTHING FOLLOWS					PHILIPPINE DELEGATION (BATCH 2018) NOTHING FOLLOWS
	- OTTO SECONO					4-
SPORTS (TABLETENNIS, BADMINTON)						
NOTHING FOLLOWS						
	-100	epioue og eliparate	sheet if necessar	y)		
		_		_		T

b. within the fourth degree (for Local Government Unit - Career Employees)? ves	34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immed Bureau or Department where you will be apppointed, a. within the third degree?	ting or recommending authority, or to the late supervision over you in the Office,		
b. Have you been criminally charged before any court? YES NO YES NO YES NO YES NO YES NO YES YES NO YES Sylve details: YES NO YES NO	the second state of the second	Career Employees)?		
If YES, give details: Date Field: Status of Casels: 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? 37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? 38. a. Have you ever been a candidate in a national or local election held within the last year (except Baragay election)? b. Have you resigned from the government service during the three (3)-month period before the last election for promote/actively campaign for a national or local candidate? 39. Have you acquired the status of an immigrant or permanent resident of another country? 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a person with disability? 41. REFERENCES (Person not related by consanguinty or affinity to applicant appointee) NAME ADDRESS TEL. NO. 14. REFERENCES (Person not related by consanguinty or affinity to applicant appointee) NAME ADDRESS TEL. NO. 15. PLE NO. 16. ADDRESS TEL. NO. 17. PLANAWA STATE UNIVERSITY. MANILA. METRO MANILA. 1004 MINDANAO STATE UNIVERSITY. MANILA. METRO MANILA. 1004 MINDANAO STATE UNIVERSITY. PLANAWA STATE UNIVERSITY. 19. PLANAWA STATE UNIVERSITY.	35. a. Have you ever been found guilty of any administrative	offense?		
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? 37. Have you ever been separated from the service in any of the following modes: resignation, refirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abbildion) in the public or private sector? 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 49. b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? 39. Have you acquired the status of an immigrant or permanent resident of another country? 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a person with disability? 41. REFERENCES (Person not related by consanguinity or affinity to applicant (appointee) NAME ADDRESS TEL NO. If YES, please specify: NO If YES, p	b. Have you been criminally charged before any court?		If YES, give details: Date Filed:	
retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? 19. Have you acquired the status of an immigrant or permanent resident of another country? 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a person with disability? 41. REFERENCES (Person not related by consanguinity or affinity to applicant (appointse) ADDRESS TEL NO. DE LA SALLE UNIVERSITY, MALATE, MANILA, METRO MANILA, METRO MANILA, 1004 MINDANAO STATE UNIVERSITY, MALATE, MANILA, METRO MANILA, 1004 MINDANAO STATE UNIVERSITY, 09215773487 PROF. CHARRIAN MORONIO	36. Have you ever been convicted of any crime or violation of by any court or tribunal?	f any law, decree, ordinance or regulation	YES NO	
Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? 39. Have you acquired the status of an immigrant or permanent resident of another country? 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? 41. REFERENCES (Person not related by consanguinty or affinity to applicant (appointse) ADDRESS TEL. NO. DE LA SALLE UNIVERSITY, MALATE, MANILA, METRO MANILA, 1004 MINDANAO STATE UNIVERSITY O9213736978 PROF. CHARITY MULIG-CRUZ MINDANAO STATE UNIVERSITY O9215773487 PURENTO PRINCESS CITY O9215773487	retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	end of term, finished contract or phased	If YES, give details:	CTOR)
election to promote/actively campaign for a national or local candidate? If YES, give details: YES	Barangay election)?		If YES, give details:	
If YES, give details (country): If Y	election to promote/actively campaign for a national or loc	al candidate?		
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? Are you a solo parent? If YES, please specify: YES IN NO If YES, please specify ID No: YES, please specify ID No: If YES, please specify ID No: AND If YES, please specify ID No: ADDRESS TEL. NO. DE LA SALLE UNIVERSITY, MALATE, MANILA 1,004 MINDANAO STATE UNIVERSITY - 1,09232569065 PROF. CHARITY MULIG-CRUZ MINDANAO STATE UNIVERSITY - 1,09273767978 PROF. HARRIAN MORONIO PALAWAN STATE UNIVERSITY - 1,09215773487	 Have you acquired the status of an immigrant or permane 	ent resident of another country?		
ADDRESS TEL. NO. DR. MELISSA LUCIA LOPEZ REYES DE LA SALLE UNIVERSITY, MALATE, MANILA, METRO MANILA 1004 MINDANAO STATE UNIVERSITY - 11. ILIGIAN INSTITUTE OF PALAWAN STATE UNIVERSITY, M9215773487	7277); and (c) Solo Parents Welfare Act of 2000 (RA 897; Are you a member of any indigenous group? Are you a person with disability?	lagna Carta for Disabled Persons (RA 2), please answer the following items:	If YES, please specify: YES VOID NO If YES, please specify ID No: YES VOID NO	
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PROF. HARRIAN MORONIO PALAWAN STATE UNIVERSITY, PUERTO PRINCESA CITY 09215773487	R. MELISSA LUCIA LOPEZ REYES	DE LA SALLE UNIVERSITY, MALATE, MANILA, METRO MANILA 1004		
PUERTO PRINCESA CITY 09215773487	PARTICLE IN PRODUCTION	ILIGIAN INSTITUTE OF		
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.	12. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiper in philippines. I authorize the agency head/authorized reput agree that any misrepresentation made in this do	ed this Personal Data Sheet which is a treent laws, rules and regulations of the large entative to verify/validate the contents	ue, correct and Republic of the	KA TOLENTINO
Government Issued ID (Le Partyon, GS., SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID /i.e.Patr.cot. GS, SSS, PRC, Drivers License, etc.) PLEASE INDICATE ID Number and Date of Issuance			No.
Government (squed ID: PRC ID	Government Issued ID: PRC ID		1000	
DiLicensePassport No.: 0004405 Signature (Sign in Sidn the box)	D'License/Passport No.: 0004405	Cinnatura / Cinn Delan La La		
Date/Place of Issuance: 08/11/2015/DAVAO CITY 01/20/2025 Date Accomplished Right Thumbmark	Date/Place of Issuance: 08/11/2015/DAVAO CITY	01/20/2025		nark
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.	SUBSCRIBED AND SWORN to before me this	, affiant exhibiting		
NERIS A DELA VINA, PhD. Person Administering Oath CS FORM 212 (Revised 2017).				

CS-Form No-212					[n]	MICO CHATTAN			
Revised 2017	PERS	ONAL DAT	TA S	HEE	T				
WARNING: Any misrepresentat	ion made in the Personal Data Sheet and the	Work Experience Sheet shall	cause the filli	ng of adminis	trative/cin	nind carses again	st Wilderson	concerned.	
READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SHI	EET (PDS) BEFORE ACCOMPL	SHING THE	POS FORM.	1114	गमा प्याचा	IUIS	עיד	
CHINA COLUMN AND DESCRIPTION OF THE PARTY OF	nd use separate sheet if necessary, Indicate	N/A if not applicable. DO NOT AB	BREVIATE.	-	CSIDING		(Do r	at fill up. For CSC use only	
PERSONAL INFORMATIO 2 SURNAME	GONSANG	-							
E-20/2000E-					-	VAME EXTENSION (JR.,	SR) NA	6 24 6	
FIRST NAME	SHANDRA				_				
MIDDLE NAME 3. DATE OF BIRTH	CAUP								
(mmidd'yyyy)	07/12/1970	16. CITIZENSHIP		☑ Filipino		Cual Otizenship	by naturalization		
4. PLACE OF BIRTH	KAYAGA KABACAN, COTABATO	If holder of dual differen	thip.			Pls. indicate or			
	☐ Male ☑ Female	please indicate the det						-	
5. SEX	Single Married	17. RESIDENTIAL ADDRESS		N/A			NA	1970	
6 CIVIL STATUS	☐ Widowed ☐ Separated	II. NESIDENTIAL ROUNESS	Hou	se/Slock/Lot No.			Street MATALAM STR	***	
	☐ Other/s:		Sut	N/A bdivision/Village			Berangay Poblacion		
7. HEIGHT (m)	1.52 METERS		1.7.5	ACAN, br/Municipality			Province)	
8. WEIGHT (kg)	50kg								
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	ite	N/A se/Block/Lof No.			N/A Street		
10. GSIS ID NO	006-0065-6260-1	Mark Control of the		NA			MATALAM STREET Barangay Poblacion STABATO		
	1201-012832-10	WAR PARKS OF THE		BACAN		COT			
11. PAG-IBIG ID NO.		100000000000000000000000000000000000000	C	Syffunicipally			Province		
12. PHILHEALTH NO.	17-000030733-8	ZIP CODE		9407					
13. SSS NO.	NONE	19. TELEPHONE NO.				N/A			
14. TIN NO.	119-606-729	29. MOBILE NO.				09263623443			
15. AGENCY EMPLOYEE NO.	USM 90-00436	21. E-MAIL ADDRESS (if any)			scgons	sang@usm.e	ng@usm.edu.ph		
IL FAMILY BACKGROUND		MERCHANIST STATE			30.10	MATERIAL DESIGNATION OF THE PERSON OF THE PE	A 18 A 18 A		
ZZ. SPOUSE'S SURNAME	DIMAUDTAN	G	23. NAME of CH	ILDREN (Witte	full name and i	et all)	DATE OF	BIRTH (mm/dd/yyyy)	
FIRST NAME	KABU	NAME EXTENSION (JR., SR)	NADJ	NADJAHSALAM G. DIMAUDTANG ABDOLLAH ADNAN G.DIMAUDTANG			- Tripringer (perce)		
MIDDLE NAME	BIRUAR		ABDOL						
OCCUPATION	N/A								
EMPLOYER BUSINESS NAME	N/A								
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A		1						
24. FATHER'S SURNAME	GONSAN	G							
FIRST NAME	ABDUL	NAME EXTENSION (JR., SR)							
MIDDLE NAME	LAO								
25. MOTHER'S MAIDEN NAME									
SURNAME	CAUP								
FIRST NAME	SAUDA								
MEDICE NAME	LAGUIDON	NG			Continue	on separate sheet if n	oceany)		
III. EDUCATIONAL BACKS	ROUND								
26. LEVEL	NAME OF SCHOOL (Writte in full)	BASIC EDUCATION/DEGRE (Write in full)	ELICOURSE	PERIOD OF /	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHP: ACADEM HONORS RECEIVED	
ELEMENTARY	KAYAGA ELEMENTARY SCHOOL	DL Elementary Diplor	ma	6/1/1976	3/1/1982	N/A	1982	IST.HONORABLE	
SECONDARY	UNIVERSITY LABORATORY SCHOOL	. SECONDARY Diploma		01/06/,1982	3/1/1966	NA	1986	N/A	
VOCATIONAL / TRADE COURSE	NA	NA		NA	N/A	N/A	N/A	N/A	
COLLEGE	COLLEGE OF EDUCATION, UNIVERSIT OF SOUTHERN MINDANAO	BACHELOR OF SECONDAR	YEDUCATION	JUNE, 1986	APRL 1990	N/A	1990	Academic Scholar for 3 semesters	
GRADUATE STUDIES	DE LA SALLE UNIVERSITY	MALL-FIL		Sept. 1993	May, 1996	N/A	1996	with Distinction	
	MSU-IIT, ILIGAN CITY	PH.D FILIPIN	NO	Oct.2009	Nov.2013	N/A	2013	Best Dissertation Award	
1700	THE PERSON NAMED IN	(Continue on separate sheet I	necessant	-				2 V - 1 S 1 / A	
SIGNATURE				Di	ATE		January 8,	2025	

