



PRELIMINARY SURVEY VISIT

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



AREA IV:
SUPPORT TO STUDENTS



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

A. STUDENT SERVICES PROGRAM



PRELIMINARY SURVEY VISIT

AREA IV:

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@yahoo.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:

1. To initiate and coordinate specific programs and services for the students' personal and social growth.
2. To provide opportunities for the students' active involvement in the activities of the University.
3. 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



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

A.2. ORGANIZATIONAL CHART OF THE SSP

UNIVERSITY OF SOUTHERN MINDANAO

OFFICE OF THE STUDENTS AFFAIR
INCLUDING OTHER STUDENTS SERVICES DELIVERY UNITS
PER BOR RESOLUTION 70 S 2019

TABLE OF ORGANIZATION





PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

A.3. FUNCTIONAL CHART OF THE SSP

**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 Student Services, 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 them 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

- 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
- Accredited 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
- Recommend policies for Student Loan
- Generation and allocation of funds for financial subsidy and student loans

Student Work Assistance

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

Scholarship Scanning and Monitoring

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

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
 - President, University Student Government
 - Director, Office of Student Affairs
 - Director, Health Services
 - Director, Security Services and Management Office
 - 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
 - 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
 - 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
 - Director, Office of Student Affairs
 - Director, Finance and Management Services
 - Director, Business Development Office
 - Director, Admission and Records Office
 - Department Head, Scholarship and Financial Assistance
 - Department Head, Student Policy and Research Services

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
- Director, Office of Student Affairs
- 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		

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.