	SERVICE ELIG	BOARD/ BAR) UNDER SPECIAL	199.00.00	DATE OF	10/2012/07	-(1)		(POWER)	f applicable)
LAWS/ CE	S/OSEE 20	BARANGAY RIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINAT	non / confe	RMENT	NUMBER	Date of
PHII R	(UTELL I	TION FOR TEACHERS	73.81	- North Control	KIDADAWAN NATIO	A181 100011	2011001		Validity
7000			Association	11/25/1990	KIDAPAWAN NATIO	NAL HIGH	SCHOOL	0393293	12/7/2025
	NON-PROF DRIV	VERS LICENSE	N/A	7/12/2014	LTO-KA	BACAN		M06-14-004188	12/7/2032
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	EXPERIENCE			(Continue on paperate site		1000			
and the same of the	Comment of the Commen	Start from your recent work	Description of d	uties should be indicate	d in the attached Work Exc	enance sho			
	SIVE DATES hiddlyyyy) To	POSITION TITLE (Write in full/Do not abb			INCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY: JOB PAY GRADE (II equicable)& STEP (Formal 100-07) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVIC (Y/N)
11/11/2020	Present	PROF	ESSOR IV	UNIVERSITY OF	SOUTHERN MINDA	126,267	27-2	Permanent	Y
6/17/2019	11/10/22020	PROFESSOR I	1		OUTHERN MINDANAO	109,197	26-1	Permanent	Y
1/26/2018	06/16/19	ASSOCIATE PROFES	SORV	UNIVERSITY OF S	OUTHERN MINDANAO	73,811.00	19-1	Permanent	Υ
/21/2016	11/25/2018	ASSOCIATE PROFE	SSORI	UNIVERSITY OF S	OUTHERN MINDANAO	39151.00	19-1	Permanent	Y
3/1/2000	1/20/2016	ASSISTANT PROFES	SOR IV	UNIVERSITY OF S	OUTHERN MINDANAO	29854.00	18	Permanent	Y
8/2/1999	02/28/2000	ASSISTANT PROFES	SSOR III	UNIVERSITY OF S	OUTHERN MINDANAO	14432.00	17	Permanent	Υ
2/16/1997	8/1/1999	ASSISTANT PROFE	SSOR II	UNIVERSITY OF S	OUTHERN MINDANAO	12206.00	16	Permanent	Υ
1/12/1996	12/15/1997	ASSISTANT PROFE	SSORI	UNIVERSITY OF S	OUTHERN MINDANAO	11515.00	15	Permanent	Υ
6/28/1990	11/11/1996	INSTRUCTOR	1	UNIVERSITY OF S	OUTHERN MINDANAO	5240.00	12	Permanent	Υ
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	TURE				DATE		lanus	ery 8, 2025	

NAME & ADDRESS OF ORGANIZATION		/ VOLUNTARY ORGA	WE DATES		-	
	(Write in full		ddyyyy)	NAMES OF YOURS	THE OF IT	POSITION / NATURE OF WORK
		From	To			STATE OF THE PARTY
				1000		11.00
LEARNING AND DEVELOPMENT ILAS	NITERVENTIONS TRAINING PROGRAMS	ATTENDED	mental			THE RESERVE TO THE
of Barr the must recent LAD tracking program and inc	hate only the interest LADS using taken for the last five it.	part to Division Duri Eve	con Managerial positional			
TITLE OF LEARNING AND DEVE	LOPMENT INTERVENTIONS/TRAINING	The second secon	S OF ATTENDANCE	NUMBER	Type of LD (Managerial/	CONDUCTED/ SPONSORED BY
PROGRAMS	(Write in full)	200	dd/yyyy)	OF HOURS	Supervisory/	(Write in full)
Dandause Baliban en Vah A	shone wike at Dunone Rosmo	From Dec.16,2024	To Dec.18,2024	24	Technical(etc)	Aliguyon UP Folklorist
	ubong wika at Dunong Bayan analiksik at Pagtuturo ng Filipino	Nov.6.2024	Nov.6.2024	8	Technical	DFIW,CASS, MSU-IIT, Iliga
	erences 2024	Aug 20,2024	Aug 202024	4	Technical	USM-ESO
Capacity Building on Strenghten	ing College-Based Future Thinking	July 18,2024	July 18,2024	8	Technical	USM -OVPRE
Transforming Education, Le	veraging Al-Enhanced Visual and	May,24,2024	May 24,2024	8	Technical	SKSU-VPRE Office
LAYAG;For	um sa Pagsasalin	May 18,2024	May 18,2024	8	Technical	UST Sentro ng Pagsasali
Linguistic Society of the Phil International		April 27,2023	April 29,2023	24	Technical	Linguistic Society of the Phil &
hnologue Global Voice Initiative		April 26, 2023	April 26, 2023	8	Technical	Linguistic Society of the Phil &
igbabahagi at Pagsususri sa Panulaang F	lipino	March 19,2023	March 19,2023	8	Technical	Kusina ng Talinghaga
ferences on Likert Data		March 8, ,2023	March 8, 2023	4	Technical	University of the Philippones
Sa Dako pa Roon: Gal Siling ng mga		March 25,2023	March 25, 2023	4	Technical	Aliguyon UP Folklorist
erences to Likert Data Analysis		March 8, ,2023	March 8,2023	4.0	Technical	University of the Philippines
RIP 7 Pandaigdigang Kumperensiya sa Fili	ínino	Sept.28,2023	Sept.30,2023	24.0	Technical	University of Southern Mindan
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III. OTHER INFORMATION			d necessity)			MEMBERS-IP IN ASSOCIATION OR GANZAT
III. OTHER INFORMATION 31. SPECIAL BALLS and HORRES	(Conf.) 12. NON-ACADEMIC DISTINCTIONS / RECOGNITION		d necessary)		(Wale in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZAT
			# necessary)		(Write in full)	(Minte in full) UP Aliguyon Folklorist Association
31. SPECIAL SKILLS and HOSSIES			d necessary)		(Write in Sul)	(Minte in full) UP Aliguyon Folklorist Association
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31. SPECIAL SHILLS and HOBBES Computer Related -work Cooking	32. NON-ACADEMIC DISTINCTIONS / RECOGNIT	ION	awardee		(Wells in Sulf)	(Mine in N/I) UP Alguyon Folklorist Association Sameharn ng mga Manurullat Filiging Pembansang asosasyon ng mga Taga
31. SPECIAL SMILLS and HOBBIES Computer Related -work* Cooking writing	32. NON-ACADEMIC DISTINCTIONS / RECOGNIT	Best Dissertation	awardee		(Write in Sul)	(Mine in Alf) UP Alguyin Folklorist Association Samehan ng mga Manurulait Filipino Pambansang asosasyon ng mga Taga Senggunan sa Filipino (SANOFILINC SAOP-
31. SPECIAL SMILLS and HOBBIES Computer Related -work* Cooking writing Driving	32. NON-ACADEMIC DISTINCTIONS / RECOGNIT	Best Dissertation	awardee		(Write in fail)	(Mine in Alf) UP Aliguyon Folkorist Association Samuhan ng mga Manumulat i Filipino Pambansang asosasyon ng mga Taga Senggunan sa Filipino (SANCFILLINC SACIFI Pambansang Samahan sa Linggwisi
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31. SPECIAL SKILLS and HOBBIES Computer Related -work* Cooking writing Driving Sewing Table Skirling	32. NON-ACADEMIC DISTINCTIONS / RECOGNIT	Best Dissertation se Review Best Paper Ar KWIF Ulirang Guro sa f	awardee		(Write in fall)	(Nine in Nif) UP Alguyon Folklorist Association Samahars ng mga Manumulat : Filigino Pambansang asiosasyon ng mga Taga Sanggunan sa Filipino (SANOFILI INC SAOPI- Pambansang Samahars sa Linggwist Phil Association for Professional Educat
31. SPECIAL SKILLS and HOBBIES Computer Related -work* Cooking writing Driving Sewing Table Skirling	32. NON-ACADEMIC DISTINCTIONS / RECOGNITIONS / RECO	Best Dissertation se Review Best Paper Ar KWIF Ulirang Guro sa f	awardee oviser 2017 and 2018 Repino, 2018		(Write in fail)	(Nine in Alf) UP Alguyon Folklorist Association Samehan ng mga Manumulat Filipino Pambansang asossaryon ng mga Taga Sanggunian sa Filipino (SANOFILLINC SAOIP Pambansang Samahan sa Linggwisi Phil Association for Professional Educat Phil Public School Teachers Asso

CS FORM 212 (Revised 2017); Page 3 of 4

34.	Are you related by consanguinity or affinity to the appointin	g or recommending authority, or to the			and the state of the state of
	chief of bureau or office or to the person who has immedia				
	Bureau or Department where you will be apppointed,		nestation of		
	a. within the third degree?		☐ YES	☑ NO	
	b. within the fourth degree (for Local Government Unit - Ca	reer Employees)?		₽ NO	
			If YES, give detail	ils:	
35.	a. Have you ever been found guilty of any administrative of	ffense?	□ YES	₽ NO	
			If YES, give detail	77.700000	
			ii reo, gire ocus	10.	
	b. Have you been criminally charged before any court?		☐ YES	☑ NO	
			If YES, give detail	ils:	
			Date Filed:		
	University of the second state of the second s		Status of Case/s:		
36.	Have you ever been convicted of any crime or violation of any court or tribunal?	any law, decree, ordinance or regulation by	U 103	₽ NO	
			If YES, give detail	ils:	
37.	Have you ever been separated from the service in any of ti	he following modes: resignation,	☐ YES	₹ NO	
	retirement, dropped from the rolls, dismissal, termination, e	and of term, finished contract or phased out			
	(abolition) in the public or private sector?				
38.	 a. Have you ever been a candidate in a national or local el Barangay election)? 	ection held within the last year (except	☐ YES	☑ NO	
			If YES, give deta	3il\$:	
	 b. Have you resigned from the government service during the election to promote/actively campaign for a national or local 		☐ YES If YES, give deta	☑ NO ails:	
39.	Have you acquired the status of an immigrant or permanen	nt resident of another country?	A supply some yourse		
			☐ YES If YES, give detail	NO ils (country):	
40			_	100000000000000000000000000000000000000	
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972				
a.	Are you a member of any indigenous group?	process of other tree solutions in the second	☐ YES	☑ NO	
			If YES, please speci	fy:	
b.	Are you a person with disability?		☐ YES	₩ NO	
c.	Are you a solo parent?		If YES, please speci		
			YES If YES, please specif	NO No:	Divorce under Shariah Law
41.	REFERENCES (Person not related by consunguintly or affinity to applican	f /appointee)			-
	NAME	ADDRESS	TEL NO.		
	PROF. MARCOS F. MONDERIN	CASS-USM, KABACAN, COTABATO	064-572-23-85		
	DR. JONALD L. PIMENTEL	CSM-USM,KABACAN,COTABATO	064-572-23-85		
	DR.LEORENCE TANDOG	USM-GS KABACAN,COTABATO	064-572-23-85	8	
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiperation of pertiperation. I authorize the agency head/authorized representation made in this doctor administrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the ad herein.		PHOTO
	overnment Issued ID (i.e Passport, GSIS, SSS, PRC, Drivers License, etc.) LEASE INDICATE ID Number and Date of Issuance				AND DESCRIPTION OF THE PARTY OF
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G	VLicense/Passport No.: 0393293 site/Place of Issuance: 07/12/2022/ Davao City	D1/08/2025 Date Accomplished , affiant exhibit MARGIE N. BUTUAN-GALA Chief Administration	ing his/her validly issue	d government	
G	VLicense/Passport No.: 0393293 site/Place of Issuance: 07/12/2022/ Davao City	D1/08/2025 Date Accomplished , affiant exhibit MARGIE N. BUTLIAN CAN	ing his/her validly issue	d government	

CS Form No. 212 Revised 2017	PERSO	NAL	DAT	A SH	EET	0	PA PR	Biling	Copy
concerned. READ THE ATTACHED GUIDE	tion made in the Personal Data Sheet and the TO FILLING OUT THE PERSONAL DATA Sh	IEET (PDS) BEF	ORE ACCOM	PLISHING THE			45151	o not fill up. For	t)
I. PERSONAL INFORMATION	THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	I NA II NOL applica	DIE. DO NOT A	BBREVIATE.		1.02.076	-	JO ROCHEUP. FOR	USC use only
2 SURNAME	RAMOS-CANDIDIER								
FIRST NAME	KRISTINE ANNE						NAME EXTENSION (JR	1,58)	
MIDDLE NAME									
3. DATE OF BIRTH	CARCILLA	1							
(mm/dd/yyyy)	7/8/1989	16. CITIZENSH	IP.		☑ Filipir	0 0	Dual Citizenship	☐ by naturaliz	ation
4 PLACE OF BIRTH	Poblacion, Pikit, Cotabato	If bo	older of dual office	nship,			Pts. indicate o	ountry:	
5 SEX	☐ Male ☑ Female	ple	ase indicate the d	rtals.					-
6 CIVIL STATUS	☐ Single ☑ Married	17: RESIDENT	AL ADDRESS				M	H, del Pilar	
2710.1	☐ Widowed ☐ Separated ☐ Other/s:				e/Block/Lot No Masagana	2		Steel	
	-	-		Sub	ovsonVillage pacan			Garangay Cotabato	
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8 WEIGHT (kg)	58	ZP	CODE	9407					
9 BLOOD TYPE	B+	18. PERMANEI	NT ADDRESS	House	erSlock/Cat No	0.	M	H. del Pilar Street	
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11. PAG-IBIG ID NO	1211-0498-4071				Kabacan			Cotabato Cotabato	
12 PHILHEALTH NO.	17-025407151-2	70	CODE	9407	yMunicipality			Province	
13 SSS NO.	09-337-22976	19. TELEPHON		064-572-917	2				
14 TIN NO.	313-919-794-000	20 MOBILE NO	57277	0907-286-55					
15. AGENCY EMPLOYEE NO.	13-02580	21 E-MAIL ADI		kacramos@	223	oh			
II. FAMILY BACKGROUND							UC TO CO	I COLUMN	
22. SPOUSE'S SURNAME	CANDIDIER			23. NAME of CHI	LDREN (Write	e full name an	d int all)		FBRTH
FIRST NAME	WALTER	NAME EXTENSION	N (JR, SR) JR	KHRISTEL V	WAYNE R.	CANDIDI	ER	(mm/d: 9/28/	
MIDDLE NAME	CADANGIN			TIMOTHY A	LEXANDE	R R. CAN	DIDIER	9/2/2	
OCCUPATION	Government Employee							O1272	.024
	A CONTROL OF THE PARTY OF THE P								
EMPLOYER/BUSINESS NAME	Philippine National Police			-			- 22		
BUSINESS ADDRESS	Amas, Kidapawan City								
TELEPHONE NO.									
24. FATHER'S SURNAME	RAMOS	NAME EXTENSION	W / ID ' (D)						
FIRST NAME	VIRGILIO	PASSE CALDISA	20 (25., 201)						
MIDDLE NAME	CADUNGOG								
25. MOTHER'S MAIDEN NAME	2								
SURNAME	CARCILLA								
FIRST NAME	BEATRIZ								
MICCLE NAME	SABADLAN				(Cor	ndinue on sep	arate sheet if necess	ury)	
III. EDUCATIONAL BACK	ROUND								
26 LEVEL	NAME OF SCHOOL (Write in full)	BASIC EE	OUCATION/DEGR (Write in full)	EE/COURSE		ATTENDANCE.	HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHE / ACADEMIC HONORS RECEIVED
ELEMENTARY	Pikit Central Elementary School Pikit, Cotabato		Dementary Educa	tion	1996	2002		2002	1st Honorable Mention
SECONDARY	Pikit National High School Pikit, Cotabato		Secondary Educa	Sion	2002	2006		2006	1st Honorable Mention
VOCATIONAL / TRADE COURSE	NA NA		NA		NA	NA		NA.	NA
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato	Bachelor of Se	cience in Agricul	tural Engineering	2006	2011		2011	NA.
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato		gineering in Run Engineering		2015	2021		2021	NA
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VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	PEOPLE / V	LUNTARYO	RGANIZATIO	N/S	
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/II. LEARNING AND DEVELOPMENT (L&D)						
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30 TITLE OF LEARNING AND DEVELOPMENT INTO		ATTEN	OANCE	NUMBER OF HOURS	Type of LD (Managerisk'	CONDUCTED/ SPONSORED BY
(Write in full	0	From	(dyyyy) To	and the same	Supervisory/ Technical(vtc)	(Vente in full)
Participant, 1st PSABE Mindanao Wide Convention(VIRTUAL)	11/17/2021	11/18/2021	16 hours	Technical	Philippine Society of Agricultural & Biosysten
		6/22/2021	6/23/2021	16 hours	Technical	Engineers ACIAR, PCAANRRD & Griffith University,
st Southeast Asia Rubber-based Cropping Product		3980000	2000 2700 2	70.0000		Australia Philippine Technological Council Women
International Women in Engineering Day Forum (VIF		6/19/2021	6/19/2021	3 hours	Technical	Engineers Network Philippine Society of Agricultural & Biosyster
Participent, 32nd Philippine Agricultural Engineering Agricultural & Biosystems Engineering Conference		4/26/2021	4/28/2020	24 hours	Technical	Engineers
Participant, Re-echo Seminar on Data Archiving & R	acords Management	2/28/2020	2/25/2020	8 hours	Technical	USM HRMDO
Participant & Second Best Paper (Research categor	y), 39th USM Research, Development	10/23/2019	10/25/2019	24 hours	Technical	USM
nd Extension In - House Review scillatator, Training Workshop on Small Scale Irrigation Projects Sultability Mapping		12/11/2018	12/14/2018	32 hours	Technical	USM - GISforSSIP12+ Research Project
Jeing GIS Software, Maguindanao Group Facilatator, Training Workshop on DD/SWIP/SFR Su	Itability Mapping Using GIS Software,		10/31/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
South Cotabato & Sarangani Group Faciliatator, Training Workshop on DD/SWIP/SFR Su		10/20/2010			-	
North Cotabato & Sultan Kudarat Group Facilatator, Training Workshop on STW/PISOS Sulta		10/24/2018	10/26/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
South Cotabeto & Sarangani Group		8/16/2018	8/17/2018	16 hours	Technical	USM - GISforSSIP12+Research Project
Participant, Training Workshop on STWIPISOS Suits Sultan Kudarat Group	sbility Mapping Using GIS Software,	8/9/2018	8/10/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
Facilitator, Training Workshop on STW/PISOS Suita North Cotabato Group	sbility Mapping Using GIS Software,	7/12/2018	7/13/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
Participant, 29th Philippine Agricultural Engineering	Week/ 15th International Agricultural	04/22/2018	04/28/2018	56 hours	Technical	Philippine Society of Agricultural & Biosyster
& Biosystems Engineering Conference & Exhibition Participant, Research Proposal Writeshop for		04/20/2018	04/20/2018	_	Technical	Engineers USM RDS
Participant, Research Proposal Writeshop for Participant, Orientation and Consultation on R					Technical	USM RDS
Operational Systems		2/9/2018	2/9/2018	8 hours		
Participant, 7S, Research Ethics and Moral Va	lues Training and Workshop	12/21/2017	12/22/2017	16hours	Technical	USM RDE
Facilitator, 37th USM Research, Development	and Extension In-House Review	9/22/2017	9/24/2017	24 hours	Technical	USM RDE
Facilitator, 4th Student Research, Developmen	nt and Extension In-House Review	6/8/2017	6/8/2017	8 hours	Technical	USM RDE
Participant, Seminar-workshop on "Publishing	Your Thesis/Dissertation,	4/8/2017	4/8/2017	8 hours	Technical	Dr. Rowena D. Banconguis/USM, Graduat School
Research and Extension Projects*			_	_		0.000
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VIII. OTHER INFORMATION				T BY IN		
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31. SPECIAL SKILLS and HOBBIES	32	(Wr	tie in full)	201		(Write in 1541)
		N.	A			Philippine Society of Agricutural & Biosystems Engineers
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AREA IV:

SUPPORT TO STUDENTS

A.5. COPY OF THE SSP MASTER PLAN





UNIVERSITY OF SOUTHERN MINDANAO 2023 OPERATIONAL PLAN

Strategic Goal 1: Locally and	Target		
(RA 1- Deserving students ac	cess to higher/advanced educa	tion	
O1-To provide deserving students access to	KPI 1a- Number of enrolled students in higher education	A1-Conduct of entrance exams	16,606
higher/advanced education		A2-Screen, admit and enroll students	
		A3-Conduct education campaigns/information drive	
		A4. Discontinue or Shelve programs	
		A.5 Open and Offer of new programs.	
	KPI 1b- Number of enrolled students in advanced education	A1-Conduct of entrance exams	1,309
	education	A2-Screen, admit and enroll students A3-Conduct education	
	-	campaigns/information drive	
O1-To provide deserving	KPI 2: Number of scholarship	A1- Comply to the	5
students access to higher/advanced education	granting agencies	requirements of Scholarship Funding Agencies	1775
		A2- Assist student scholarship opportunities	
	Number of Grantees of Academic Scholarship Grants	A1- Assist student scholarship	1800
O2-To provide quality learning experience and opportunities	KPI 1- passing % in licensure exam	A1-Monitor instruction delivery A2-Enforce retention policy	10 % above national passing rate
		A3-Conduct student in- house/qualifying examination	
		review A4-Conduct pre-board/mock board exam	
		A5-Incorporate Recent Advances in the Program/CEP in the curriculum	
		A6. Reach Out to alumni board examination repeaters	
D2-To provide quality learning experience and opportunities	KPI 2a- % of relevant employment for higher education graduates. Sub KPI (60%)	A1-Conduct of tracer study	60%
		Az-Strengthen alumni engagement	
7	Employment Rate	A1- Conduct of tracer study	80%

	KPI2b-96 of promotion in relevant employment among advanced education students and graduates		
Oz-To provide quality learning experience and opportunities	KPI 3- Number of host training establishments	A1-Forge partnership with agencies A2-Deploy student trainees A3-Implement feedback mechanism	25
KRA 2: Competent Faculty and	Staff		
O1-To provide appropriate/relevant professional development programs	KPI 1: 96 of faculty pursuing advanced and post-doctoral degrees	A1-Submit faculty development plan/ILDP A2-Require status update of faculty and staff scholars	1096
O1-To provide appropriate/relevant professional development programs	KPI 2: % of Faculty with Relevant Trainings & Seminars	seminars and mentoring activities	100%
		A2-Support participation of faculty to relevant trainings and seminars A3-Enforce echo of trainings and seminars attended	
		A4-Submit training effectiveness	
O2-To rationalize faculty teaching load	KPI 1-96 of faculty with normal teaching load Percentage of faculty with overload	A1-Assign normal faculty teaching load A2-Enrol students within the absorptive capacity of the University A3-Implement the approved teaching load preparations	3096
		and displacements A4-Streamline institutional and GE courses	
O2-To rationalize faculty teaching load	KPI 2: Faculty-student ratio	A1- Follow prescribed faculty- student ratio A2- Recommend the hiring of qualified faculty	1:32
KRA 3: Curriculum aligned with	statutory standards and regulat	ory agencies	
	KPI 1- % of programs due for COPC	As-Comply with COPC and/or RDC requirements Az. UQAC Activities A3. Submission of Monitoring Worksheets	100% Advanced: 50%
O1- To ensure the adherence of programs to the standards of statutory requirements and regulatory agencies	KPI 2-% of accredited programs	Az-Submit programs for accreditation Az.	100%

Ox- To ensure the adherence of programs to the standards of statutory requirements and	KPI 3- Number of programs with COE/COD	A1-Sustain COE/COD status A2-Submit programs for COE/COD evaluation	3
	KPI 4- Number of Institutional accreditation/assessment maintained or applied for	A. Apply for ISA B. Az. Preparation of Document for SUC levelling C. A3. Maintain SUC level D. Maintain ISO Certification E. Maintain/Upgrade PQA Accreditation F. Apply for other Institutional accreditation	1 3
27	KPI 5- % of graduate students enrolled in research degree programs	A1-Maintain thesis/dissertation requirement. A2.	80%
Oz -To harmonize program curricula at the Regional level	KPI 1- # of programs harmonized with other SUCs in the region	A1-Create committees to plan and conduct program harmonization A2- Submit to BOR for approval A3- Implement harmonized programs	2
O2-To harmonize program curricula at the Regional level	KPI 2- # of stakeholders involved in curriculum design	A1-Involve stakeholders in the curriculum development/revision A2. Creation of Program Advisory Committee	4
KRA 4: Responsive Student Su	pport Services		
O1- To ensure the provision of responsive academic student services	KPI 3 - % of updated learning resources and facilities	A1-Acquire curriculum-based and relevant learning resources A2-Procure/upgrade facilities and infrastructure A3-Increase miscellaneous and laboratory fees	5%
O1- To ensure the provision of responsive academic student services	KPI 2- % of students' utilization of resources and facilities	A1-Document student utilization of resources/facilities/services A2. Promotion of Library Resources	100%
O1- To ensure the provision of responsive academic student services	KPI 3- Client Satisfaction Rating of service delivery	A1-Submit client satisfaction rating monthly A2-Respond to client satisfaction results as needed	At least VS rating
Oz- To ensure the provision of responsive academic student services	KPI 4- Timeliness of Services Rendered	A1-Observe prescribed processing time A2- Monitor timeliness of services rendered	100%
O2-To ensure student welfare and development	KPI 2-96 of students involved in student development programs	A1-Conduct skills trainings, programs and activities A2-Conduct sports and socio-cultural activities A3-Assist in the establishment of student organizations	70%
O2-To ensure student welfare and development	KPI 2- # of students who availed the guidance and counseling services to	As-Provide guidance and counseling services	100%
O2-To ensure student welfare and development	KPI 3- # of students who availed health and infirmary services	A1-Facilitate health and wellness activities A2-profiling of student health records	100%