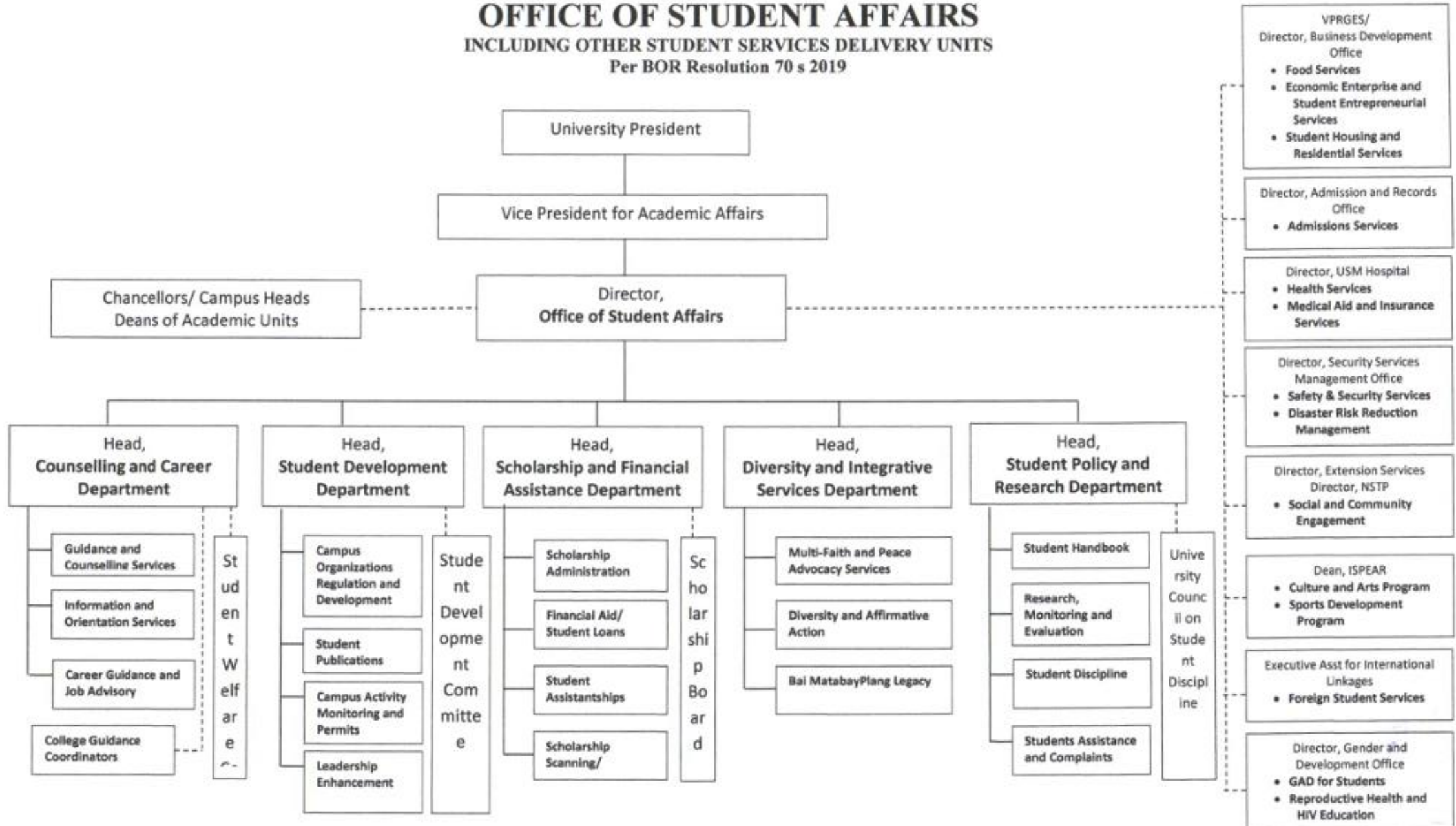
REALIGNMENT OF FUNCTIONS

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
 INCLUDING OTHER STUDENT SERVICES DELIVERY UNITS
 Per BOR Resolution 70 s 2019





PRELIMINARY SURVEY VISIT

AREA IV:

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 Leida M. Donque 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. Alucilja Department Head	Master in Information Management	5 yrs.
Diversity and Integrative Services Department	Sarrah Jane C. Guerrero Department Head	Master in Public Administration	4 years
Student Policy and Research Department	Rowell P. Nitafan Department Head	Master in Public Administration	1 year
Counseling and Career Department	Maria Angelika T. Balungay Department Head	Master of Science in Psychology major in Clinical Psychology	3 years
	Imelda S. Silao PESO Officer	Masters of Arts in Guidance and Counseling	12 years
	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	Masters of Arts in Education major in PE	2 years
	Jessa Buisan Coordinator		9 years
Student Housing and Residential Services	Jocheved Tauro	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	<u>Orlando Forro</u>	MATIA	
Social and Community Engagement Services	<u>Bonifacio Solsoloy</u> NSTP Director	Master of Science in Philosophy	1 year
	<u>Glyn Magbanua</u> Extension Services Director		1 year
Foreign and International Linkages	<u>Bryan Lloyd P. Bretaña</u>		years
Student with Special Needs (GAD)	<u>Rose Clemen</u> GAD Focal Person	<u>Juris Doctor</u> MPA	3 years
Admission Services	<u>Nelia O. Du</u> Admission and Records Director	PhD in Filipino	3 years

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>H. Milagres</i>	DATE	January 20, 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	COTABATO PUBLIC SCHOOL TEACHERS, EMPLOYEES AND RETIREES ASSOCIATION	6/27/2005	PRESENT	N/A	MEMBER	
	USM FACULTY ASSOCIATION, INC.	11/28/2021	PRESENT	N/A	MEMBER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	11th International Conference of Teachers Education	11/13/2024	11/15/2024	24	Technical	UPLB, College of Education, ICTED
	DRRM Course	3/8/2024	3/8/2024	8	Technical	Office of Civil Defense, NDRRM Council
	Higher Education Leadership Mentoring Seminar (HELMIS)	10/28/2024	10/28/2024	8	Technical	UPLB/USM
	14th PAFTE Midyear Convention	6/13/2024	6/14/2024	16	Technical	PAFTE
	Writeshop on Enhancing Research Publication Skills	12/21/2021	12/21/2021	8	Technical	CED, USM, Kabacan
	Virtual-Seminar Workshop of KPCS in Making TOS and Test Questions Using Blooms Taxonomy in all Subject Areas of Kto12 Basic Education Program.	11/9/2021	11/11/2021	24	Technical	DepEd, Kabacan Pilot Central School
	Online Orientation on Crafting of Learning Activity Sheets	4/20/2021	4/20/2021	8	Technical	Department of Education Division of Cotabato
	Cyber World Capacitation of KPCS Administrators, Teachers and Staff	12/14/2020	12/17/2020	32	Technical	DepEd, Kabacan Pilot Central School
	3-Day Training of Trainers on Pedagogy: Active Teaching and Learning Models for Elementary, Junior High School and Senior High School Master Teachers at Paradise Island Beach Resort	1/9/2020	1/11/2020	24	Technical	Department of Education Division of Cotabato
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Excellent initiator and organizer of trainings	USM Outstanding Director 2024			USM Faculty Association, Inc.	
	Can play ukulele and a trainor	Outstanding Master Teacher II (Regional level)			Cotabato Public School Teachers, Employees & Retirees Association (CPSTAERA, Inc.)	
	Efficient in making instructional materials	Outstanding Science Teacher (MT Category-Division Level)				
		Silver Service Award- Girl Scouts of the Philippines				
		Outstanding Science Club Adviser (Regional Level)				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 28, 2025	
CS FORM 212 (Revised 2017). Page 3 of 4						

34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate supervision Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career	☐ YES ☒ NO ☐ YES ☐ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☒ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____ Date: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☒ NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the	☐ YES ☒ NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr> </thead> <tbody> <tr> <td>FRANCISCO GIL N. GARCIA</td><td>POBLACION, KABACAN</td><td>9552410122</td></tr> <tr> <td>EIMER M. ESTILLOSO</td><td>POBLACION, MATALAM</td><td>9985894743</td></tr> <tr> <td>GEOFFRAY R. ATOK</td><td>POBLACION, KABACAN</td><td>9992295948</td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	FRANCISCO GIL N. GARCIA	POBLACION, KABACAN	9552410122	EIMER M. ESTILLOSO	POBLACION, MATALAM	9985894743	GEOFFRAY R. ATOK	POBLACION, KABACAN	9992295948
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GEOFFRAY R. ATOK	POBLACION, KABACAN	9992295948											
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													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td style="width: 50%;">PLEASE INDICATE ID</td></tr> <tr> <td>Number and Date of Issuance</td><td></td></tr> <tr> <td>Government Issued ID:</td><td>PRC</td></tr> <tr> <td>ID/License/Passport No.:</td><td>0599384</td></tr> <tr> <td>Date/Place of Issuance:</td><td>10/28/1999, Davao City</td></tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID	Number and Date of Issuance		Government Issued ID:	PRC	ID/License/Passport No.:	0599384	Date/Place of Issuance:	10/28/1999, Davao City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">  Signature (Sign inside the box) 01/20/2025 Date Accomplished </td><td style="width: 50%; text-align: center;">  Right Thumbmark </td></tr> </table>	 Signature (Sign inside the box) 01/20/2025 Date Accomplished	 Right Thumbmark
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Number and Date of Issuance													
Government Issued ID:	PRC												
ID/License/Passport No.:	0599384												
Date/Place of Issuance:	10/28/1999, Davao City												
 Signature (Sign inside the box) 01/20/2025 Date Accomplished	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  NERISSA DELA VIÑA Person Administering Oath													

CS Form No. 212

Revised 2017

PERSONAL DATA SHEET

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

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

Print legibly. Tick appropriate box ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CS ID No. (Do not fill up. For CSC use only)