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and Activities	Target
Goal 2: Develop inclusi KRA 2-1: Strengthen RDEI Facilities and Crop Genetic Resources	ve innovations. SO 1 To revisit and rationalize existing facilities	KPI s Percentage (%) of research centers rationalized	PPA 1 Review and evaluate existing research facilties/centers	30%
	SO 2 To upgrade RDEI facilities	KPI 1 Percentage (%) Equipments/Laboratorie s upgraded	PPA 1 Conduct inventory of equipment PPA 2 Procure equipment through R&D funds PPA 3 Allocate funds	30%
	SO 3 To enrich crop genetic resources	KPI 1 Number of germplasm collections	for upgrading facilities PPA 1 Collect, evaluate and utilize	
KRA 2-2 Publication of R and D outputs and activities	SO a To increase the level of knowledge creation outputs in terms of scientific and technical publications	A Company of the Comp	PPA 1 Mentorship/writeshop/ workshop for researchers and extensionists PPA 2 Provision of financial incentives and recognition to authors who published in legitimate peer- reviewed publications	35
			PPA 3 Monitoring of publications and citations in research indexes	
	41		PPA 4 Review of policies on RDE publications	
		KPI 2 Number of faculty and researchers with publications	PPA 1 Mentorship/writeshop/ workshop for researchers and extensionists PPA 2 Provision of financial incentives and recognition to authors who publish in legitimate peer- reviewed publications	28
	SO 2 To ensure the adherence of University- managed peer-reviewed journals to international standards of publication	KPI 1 Number of articles evaluated	PPA 1 Invite qualified reviewers and editors PPA 2 Review compliance to research ethics PPA 3 Monitor performance of all USM-managed journals	20

		KPI 2 Number of new reputable indexes of peer-reviewed journals	PPA 1 Identify indexing databases PPA 2 Comply to requirements of international indexing	
	SO 3 To increase visibility of USM-managed journals	KPI 1 Number of articles submitted to USM- managed journals	PPA 1 Facilitate submissions of articles to USM-managed journals	20
			PPA 2 Publish journals online and in print PPA 3 Monitor online journal statistics	
		KPI 2 Number of new RDE journal	PPA 1 Establishment of new peer-reviewed journals PPA 2 Provide guidance in the establishment of new	
			PPA 3 Obtain ISSN for new journal	
		KPI 3 Number of hits in RDE website	PPA s Review and update content of RDE website	3,500
		KPI 4 Number of RDE news articles submitted to UPRIO	PPA a Solicit news articles from Faculty and researchers PPA a Write news	15
KRA 2-3: Access to Funds and Facilities for RDEI	SO 1 To increase funds for RDEI	KPI 1 Funds generated for RDEI	articles PPA 1 Mentoring/writeshop on research proposal PPA 2 Review and endorse research proposals	53M
			PPA 3 Submit proposals for funding	
		KPI 2 Number of personnel with access to research funds	PPA a Approval of RDEI proposals PPA 2 Disseminate calls for proposal	100
		KPI 3 Number of funded projects	PPA 1 Approval of RDEI proposals PPA 2 Monitoring of liquidation of research fund PPA 3 Secure MOA on	64
<u> </u>	SO 2 To provide services for clients	KPI s Number of clients served	PPA 3 Secure MOA on RDE engagement PPA 1 Provide analytical and laboratory analysis	
			PPA 2 To provide experimental areas to researchers	

KRA 2-4: RDEI engagement and capability of faculty, full-time researchers and students.	SO 1 To enhance faculty and researcher engagement in Research, Development, Extension and Innovation (RDEI)	KPI 1 Number / (100%) of full-pledged professor actively engaged in RDEI	PPA 1 Ensure active involvement of professors in RDEI through IPCR	100%
		KPI 2 Percentage (number) of associate professors and below actively engaged in RDEI	PPA 1 Ensure active involvement of professors in RDEI through IPCR	20% (80)
		KPI 3 Percentage of Plantilla full-time researchers actively engaged in research	PPA 1 Ensure active involvement of Plantilla full-time researchers actively engaged in research	100%
	SO 2 To enhance research capability among students	KPI 1 Number of approved quality thesis outline and manuscript	PPA 1 Conduct quality research aligned with University RDE Agenda and compliance to research ethics standards	100%
2			PPA 2 Subject thesis to detection software and manual checking to improve writing	
			PPA 3 Evaluation by thesis guidance committee and checked by DRC and CRC	
211		e e	PPA 4 Submit and index electronically students' thesis outline and manuscript	10096
ē.		KPI 2 Number of students involved in funded research projects and RDI Center	PPA 1 Assist and train students in laboratory and research related activities	10
	SO 3 To ensure quality of RDEI programs, projects and studies	KPI 1 Number of proposals evaluated	PPA 1 Evaluate proposals	65
		KPI 2 Percentage of projects monitored	PPA 1 Monitor implementation, deliverables and budget utilization of approved locally and externally-funded RDEI projects	100%
	SO 4 To strengthen RDE capability of faculty and researchers.	KPI s Number of seminars, workshops and trainings conducted	PPA 1 Conduct	2
	SO 5 To support presentation of quality papers in legitimate scientific fora	KPI 1 Percentage of request for funding support evaluated	PPA 1 To endorse paper for presentation and disseminate call for trainings and seminars	100%

		KPI 2 Percentage of funded projects presented	PPA 3 Conduct in- house review	100%
	SO 6 To formulate and review RDE guidelines and procedures for RDE matters through URDEC resolutions	cedures crafted,	PPA 3 Craft, review, assess and endorse guidelines/processes/pr ocedures	1
KRA 2-5: Intensify IP Assets of the University	SO s To protect Intellectual Property (IP) Assets of the University	KPI s Number of IP Assets identified and evaluated	PPA 1 To facilitate the application and registration for patent/utility model/copyright/breed /variety and other IP related assets.	10
		KPI 2 Number of IP Assets filed for protection	PPA 1 Follow up regularly IP assets application	5
	SO 2 To strengthen IP and technology for utilization and commercialization	KPI s Number of IP utilized by industries and stakeholders		2
		KPI 2 Number of USM constituents trained in IP protection and licensing		10
		KP 3 Number of IP assets assessed for extension		10

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and	Target
Goal 3: Transform lives o		s in the service areas of US		
KRA 3-1 Competence of faculty, staff, and students in community engagement		KPI 1 Number of faculty, staff and students participated in community engagement capability building activities	PPA 1 Conduct competency training on community engagement PPA 2 Conduct training on IEC development PPA 3 Conduct training on impact assessment	75
		KPI 2 Number of faculty and staff who submitted extension outputs	- NO. 15	15
	SO 2-2-2: To support dissemination of extension projects.	KPI 1 Percentage of request for funding support evaluated.	PPA 1 Evaluate and endorse faculty request for fund support to present their extension projects to conferences or for a.	10096
KRA 3-2 Community Engagements	SO 1 To implement need-based community engagements	KPI 2 Number of community engagement projects approved	PPA 1 Review and approved community engagement projects submitted for local funding PPA 2 Review and approved community engagement submitted projects for external funding	15

	KPI 2 Number of faculty, staff & students involved in community engagements	PPA 1 Monitor faculty, staff, & students involved in community engagements	164
		PPA 2 Support initiatives on Service Learning	
		PPA 3 Document participation of faculty, staff, and students in community engagements	
	KPI 3 Percentage of community engagement completed and reported	PPA 1 Monitor the conduct of community engagement projects PPA 2 Facilitate presentation of community engagement projects in In- house Reviews	100%
	KPI 4 Number of completed community engagement assessed	PPA 1 Identity community engagement projects eligible for impact assessment PPA 2 Conduct impact assessment	1
	KPI 5 Number of communities served	PPA 1 Identify geographical communities served PPA 2 Document geographical communities served	12
	KPI 6 Number of interest groups served	PPA 1 Identify interest groups served PPA 2 Document interest groups served	5
5O 2 To promote transfer and utilization of R and	KPI 1 Number of R and D outputs identified and assessed for	PPA 1 Conduct assessment of R and D outputs	11

	D outputs	dissemination	PPA 2 Endorse assessed R and D outputs for transfer and utilization PPA 3 Document R and D outputs utilized/adopted by the community/indus try	
		KPI 2 Number of IEC materials developed and disseminated	materials (print, radio, video) PPA 2	49
			Disseminate developed IEC materials	
		KPI 3 Number of clients served	PPA 1 Document number of clients who utilized R and D outputs	14,900
*		\$1) (1)	PPA 2 Document number of clients who utilized IEC materials	
			PPA 3 Document clients who participated in the capacity building activities	
KRA 3-3: Linkages/partnerships with government and non-government	SO 1 To strengthen partnerships with government and non-government	KPI 1 Number of existing partnerships sustained	PPA 1 Conduct collaborative activities with partners	8
organizations	organizations	KPI 2 Number of new partnerships/collaborati ons forged	PPA 1 Review and endorse MOA to the Admin Council for the approval of the BOR	10
KRA 3-4: Community Outreach	SO 1 To engage in community outreach programs	KPI a Number of community outreach conducted	PPA 1 Create and endorse community outreach programs	2

	PPA 2 Monitor community outreach conducted	5
	PPA 3 Conduct information campaign on existing policies in the University	1
KPI 2 Number of community outreach participated in	PPA 1 Document participation in community outreach	1
KPI 3 Number of community outreach beneficiaries	PPA 1 Document community outreach beneficiaries	50
KPI 4 Number of donor- partners in community outreach programs	PPA 1 Forge partnership with other organization regarding community outreach	2
 KPI 5 Number of volunteers involved in community outreach	PPA 1 Document involvement of volunteers in community outreach	25

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and Activities	Target
Goal 4: Develop market	driven business port	folio.		
KRA 5-1. Strengthening URGES Operation		KPI 1- % of USM- IGPs to be evaluated	PPA 1- Inventory of existing USM- IGPs PPA 2 - Priorization of IGPs for evaluation	100%
		KPI 2 - % of profitable IGPs	PPA 1 - Conduct financial performance evaluation PPA 2 - Proposed recommended actions	100%
		KPI 3 - Number of marketable IGPs	PPA 1 - Conduct market performance evaluation PPA 2 - Proposed marketing strategies	50%
		KPI 4 - % increase of production	PPA 3 Identification of Marketable IGPs PPA 1 - Monitoring of	5% (Target get shou be not lower than 9%
		performance	inputs of production PPA 2 - Monitoring of operations and maintenance activities	
			PPA 3 - Monitoring of volume production	
	SO2: To sustain	KPI 1: Amount	Collection/propos	And the Control of the Land
	financial performnce of viable USM-IGPs	Generated KPI 1 - % increased of ROE	ed/implement PPA 1 - Regular recording and monitoring of financial transactions	44,000,000.0 5%

		PPA 2 - Prepare strategies to collect the receivables regularly. PPA 3 - Provide quality services to clients/patients	62
	KPI 2 - % increase of revenue	PPA 1 - Maximize the volume of production	596
		PPA 2 - Prepare efficient marketing strategies.	
	KPI 3 - % minimization of operational costs & expenses	PPA 1 - Procure low-cost and quality materials for production PPA 2 - Minimize unnecessary labor costs	-5%
		PPA 3 - Proactive planning for procurement of materials and resources of production.	
SO 3. To enhance financial, marketing and operations management capabilities of project managers	KPI 1 - Number of trainings conducted	PPA 1 - Prepare training designs and materials. PPA 2 - Collaborate with the experts PPA 3 - Allocate budget for in- service training	2
	KPI 2 - Number of trainings/fora/ congress attended	PPA 1 - Forge networks or linkages to industries and other agencies PPA 2 - Allocate budget for external trainings/ fora/ congress	2

SO 4 - To generate new viable IGPs	KPI 1 - Number of Production proposals submitted & reviewed	PPA 1 - Call for production proposal.	(2/)
		PPA 2 - Conduct proposal evaluation and review (URGMC).	
	KPI 2 - Number of production proposals presented and indorsed to ADCO & BOR for funding	PPA 1 - Consolidation of the evaluated proposals for endorement of ADCO & BOR for funding	2
		Presentation of proposal to the BOR	
	KPI 3 - Number of production proposals implemented and sustained.	PPA 1 - Issuance of notice to proceed.	2
		PPA 2 - Preparation of PPMP, PR, and other documents	
		PPA 3 - Conduct monitoring and evaluation to all approved projects for implementation.	
SO 5 - To establish partnership with private and public entities for USM- IGP activities	KPI 1 - Number of private and public entity partners	PPA 1 - Scouting of potential private & public entity partners.	2
		PPA 2 - Signing of contracts.	
SO 6. To promote and intensify the marketing of HRDT services	KPI 1 - Number of training designs developed.	PPA 1 - Conduct market survey to determine training needs of potential clients	5

		PPA 2 - Coordinate with the experts PPA 3 - Held meeting with the experts for developing training designs	
	KPI 2 - Number trainings conducted and participants served.	PPA 2 - Build network of resource persons	2
		PPA 3 - Scout potential partnerships with different external agencies (ex. PRC, LGU, etc.) PPA 4 - Organize info-drive to sell- out HRDT services.	
	KPI 3 - Number of Training Instituionalized	Centralized TVET Program under HRDT/RGES Proposed new training porgrams for Funding from TESDA, ATI and other training providers	3
		Identify possible trainings for resource Generation	
SO 7 - To establish proper placement and scheduling of USM medical employees.	KPI 1 - Number of Duty Hours in infirmary	PPA 1 - Conduct regular meetings (schedule monitoring, execom, management, and the like).	100% infirmary
		PPA 2 - Plotting of schedule of duty hours for hospital and infirmary.	

	KPI 2 - Number of Duty Hours in hospital	PPA 3 - Regular monitoring of on- duty personnel. PPA 1 - Conduct regular meetings (schedule monitoring,	
		execom, management, and the like). PPA 2 - Plotting of schedule of duty hours for hospital . PPA 3 - Regular monitoring of on- duty personnel.	
	KPI 3 - Number of patients served in the hospital	PPA 1 - Prepare strategies to satify patients/clients with the services provided.	
	KPI 4 - Number of patients served in the infirmary	PPA 1. Information and Dessimnation of Services PPA 2. Schedule and Conduct regular checkup for students and employees	100%
KRA 2. Commercialization of IP assets	KPI 1. Number of IP assets identified for commercialization.	Coordinate with	C/o TBI
	KPI 2 - Number of customers/industry generated	PPA 1 - Develop promotional activities. PPA 2 - Conduct trade exhibit of the IP assets.	2

	SO 2 - To provide services for technology business	KPI 1 - Number incubatees provided with services.	PPA 1 - Conduct ideation training.	2
	incubation.		PPA 2 - Coordinate and collaborate with the experts.	
			PPA 3 - Proposed programs to allow faculty and students outputs to become one of technologies to be incubate.	
KRA 3 - Extending access of URGES assets for instruction, research, and extension services.	SO 1 - To serve as techno-demo hub for instruction, research, and extension.	KPI 1 - Number of students, researchers, and extension workers served.	PPA 1 - Establish entrepreneurial hub for students.	10
		KPI 2 - % of URGES assets utilized.	PPA 1 - Sustain and develop the production area for research and extension activities.	100%

Strategic Goal/ key	The state of the s	the state of the state of the state of	Projects and	Target
Results Area	Strategic Objectives	Key Performance Indicators	Activities	2023
	nd sustainable governance ecosys			To the second
KRA 5-1: Performance	SO 0501-01: To align the	KPI 1; Number of Strat Plan	PPA 1	1
Management	individual and unit objectives	formulated and Reviewed	PPA 2	
	to its strategic goals on the		PPA3	
	attainment of university	KPI 2: Number of Operation Plan	PPA ₁	1
	T		PPA 2	
			PPA3	
	1	KPI 3: Percent PPA's Reviewed	PPA ₁	100
	1) ^{an}	PPA 2	
			PPA3	
		KPI 4: Percent of OPCR/IPCR	PPA ₁	100
		Monitored and Evaluated	PPA 2	
			PPA ₃	
		KPI 5: Percent of processes reviewed	PPA ₁	100
	110		PPA 2	
			PPA3	
	SO 0501-02: To continuously	KPI 1: Percentage of Teaching	PPA1	3
	develop the employees'	employees achieved superior	PPA 2	50
	competencies to achieve	standards	PPA3	
	superior standards of work	KPI 2: Percentage of Non Teaching	PPA1	3
	performance.	employees achieved superior	PPA 2	-
		standards	PPA3	
	H	KPI 2: Percent integration of	-	100
	1	innovative HR Management Systems		
	1	in Big data analytics		
	1	KPI 3: Percentage of completion of HR Learning Management System	PPA ₁	10
			PPA 2	1977.00
			PPA3	
	SO 0501-03: To optimize	KPI 1: Percentage of IPCR rating	PPA ₁	70
	employee performance	improved for awards recipients	PPA 2	
	through implementation of a		PPA3	
	data-driven reward and	KPI 2: percentage of OPCR improved	PPA1	50
	recognition system	for office awardees	PPA 2	
	1		PPA3	
	SO 0501-04:To ensure	KPI 1: Percentage of vacant teaching	PPA1	20
	transparent and fair	position filled within a year	PPA 2	
	recruitment, selection and		PPA ₃	
	placement practices through	KPI 2: Percentage of vacant non	PPA ₁	
	proactive strategies	teaching position filled with in 6	PPA 2	50
		months	PPA3	
	CO and an To anathropish	KPI 1: number of developed VOC		19.
	SO 0501-05: To continuously	information systems	PPA ₁	1
	innovate systems for the customers and stakeholders to		PPA 2	
	submit feedback of their		PPA3	
8.1	satisfaction or dissatisfaction	KPI 2: percentage of utilized VOC	PPA 1	100
	to the services provided by the	information systems	PPA 2	
	university		PPA3	
	SO 0501-06: To build a culture	KPI 1: Percentage of updated	PPA1	100
	of continuous improvement to	processes / proceduresdue for	PPA 2	
120	the processes to achieve	revision	PPA3	
	effective and efficient delivery	KPI 2: number of enrolled necessary	PPA 1	3
	of services	new processes / procedures and	PPA 2	
	termination and American	policies	PPA3	
	SO 0501-07: To improve	KPI 1: number of engagement with	PPA1	600
	engagement with the	customers and stakeholders through	PPA 2	
	customers and stakeholders	radio	PPA ₃	
	using varied communication		PPA 1	20000
	platforms	KPI 2: number of engagement with customers and stakeholders through		

	1	social media	PPA3	
		KPI 3: number of engagement with	PPA1	216000
	1	customers and stakeholders through	PPA 2	
	1	website	PPA3	
		KPI 4: number of face to face	PPA1	100
	1	engagement with customers and	PPA 2	
		stakeholders	PPA3	
	SO 0501-08: To continuously	KPI 1: percentage of published	PPA ₁	100
	provide the right to access	administrative issuances for public	PPA 2	12000
	information as allowed by law	consumption	PPA ₃	
	for citizen empowerment	KPI 2: percentage of published	PPA1	100
	Annual control of the	resolutions for the public	PPA 2	
	1	Leonard Contract States	PPA3	
		KPI 3: percentage of information	PPA1	100
	1	mandated by law published on time	PPA 2	100
			PPA ₃	
	SO oso1-oq: To continuously	KPI 1: number of local, regional,	PPA1	-
	strive for service excellence	national and international awards	PPA 2	3
	worthy of recognition	received	PPA3	
	1 18 18 18 18 18 18 18 18 18 18 18 18 18	KPI 2: number of local, regional,	PPA1	
		national and international	PPA 2	10
	0.94	recognitions received	PPA 3	
/DA s. a. Eisenland		KPI 1: number of digital platforms		
KRA 5-2: Fiscal and administrative		KPI 1: number of digital platforms utilized for administrative	PPA1	1
responsibility,	transactions of the university	transactions	PPA 2	
accountability, and	through the use of digital		PPA ₃	
nnovation		utilized for financial transactions	PPA1	1
			PPA 2	
		t KPI 1: utilization rate	PPA ₃	
	SO o502-02: To ensure efficient use of the university's		PPA1	80
	resources	į į	PPA 2	
	resources		PPA ₃	
		KPI 2: disbursement rate	PPA1	80
			PPA 2	
			PPA ₃	
		KPI 3: percentage of goods and	PPA ₁	50
		services procured on time	PPA 2	
			PPA ₃	
		KPI 4: percentage of obligation	PPA ₁	80
	1	versus allotment for infrastructure	PPA 2	
		projects	PPA ₃	
		KPI 4: percentage of goods delivered		100
		to end user on time	PPA 2	
			PPA ₃	ģ.
	SO 0502-03:To streghten	KPI 1: percentage of decrease of	PPA ₁	10
	compliance of employees on	administrative cases	PPA 2	
	policies governing government		PPA3	
	workers	KPI 2: percentage of decrease of	PPA ₁	10
		sexual harasssment cases	PPA 2	
			PPA3	¥
CRA 5-3: Infrastructure	SO 0503-01: To continuously	KPI 1: percentage of infrastructure	PPA ₁	100
Development	design and build facilities	project designs completed on time	PPA 2	
9/0	necessary for the delivery of	tores trees to X	PPA ₃	
	instruction, research,	KPI 2: percentage of infrastructure	PPA1	70
	- Accessor and annual and annual and	project completed on time	PPA 2	8
		Hara di Santana da San	PPA ₃	
	SO 0503-02: To continuously	KPI 1: number of information	PPA 1	1
	expand the deployment of ICT	systems developed based on	PPA 2	
	infrastructure to address the processes	processes	PPA ₃	
	growing demand in digital	KPI 2: percentage of deployed	PPA1	100
	transformation in the	information systems		9 7057

	mars my.	l	PPA 2	
		KPI 3: percentage of utilized information systems	PPA 1	100
		Na Sittle Color Bull Al-Broad Site	PPA 2	
KRA 5-4: Peace, Security,	SO 0404-03: To promote the	KPI 1: number of activities conducted		4
and Administration of	culture of peace among	among students relevant to culture	PPA 2	
Justice	university constituents and	of peace	PPA3	
	stakeholders.	KPI 2: number of activities	PPA1	2
		conducted among teaching and non teaching employees and	PPA 2	
	1	stakeholders relevant to culture of	PPA3	
		KPI 3: percentage of students	PPA1	70
	1	informed on issues relevant to	PPA 2	
	1	culture of peace	PPA3	
	19	non teaching employees and stakeholders informed on issues relevant to culture of peace		
	SO 0404-02: To expeditiously	KPI s: percentage of resolved	PPA1	
	implement the administration	administrative cases within the	PPA 2	
	of justice for employees,	prescribed period	PPA3	
	students and other	KPI 2: percentage of resolved sexual	PPA1	100
	stakeholders.	harassment cases within the	PPA 2	
		prescribed period	PPA3	
	SO 0404-03: To promote	KPI 1: percentage of curricular	PPA1	100
	inclusivity in curricular and co-	programs infused with concepts of	PPA 2	
	curricular activities.	inclusivity	PPA3	
		KPI 2: number of activities infused	PPA1	2
		with concepts of inclusivity	PPA 2	
			PPA3	

UNIVERSITY OF SOUTHERN MINDANAO 2024 OPERATIONAL PLAN

A STATE OF	Commence of the last		CONTRACTOR OF THE PARTY OF THE	The second second	0:	IA .	Al	10	KU	PLRC	0	DI	NS	TP.	The second second	distance.
trategic Goal 1: Loc	cally and Globally Comp	etitive Graduates		KEY STRATEGIC ACTIVITIES	Time Frame and Physical Targets (2024) (2024)		Time Frame and Physical Targets (2024)			and Physical s (2024)	Time Frame and Physical Targets (2024)			and Physical (2024)	Units Involved	Remarks
ERA	STRATEGIC	C)	ACTIVITIES		Jan-June	Jan-Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec		
RA 4: Responsive tudent Support ervices	provision of responsive	KPI 1a - % of updated learning resources and facilities	A1-Acquire curriculum-based and relevant learning resources	A1-Acquire curriculum- based and relevant learning resources	NA.							Bourn St.			KEPLAC	
	academic student services		A2-Procure/upgrade facilities			NA	5%	5%	6%	8%	5%	5%	NA	NA	KEPLRC; OAS	
		Maria Land	A3-increase fiduciary fees	2.3											OOL ARO, KEPLAC	
		KPI 1a - % of refurbished learning infrastructures	A1-Procure/upgrade infrastructures	A1-Procure/upgrade	N/A	N/A									KEPLIC; PMU/PPDSO	
			A2-increase fiduciary fees	Infrastructures											ODI, ARO, KEPLIC	
		KP1 2-% of students' utilization of Learning	A1-Document student utilization of resources/facilities/services	A1-Document student utilization of resources/facilities/services	100%	100%	100%	100%	16%	36%	100%	100%	100%	100%	KEPLRC, ODI, ARO, OSA, NSTP	
		resources and facilities	A2. Promotion of Library Resources												KEPLAC	
		KPI 3- Client Satisfaction Rating of service delivery	A1-Submit client satisfaction rating monthly	A1-Submit client satisfaction rating monthly	At least VS rating	At least VS		At least VS	At least VS	At least VS			At least VS	At least VS rating	KEPLRC, ODI, ARO, OSA, NSTP	
			A2-Respond to client satisfaction results as needed			rating	At least VS rating	rating	rating	rating	At least VS rating	At least VS rating	rating		KEPLRC, OOL, ARO, OSA, NSTP	
		KPI 4- Timeliness of	A1-Observe prescribed processing time	A1-Observe prescribed	100%	100%	100%	100%	N 100%	100%	100%	100%	SON	100%	KEPLAC, ODI, ARO, OSA, NSTP	Include
		Services Rendered	A2- Monitor timeliness of services rendered	processing time		*****									KEPLRC, COI, ARO, OSA, NSTP	Accounting, Budg and Cashier
	502-To ensure student welfare and		A1-Conduct skills trainings, programs and activities												OSA, NSTP	
	development		A2-Conduct awareness campaign and orientation												OSA, NSTP, KEPLIC, ARO, ODI, GAD	
			A3-Monitor the implementation of student organizational activities and programs	A1-Conduct skills trainings, programs and activities	100%	100%	100%	100%	50%	100%	100%	100%	50%	100%	OSA	
	1		A4- Design programs/activities for students with special needs												OSA	

the suidance and	counseling services to students	A1-Provide guidance and counseling services to students with referrals	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	OSA
	A1- Provide healthcare to student with medical and dental concerns.												HOSPITAL (Infirmary), OSA
	A2 - Complete about a	A1- Provide healthcare to student with medical and dental concerns.	50%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	HOSPITAL (infirmary), OSA
	A3-profiling of student health records												HOSPITAL (infirmary), OSA
10000000	A1- Facilitate the hiring and/or release of financial assitance to	A1- Facilitate the hiring and/or release of financial assitance to benefectaries	100%	100%	100%	100%	50%	100%	100%	100%	50%	100%	OSA, NSTP, KEPLIKC
	benefectaries							110.40.0					ODI, ARO, OSA, KEPURC, NSTP
	A2- Assist students in academic-	A2- Assist students in academic-related services	100%	100%	100%	100%	SON	100%	100%	100%	SON	100%	OSA, NSTP, KEPLRC
	related services		75000		100000	1			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				ODI, ARO, OSA, KEPLRC, NSTP

UNIVERSITY OF SOUTHERN MINDANAO 2025-2029 STRATEGIC PLAN

	Acade	ernic Support		10.												
STATE OF STREET				20	25	20	26	20	127	20	28	20	29		Name of	
Strategic Goal 1: Locally and Globally Competitive Graduates		Time Frame and Physical Targets		Time Frame and Physical Targets		Time Frame and Physical Targets		Time Frame and Physical Targets		Time Frame and Physical Targets		Units Involved	Remarks			
KRA	STRATEGIC OBJECTIVES	KPI	ACTIVITIES	Jan-June	Jan- Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec	Jan-June	Jan-Dec			
KRA 4: Responsive Student Support Services	SO2- To ensure the provision of responsive academic student services	KPI 18 - % of updated learning resources	As-Acquire curriculum-based and relevant learning resources	KEPLRC (2%)	KEPLRC (4%)	KEPLRC(3%)	KEPLRC(5%)	KEPLRC(3%)	KEPLRC(5%)	KEPLRC(3%)	KEPLRC(6%)	KEPLRC(4%)	KEPLRC(744)	KEPLRC, FMS		
			KPI sb - 14 of updated facilities	B1 - Procure/upgrade facilities		KEPLRC (3%), ODI (5%), ARO (3%)	KEPLRC (196), ODI (596),	KEPLRC (3%), NSTP (5%), ODI (5%), ARO (5%)	KEPLRC (294), ODI (594),	KEPLRC (346), NSTP (546), ODI (546), ARO (546)	KEPLRC (2%), ODI (5%),	KEPLRC (3%), ODI (5%), ARO (5%)	KEPLRC (244), ODI (544),	KEPLRC (344), ODI (544), ARO (544)	KEPLAC, ODI, ARO, NSTP, FMS	
		EPI 1c - % of refurbished learning infrastructures	C1-Procure/upgrade infrastructures	KEPLAC (1%)	KEPLAC (1%)	KEPLAC (1%)	KEPLRC (1%)	KEPLRC (1%)	KEPLRC (2%), NSTP(3%)	KEPLAC (1%)	KEPLAC (2%)	KEPLRC (1%)	KEPLRC (2N), NSTP(3N)	KEPLAC, NSTP, PMO, FMS	dropped as pe statement of UniFAST (no	
			Az-increase fiduciary fees			RATE							18	ODL ARO, KEPLRC, NSTP, FMS	increase)	
		KPI 2-% of students' utilization of Learning resources and facilities	A2-Document student utilization of resources/facilities/services	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	KEPLRC, ODI, ARO, NSTP	10014 utilizatio										
			A2, Promotion of Library Resources	KEPLAC(50%)	KEPLAC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KÉPLRC(SON)	KEPLRC(100%)	KEPURC		
		KPI 3- Client	As-Submit client satisfaction rating monthly	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%),		ARO(100%), KEPLRC(100%),	(4), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%)	ARO(100%), KEPLRC(100%),	KEPLRC, ODI, ARO, OSA, NSTP		
		Satisfaction Rating of service delivery	Az-Respond to client satisfaction results as needed	NSTP(1004), ODI(1004), OSA(1004)	NSTP(100%), ODI(100%), OSA(100%)	NSTP(10014), ODI(10014), OSA(10014)	NSTP(10044), ODI(10044), OSA(10044)	NSTP(100%), ODI(100%), OSA(100%)		%), ODI(100%),	ODI(100%),	NSTP(100%), ODI(100%), OSA(100%)	NSTP(100%), ODI(100%), OSA(100%)	KEPLAC, ODL, ARO, OSA, NSTP		
		KPI 4- Timeliness of	Az-Observe prescribed processing time	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%)	ARO(100%), KEPLRC(100%),	ARO(100%), KEPLRC(100%)	ARO(100%), KEPLRC(100%)	ARO(100%), KEPLRC(100%),	ARO(200%), KEPLRC(200%)	ARO(100%), KEPLRC(100%),	KEPLRC, ODI, ARO, OSA, NSTP	Include	
		Services Rendered	A2- Monitor timeliness of services rendered	NSTP(100%), ODI(100%), OSA(100%)	EEPLRC, ODL, ARO, OSA, HSTP	Accounting, Budget and Cashier										
		KPI sb- Number of disadvantage but	As. creation of USM policies in relation to RA 20932		10016									ARO, OSA, All Academic and Support Units, UICTO		
		deserving students access to higher	A3. Screen students belonging to family with 300,000 and below annual income and disadvantaged students		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)		ARO(304), OSA(304)		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)	ARO, OSA, Academic Units, UNCTO	Inclusion of proof such as Certificate indigency	

		A3. Screen and admit PWD students (RA 7277) and students with special needs	ARO(5%), OSA(5%)	ARO(5%), OSA(5%)	ARO(5%), OSA(5%)	ARO(5%), OSA(5%)	ARO(5%), OSA(5%)	ARO, OSA, Academic Units, UICTO	
	externally funded grants (international)	As. Active partnership with other agencies and organizations						ARO, OSA, Academic Units, UICTO	FOR UPDATE based on academics units target, individual OPCA will be based on the support services rendered bythe office
		A2. MOA/ MOU						ARO, OSA, Academic Units, OLS, OP	FOR UPDATE have on academics unit target, individual OPCR will be base on the support services rendered bythe offices
	KPI4b: Percentage of graduate of disadvantaged students	A1 - Design programs and policies in support for disadvantaged students	OSA(SON)	OSA(100%)				ARO, OSA, Academic Units, UKTO	percentage of graduate of
O2-To ensure student relfare and evelopment		Az-Conduct skills trainings, programs and activities	OSA(1),NSTP(2),ODI(1)	OSA(1),NSTP(3),ODI(1)	OSA(1),NSTP(4),ODI(1)	OSA(1),NSTP(5),ODI(1)	OSA(1),NSTP(6),ODI(1)	OSA, NSTP,ODI,GAD, SWK	
		A2-Conduct awareness campaign and orientation	OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1),	OSA(5), NSTP(5) KEPLR(1), ARO(1), ODI(1),	OSA(s), NSTP(s) KEPLRC(1), ARO(1), ODI(1),	OSA(s), NSTP(s), KEPLRC(1), ARO(1), ODI(1),	OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1),	OSA, NSTP, KEPLRC, ARO, ODI, GAD	100%, all stude
		A3-Monitor the implementation of student organizational activities and programs	10094	10014	10014	100%	10094	OSA	ateptio
		A4- Design programs/activities for students with special needs	1	. 14	2	2	3	OSA, ACADEMIC UNITS, GAD	
	KPiab: % (#) of students involved in student development programs	As-Invite students to participate in student development programs	80%	80%	8044	80%	8014	OSA,ACADEMIC UNITS,GAD	MOV: docume to tracks numb
		A2- Monitor students attendance to program/activities						OSA, ACADEMIC UNITS, GAD	
	KPI 2- % (#) of students who availed the guidance and counseling services	Az-Provide guidance and counseling services to students with referrals	10014	30014	100%	100%	100%	OSA	

	health and infirmary	Aa- Provide healthcare to student with medical and dental concerns.											HOSPITAL (Infirmary), OSA	
		A2 - Conduct physical examination to all students A3-profiling of student health records		100%		10014		200#		10014		10014	HOSPITAL (infirmary/clinic, OSA	
													HOSPITAL (Infirmary/clinic, OSA	
	KPI 4a- 14 (#) of students who availed financial assistance	As-Facilitate the hiring and/or release of financial assistance to benefeciaries	OSA(30%) KEPLRC(4)	OSA(30%), NSTP(3), KEPLRC(10),	OSA (30%), KEPLRC(4),	OSA(30%), NSTP(4), KEPLRC(10),	OSA(30%), , KEPLRC(6)	OSA(30%), NSTP(5), KEPLRC(12)	OSA(30%),, KEPLRC(6)	OSA(3044), NSTP(6), KEPLRC(12)	OSA(3044), KEPLRC(6)	OSA(30%), NSTP(7), KEPLRC(12)	OSA, NSTP, KEPLRC	Indicate number out of total number of students; use the average # the
	KPI 4b-% (#) of							1 200					NSTP	previous year
	students who availed academic services	Az- Assist students in academic- related services		100%		100%		100%		30094		100%	OSA, NSTP, KEPLRC,ARO	
	Kpi sa. Number of students mobilized within the Philippines(FORMULA TION OF GUIDELINES OF MOBILITY)	As. Assistance in the implementation of mobility program (Local)		2004		20014		100%		100%		100%	ODI,ACADEMIC UNITS.OIA,UCRDC	
	Kpi sa. Number of students mobilized internationally(FORM ULATION OF GUIDELINES OF	As. Assistance in the implementation of mobility program (International)		10014		100%		100%		10094		100%	ODI,ACADEMIC UNITS.OIA, UCRDC	
	KPI 6. Number of Support services for students with special needs	As. Creation of policy for disability inclusion strategy	50%	10014	5014	100%	50%	1004	50%	1004	50%	100%	OSA,OLS,VPAA,GAD	CREATE
503. To establish SAS (student affairs services	KPIs. 94 of rationalized) student affairs services under the Office of Student Affairs	A1. Conduct benchmarking to align the OSA with other SAS		7514	100%								OSA; concerned Academic Units; RGES	health services, foor, housing, sports, socio- cultural
		A2. Restructure OSA into Student Affairs Services (SAS)											ALC: YES	1
		A3. BOR Approval												
SO ₄ . To support the USM's community engeagement	KPI1. Number of youth volunteer students	As. Enhance partnership and collaborations of NSTP and ESO		50		75		100		100		100	ESO, NSTP, Academic Units, OSA	ESO WILL CLAIM OPCR
		A3. Attendance to any youth A4. Issuance of permit from university (1 year validity) and parents' consent		546		516		1014		1044		20%	NSTP ODI	ESO WILL CLAIM

KRA 5. Curriculum aligned with statutory standards and regulatory agencies*		A1. Review Membership of Curriculum Revision Committee	•	3	3	,	s	ODI; Academic Units, URCDC	
		A2. Review Program Educational Objective	1	2	3	•	5	ODI; Academic Units, URCDC	



AREA IV:

SUPPORT TO STUDENTS

A.6. EVALUATION
PROGRAM TO ASSESS
THE EFFECTIVENESS OF
THE SSP



SURVEYING CLIENT SATISFACTION OF STUDENT SERVICES: INSIGHTS FROM UNIVERSITY OF SOUTHERN MINDANAO

INTRODUCTION

The Office of Student Affairs (OSA) at the University of Southern Mindanao (USM) plays an integral role in promoting the overall development and well-being of its students. As a central administrative unit, the OSA is dedicated to creating a nurturing academic, social, and personal environment that empowers students to succeed both inside and outside the classroom. Through various student-centered services, the OSA supports students' academic growth, career development, physical and mental health, safety, and engagement in extracurricular activities. These services include academic advising, career counseling, student health services, safety and security initiatives, recreational activities, and more. By offering these services, the OSA not only addresses the immediate needs of students but also aims to enhance their university experience, preparing them for future challenges and leadership roles.

This survey aims to evaluate the effectiveness of these services through the analysis of students' perceptions based on survey data collected from the 2022-2023 and 2023-2024 academic years. In particular, the survey examines students' feedback on the university's information dissemination efforts, career and counseling services, slot reservation system, safety and security measures, and sports and recreational facilities. These areas are crucial to the overall student experience, as they contribute to students' academic success, emotional well-being, and sense of belonging within the university community. By analyzing trends in student ratings over two consecutive years, this survey seeks to identify patterns of improvement or areas needing attention, providing an evidence-based foundation for decision-making within the OSA.

The rationale behind this survey is rooted in the belief that continuous assessment and improvement of student services are essential for fostering a positive, inclusive, and supportive campus environment. By focusing on student satisfaction, this survey provides the OSA with a clearer understanding of how well its services are meeting student needs and where adjustments may be needed to enhance their effectiveness. For instance, improvements in areas like information dissemination, safety, and sports facilities, as identified in the survey, can directly contribute to better student engagement, academic performance, and overall well-being. Additionally, addressing feedback related to career counseling or the slot reservation system can have a significant impact on students' sense of preparedness for life after graduation. In sum, the findings of this survey will not only inform the OSA's ongoing efforts to improve its services but also align these services with the evolving needs of the university's diverse student body.

Ultimately, this survey underscores the importance of the Office of Student Affairs in shaping the holistic student experience at USM. As the university strives to support the academic, personal, and professional growth of its students, understanding their perceptions and continuously adapting services to meet their expectations remains paramount. By fostering an environment where students feel supported, heard, and

valued, the OSA plays a pivotal role in contributing to their success both during their time at USM and beyond.

METHODOLOGY

This survey utilized a descriptive-evaluative design to assess the satisfaction levels of alumni regarding the services provided by the Office of Student Affairs (OSA) at the University of Southern Mindanao (USM). The primary objective of the survey was to gather insights into the alumni's perceptions of various student services, including information dissemination, career and counseling services, slot reservation systems, safety and security, and sports and recreational facilities during their time at the university.

The survey was conducted using a Google Forms platform, which was established and administered by the OSA. The Google Forms survey was designed to capture both quantitative and qualitative data on alumni satisfaction, with specific questions targeting their experiences with the services provided during their enrollment at USM. The survey was distributed to alumni who graduated within the inclusive years of 2022-2023 and 2023-2024, ensuring a diverse representation of recent graduates.

The respondents were selected through purposive sampling, a non-random technique that was used to identify individuals who had direct experience with the services provided by the OSA during their time at the university. This sampling method allowed the survey to focus on alumni who were familiar with and had utilized these services, ensuring that the data collected would accurately reflect their experiences and perceptions.

A total of 2,759 respondents participated in the 2022-2023 academic year survey, while 2,711 respondents contributed to the 2023-2024 survey. These respondents represent a cross-section of alumni, providing a broad perspective on the effectiveness and impact of the services offered by the OSA.

Through this methodology, the survey aimed to provide a comprehensive overview of alumni satisfaction with USM's student services, offering valuable feedback to the Office of Student Affairs to guide future improvements. The descriptive survey design enabled the personnel of OSA to analyze trends and patterns in alumni perceptions over the two academic years, providing insights that are essential for enhancing the student experience at USM.

SURVEY RESULTS

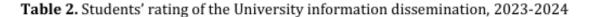
Students' rating of the University information dissemination

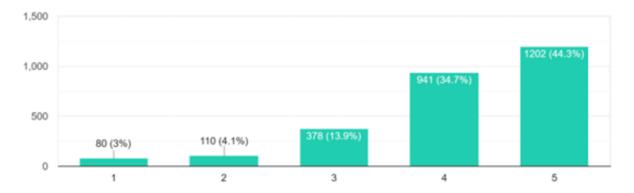
The comparison between the 2022-2023 and 2023-2024 survey results shows a positive trend in students' perceptions of the University's information dissemination. While the total number of responses slightly decreased from 2,759 in 2022-2023 to 2,711 in 2023-2024, the overall sentiment improved. The percentage of students rating the dissemination as "very poor" decreased from 3.9% to 3%, and the "poor" ratings also saw a slight drop from 3.6% to 4.1%. This indicates a reduction in dissatisfaction.

Furthermore, the percentage of students who rated it as "average" dropped from 16.7% to 13.9%, reflecting fewer students seeing the information dissemination as merely adequate. The "good" ratings saw a slight decline from 36% to 34.7%, but the most significant improvement was in the "excellent" category, where the percentage of students who rated the information dissemination as exceptional rose from 39.8% to 44.3%. This indicates that more students felt the university's communication efforts were outstanding in 2023-2024. Overall, the data suggests that students' perceptions of the university's information dissemination have become more positive, with a noticeable increase in those considering it excellent and fewer rating it as poor or merely average.

1,500
1,000
500
108 (3.9%)
98 (3.6%)
462 (16.7%)
109 (39.8%)

Table 1. Students' rating of the University information dissemination, 2022-2023





Students' rating of the career and counseling services of the University

The comparison of students' ratings for the Career and Counseling services of the University between 2022-2023 and 2023-2024 reveals a positive shift in perceptions. Although there was a slight decrease in overall responses from 2,759 to 2,711, the data shows an improvement in how students viewed the services. The percentage of students who rated the services as "very poor" decreased from 3.2% to 2.5%, and the "poor" ratings also declined from 4.1% to 3.2%, indicating a reduction in dissatisfaction. More significantly, the number of students who rated the services as "average" dropped from 23% to 17.3%, suggesting that fewer students felt the services were merely adequate. The most notable improvement was seen in the "excellent" ratings, which increased from 31.9% to 40%, reflecting a significant rise in student satisfaction.

Although the "good" ratings decreased slightly from 37.8% to 36.9%, the overall trend points to a more favorable view of the services, with a larger portion of students considering them outstanding. This shift indicates that the Career and Counseling services have made noticeable strides in improving students' experiences, as more students now rate them highly, and fewer rate them poorly.

Table 3. Students' rating of the career and counseling services of the University, 2022-2023

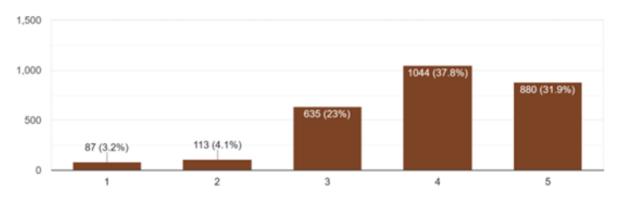
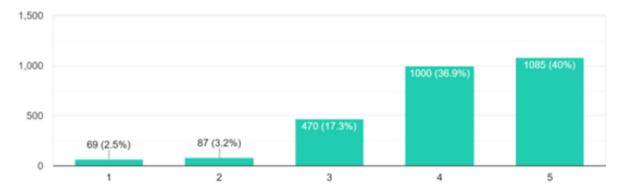


Table 4. Students' rating of the career and counseling services of the University, 2023-2024



Students' rating of the scholarship and financial assistance provided in the University

The comparison between the 2022-2023 and 2023-2024 survey results on the university's Scholarship and Financial Assistance services shows a positive shift in student satisfaction. Although there was a slight decrease in the total number of responses from 2,759 to 2,711, the trends in student ratings indicate an improvement in the perception of these services. In 2023-2024, the percentage of students rating the services as "very poor" dropped significantly from 5.4% in 2022-2023 to 2.5%. This reduction in dissatisfaction is a clear sign that fewer students found the services to be inadequate or unsatisfactory.

Similarly, the percentage of students rating the services as "poor" decreased from 5.9% to 3.2%, further highlighting the decline in negative feedback. These changes suggest that the university's efforts to improve the Scholarship and Financial Assistance programs may have contributed to reducing student dissatisfaction. Additionally, the

"average" rating dropped from 25.9% in 2022-2023 to 17.3% in 2023-2024, indicating a shift towards more favorable opinions. With fewer students rating the services as just adequate, it reflects a more positive outlook on the effectiveness and quality of the assistance provided.

On the more positive side, the "good" rating increased from 31.2% to 36.9%, showing that more students now perceive the services as being of good quality. The most notable improvement came in the "excellent" category, where the percentage of students rating the services as exceptional rose from 31.5% to 40%. This significant increase indicates that a larger portion of students are highly satisfied with the university's financial assistance and scholarship programs.

In summary, the data shows a clear trend of improving satisfaction with the Scholarship and Financial Assistance services between 2022-2023 and 2023-2024. Fewer students rated the services poorly, and a greater number found the services to be good or excellent. This shift suggests that the university has made strides in addressing student concerns and enhancing the quality of its financial support, resulting in a more favorable perception among students.

Table 5. Students' rating of the scholarship and financial assistance provided in the University, 2022-2023

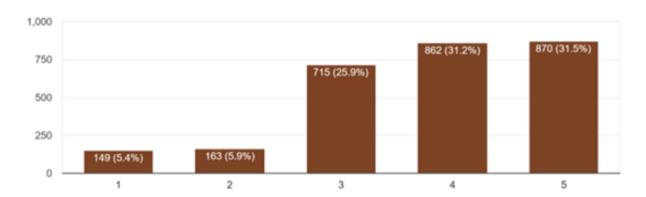


Table 6. Students' rating of the scholarship and financial assistance provided in the University, 2023-2024



Students' rating of the medical services of the University hospital

The comparison between the 2022-2023 and 2023-2024 survey results for the University Hospital's medical services reveals a generally positive shift in student satisfaction. Although the total number of responses slightly decreased from 2,759 in 2022-2023 to 2,670 in 2023-2024, the overall ratings indicate improvements. There was a slight reduction in the number of students rating the services as "very poor" (3.2% to 3.1%) and "poor" (6.2% to 5.1%), suggesting a decrease in dissatisfaction. Additionally, the percentage of students rating the services as "average" decreased from 25.9% to 23.4%, reflecting fewer students seeing the medical services as merely adequate. While the "good" category saw a small drop from 37.4% to 36.7%, the most notable change was in the "excellent" category, where the percentage of students rating the services as exceptional increased from 27.3% to 31.7%. This improvement indicates that more students are now highly satisfied with the services provided by the University Hospital, marking a significant positive trend in how students perceive the quality of medical care. Overall, while the "good" ratings slightly decreased, the reduction in dissatisfaction and the increase in "excellent" ratings show a favorable shift towards better healthcare services on campus.

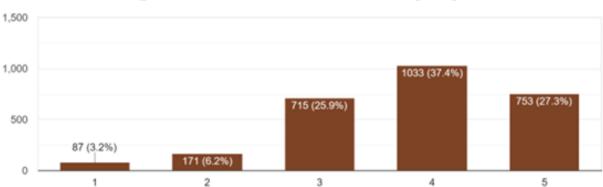
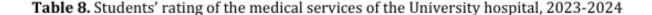
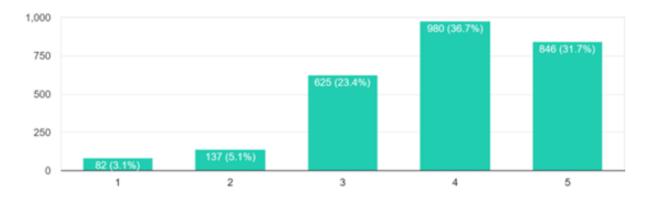


Table 7. Students' rating of the medical services of the University hospital, 2022-2023





Students' rating of the services received from the Student Publication (The Mindanao Tech)

The comparison between the 2022-2023 and 2023-2024 survey results for the Student Publication (The Mindanao Tech) services shows a noticeable shift towards less

favorable perceptions. While the total number of responses slightly decreased from 2,759 to 2,711, the distribution of ratings reveals key trends. The percentage of students rating the services as "very poor" increased from 3.2% to 3.7%, and the "poor" ratings rose from 5.4% to 8%, indicating a slight uptick in dissatisfaction. Moreover, the "average" rating grew from 25.4% to 29%, suggesting that more students now consider the services as simply adequate.

On the more positive side, the "good" ratings decreased from 35.9% to 32.2%, signaling a slight decline in the number of students who were pleased with the services. The "excellent" category also saw a drop, from 30.1% in 2022-2023 to 27.2% in 2023-2024, which indicates fewer students felt the services were exceptional. Overall, while the publication still garnered a considerable number of positive ratings, the increase in "average", "poor", and "very poor" responses suggests that the services provided may not have met student expectations as strongly in 2023-2024. This decline in satisfaction points to areas where the publication could focus on improving its offerings to regain student satisfaction and engagement.

Table 9. Students' rating of the services received from the Student Publication (The Mindanao Tech), 2022-2023

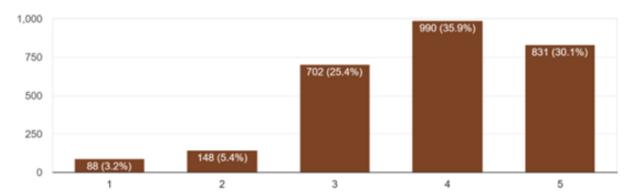
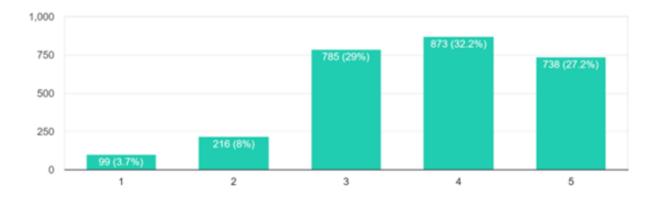


Table 10. Students' rating of the services received from the Student Publication (The Mindanao Tech), 2023-2024



Students' rating of their experience in taking the USM Entrance examination

The comparison between the 2022-2023 and 2023-2024 survey results for students' experiences in taking the USM Entrance Examination reveals a positive shift in satisfaction levels. The total number of responses slightly decreased from 2,759 to 2,711, but the ratings indicate improvements. The percentage of students who rated their experience as "very poor" decreased from 2.2% in 2022-2023 to 1.8% in 2023-2024, and the "poor" ratings also declined from 3.3% to 2.8%, suggesting that fewer students were dissatisfied with the exam experience in the more recent year. Additionally, the "average" ratings remained relatively steady, with a small drop from 17.9% to 17.7%, reflecting that most students still found the exam experience acceptable, though not extraordinary.

The most notable changes occurred in the positive ratings, with the percentage of students rating their experience as "good" remaining stable at 41.8% in 2022-2023 and slightly dropping to 41.2% in 2023-2024, while the percentage of students rating it as "excellent" increased from 34.9% to 36.5%. This increase in "excellent" ratings is a clear indicator of improved satisfaction with the entrance exam process. Overall, the shift from more negative ratings to more positive ones suggests that students' experiences with the USM Entrance Examination have improved, with a notable rise in those who viewed the experience as exceptional.

Table 11. Students' rating of their experience in taking the USM Entrance examination, 2022-2023

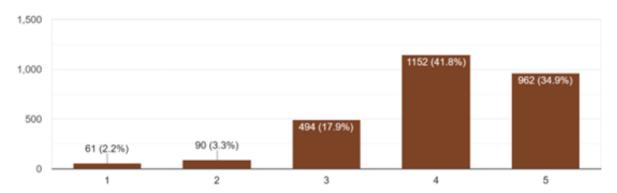
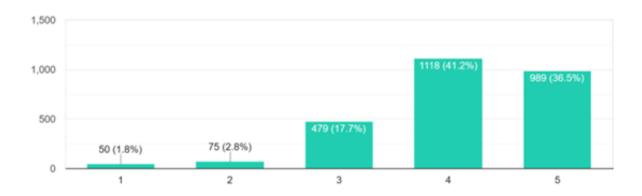


Table 12. Students' rating of their experience in taking the USM Entrance examination, 2023-2024



Students' rating of their experience in the USM slot reservation

The comparison between the 2022-2023 and 2023-2024 survey results for students' experiences with the USM Slot Reservation system shows a generally positive trend, with slight shifts in ratings reflecting improvements in satisfaction. The total number of responses decreased slightly from 2,759 to 2,711, but the overall distribution of ratings reveals positive changes. The percentage of students who rated their experience as "very poor" remained stable, with a small increase from 3.1% to 3.2%, while the "poor" ratings increased slightly from 6.5% to 7.4%, indicating a small rise in dissatisfaction. On the other hand, the "average" ratings decreased from 27.1% to 24.8%, suggesting that fewer students found the experience to be merely acceptable, which is a sign of improvement in the system's effectiveness.

Although the "good" ratings saw a slight decrease from 36.9% to 34.7%, the most significant change was in the "excellent" category, where the percentage of students rating their experience as exceptional rose from 26.3% to 29.9%. This increase indicates that a greater portion of students were highly satisfied with the reservation process in 2023-2024 compared to the previous year. Overall, these shifts suggest that while there are still areas for improvement, students had a more positive experience with the USM Slot Reservation system in 2023-2024, as reflected by the increase in "excellent" ratings and the decrease in "average" ratings.

Table 13. Students' rating of their experience in the USM slot reservation, 2022-2023

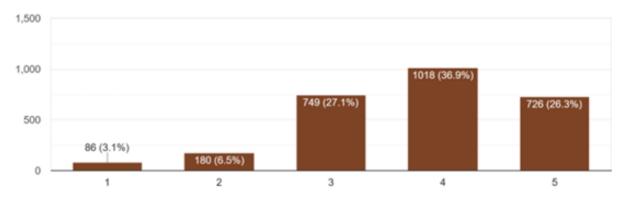
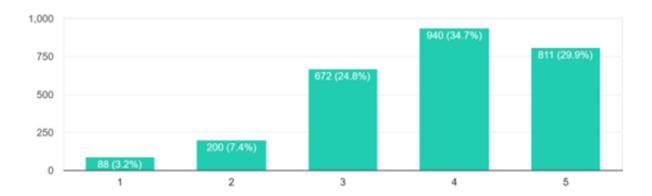


Table 14. Students' rating of their experience in the USM slot reservation, 2023-2024



Students' rating of the safety and security services provided in the university

The comparison between the 2022-2023 and 2023-2024 survey results for the safety and security services of the university reveals a clear improvement in student satisfaction. Despite a slight decrease in total responses from 2,759 to 2,711, the ratings indicate more positive feedback in 2023-2024. The percentage of students rating the services as "very poor" decreased from 2.6% in 2022-2023 to 2% in 2023-2024, and the "poor" ratings also dropped from 2.4% to 2.8%. This decrease in dissatisfaction suggests that fewer students were unhappy with the safety and security services.

Furthermore, the percentage of students who rated the services as "average" dropped from 14.8% to 11.4%, indicating that fewer students viewed the services as merely adequate. This shift towards more positive ratings suggests that the improvements made to the safety and security services have had a noticeable impact. While the "good" ratings decreased slightly from 35.9% to 33.3%, the most significant change was seen in the "excellent" category, where the percentage of students who rated the services as exceptional increased from 44.3% to 50.6%. This dramatic rise in "excellent" ratings reflects a significant improvement in student satisfaction and indicates that more students are now highly satisfied with the safety and security measures on campus.

Overall, the data shows that the university has made substantial progress in enhancing its safety and security services, as evidenced by the reduction in negative ratings and the increase in positive feedback. The improvement in the "excellent" category is particularly notable, suggesting that students now feel more secure and are more appreciative of the services provided. This upward trend highlights the university's successful efforts to address student concerns and improve campus safety.

Table 15. Students' rating of the safety and security services provided in the university, 2022-2023

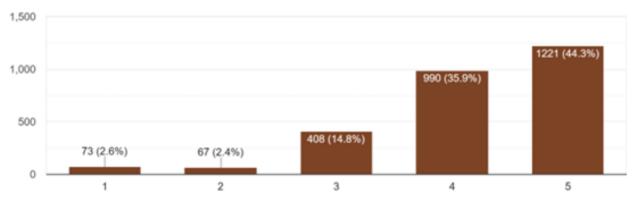


Table 16. Students' rating of the safety and security services provided in the university, 2023-2024



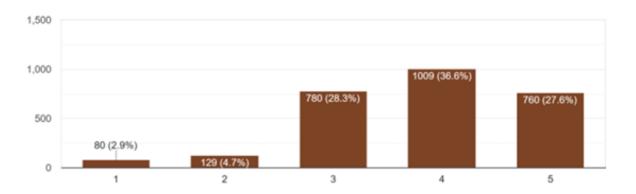
Students' rating of the sports and recreational facilities available in the university

The comparison between the 2022-2023 and 2023-2024 ratings of the university's sports and recreational facilities shows a positive shift in student satisfaction. The total number of responses slightly decreased from 2,758 to 2,711, but the distribution of ratings reveals an overall improvement in perceptions. The percentage of students rating the facilities as "very poor" dropped from 2.9% in 2022-2023 to 2.1% in 2023-2024, and the "poor" ratings also decreased from 4.7% to 4.6%, indicating a reduction in dissatisfaction. This shift suggests that students were more pleased with the sports and recreational facilities in 2023-2024.

Moreover, the percentage of students rating the facilities as "average" decreased from 28.3% to 24.9%, suggesting that fewer students found the facilities merely acceptable. This shift indicates an improvement in the perceived quality of the facilities. While the "good" ratings decreased slightly from 36.6% to 34%, the most notable change occurred in the "excellent" category, where the percentage of students rating the facilities as exceptional rose from 27.6% to 34.4%, indicating a significant increase in satisfaction.

Overall, the data reflects a general improvement in students' experiences with the university's sports and recreational facilities. The reduction in negative ratings, combined with the increase in "excellent" ratings, suggests that the facilities have become more highly regarded and that the university has successfully enhanced the quality of its sports and recreational offerings.

Table 17. Students' rating of the sports and recreational facilities available in the university, 2022-2023



1,000
750
500
250
57 (2.1%)
126 (4.6%)
1 2 3 4 5

Table 18. Students' rating of the sports and recreational facilities available in the university, 2023-2024

CONCLUSION

The analysis of student satisfaction across various services provided by the University of Southern Mindanao (USM) demonstrates significant improvements in several key areas between the academic years 2022-2023 and 2023-2024. The overall positive shift in student perceptions reflects the university's successful efforts in enhancing its offerings, especially in the areas of information dissemination, career and counseling services, safety and security, and sports and recreational facilities. Notably, the increases in "excellent" ratings, particularly in areas like information dissemination, safety, and the quality of facilities, suggest that the university has effectively responded to student needs and concerns.

While some areas such as the Student Publication services and slot reservation system showed a slight decline in satisfaction, the overall trend reveals that improvements in critical services have led to a greater sense of satisfaction and engagement among students. The noticeable reduction in negative ratings—such as "very poor" and "poor"—across various categories further confirms this positive development. This upward trend in satisfaction suggests that the university's strategic initiatives to improve student services are yielding results.

Ultimately, these findings provide valuable insights into how the Office of Student Affairs can further refine its services to meet the evolving needs of the student body. The results highlight the importance of continuous assessment, enabling the university to maintain and build upon its improvements while addressing areas requiring attention. As USM moves forward, focusing on enhancing the student experience remains crucial to fostering a supportive and engaging campus environment.





AREA IV:

SUPPORT TO STUDENTS

A.7. INVENTORY OF
PHYSICAL FACILITIES,
EQUIPMENT, SUPPLIES,
AND MATERIALS FOR
THE SSP





Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato



OFFICE OF STUDENT AFFAIRS

Inventory of OSA Physical Facilities, Equipment, and Supplies and Materials

A. Physical Facilities

Facility	Quantity	Description / Remarks
OSA Director's Office	1	Private office with desk, chairs, and file
		cabinets
Staff Office / Working Area	1	Shared space with workstations for staff
Student Lounge	1	Space for student consultation and meetings
Conference Room	1	Equipped with long table, chairs, and
		projector
Records Storage Room	1	Secured room with lockable filing cabinets
Waiting Area	1	With chairs and bulletin boards for
		announcements

B. Office Equipment

Equipment	Quantity	Description / Remarks
Desktop Computers	4	Used by OSA staff for daily operations
Laptop	1	For OSA Director
Printer / Scanner / Copier	2	Multi-function devices
LCD Projector	1	For presentations and student events
Wi-Fi Router	1	For internet connectivity
Telephone Unit	2	Landline phones for internal and external communication
	_	
Wall Clock	2	Located in the office and lounge
Electric Fans	3	Stand and desk type
Air Conditioner	2	Installed in Director's Office and Staff Office
External Hard Drive	2	For backup of student records and documents

C. Furniture and Fixtures

Item	Quantity	Description / Remarks
Office Tables	4	For staff workstations
Office Chairs	8	Ergonomic chairs for staff
Visitor Chairs	10	Located in lounge and waiting area
Filing Cabinets	5	Lockable drawers for confidential records
Bookshelves	3	For student manuals, references, and reports
Bulletin Boards	3	For posting student-related announcements
Whiteboard	2	Installed in conference and staff rooms

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Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato



OFFICE OF STUDENT AFFAIRS

D. Office Supplies and Materials

ltem	Quantity	Description / Remarks
Bond Paper (A4)	10 reams	For printing and documentation
Folders (Long/Short)	100 pcs	For student records and correspondence
Ballpens	50 pcs	Assorted colors
Staplers & Staples	5 units	With spare boxes of staples
Notebooks / Writing Pads	20 pcs	For note-taking and reports
Paper Clips	10 boxes	Small and large sizes
Envelopes (Brown/White)	200 pcs	Various sizes
Sticky Notes	15 pads	For reminders and memos
Highlighters / Markers	10 pcs	Assorted colors
Scissors / Cutter	5 pcs	General office use
Tape (Masking/Scotch/Packaging)	15 rolls	Various uses
Alcohol / Disinfectant	5 bottles	For sanitation
First Aid Kit	1 set	Emergency use



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