PERSONAL INFORMATION

2. SURNAME	ALUCILJA		
7. FIRST NAME	KATHLEEN MAE	NAME EXTENSION (Jr., Sr.) N/A	
MIDDLE NAME	BIBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	12/20/1979	16. CITIZENSHIP	Pis. indicate country:
4. PLACE OF BIRTH	DAVAO CITY	If holder of dual citizenship, please indicate the details:	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street Purok 1 Subdivision/Village KABACAN City/Municipality COTABATO Province 9407
7. HEIGHT (m)	1.63	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street Purok 1 Subdivision/Village KABACAN City/Municipality COTABATO Province 9407
8. WEIGHT (kg)	68		
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSS ID NO.	006-0081-7129-4	20. MOBILE NO.	09205246718
11. PAG-IBIG ID NO.	1940-0002-5197	21. E-MAIL ADDRESS (if any)	kmbalucilja@gmail.com
12. PHILHEALTH NO.	17-0000472789		
13. GSS NO.	N/A		
14. TIN NO.	932-949-113		
15. AGENCY EMPLOYEE NO.	03-00804		

FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALUCILJA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RENEL	NAME EXTENSION (Jr., Sr.) N/A	LEENER KAYE B. ALUCILJA	04/07/2000
MIDDLE NAME	MANALO		LEENER KATE B. ALUCILJA	03/21/2003
OCCUPATION	TEACHING			
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO			
BUSINESS ADDRESS	KABACAN, COTABATO			
TELEPHONE NO.	(064) 572 1307			
24. FATHER'S SURNAME	BIBAY			
FIRST NAME	LEODEGARIO	NAME EXTENSION (Jr., Sr.) N/A		
MIDDLE NAME	MANGONON			
25. MOTHER'S MAIDEN NAME	ANTONIO			
SURNAME	BIBAY			
FIRST NAME	MODESTA			
MIDDLE NAME	TOMAS			

EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	KABACAN PILOT CENTRAL SCHOOL	ELEMENTARY EDUCATION	1984	1991	N/A	1991	NONE
SECONDARY	UNIVERSITY LABORATORY SCHOOL UNIVERSITY OF SOUTHERN MINDANAO	HIGH SCHOOL	1991	1995	N/A	1995	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	1995	2000	N/A	2000	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO DE LA SALLE UNIVERSITY - MANILA	MASTERS IN INFORMATION MANAGEMENT PHD IN CIVIL ENGINEERING	2002 2017	2009 PRESENT	N/A Academic Completed	2009 CANDIDATE	NONE CHED K12

SIGNATURE



DATE

01-30-2025

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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (If applicable)			
					NUMBER	Date of Validity		
	CIVIL ENGINEERING BOARD EXAM	86.00%	MAY 10-11, 2001	DAVAO CITY	0090732	44815		
(Continue on separate sheet if necessary)								
V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB PAY GRADE (If applicable) STEP (From "SG-1" INCREMENT)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
	From	To						
	7/12/2021	Present	Associate Professor II	University of Southern Mindanao	54,251	SG 20	Permanent	Yes
	01/01/2021	07/11/2021	Associate Professor I	University of Southern Mindanao	48,313	SG 19	Permanent	Yes
	01/01/2020	12/31/2020	Associate Professor I	University of Southern Mindanao	46,791	SG 19	Permanent	Yes
	07/01/2019	12/31/2019	Associate Professor I	University of Southern Mindanao	45,269	SG 19	Permanent	Yes
	01/25/2019	06/30/2019	Assistant Professor III	University of Southern Mindanao	37,333	SG 17	Permanent	Yes
	01/01/2019	01/24/2019	Assistant Professor III	University of Southern Mindanao	36,942	SG 17	Permanent	Yes
	01/01/2018	12/31/2018	Assistant Professor III	University of Southern Mindanao	34,781	SG 17	Permanent	Yes
	01/01/2017	12/31/2017	Assistant Professor III	University of Southern Mindanao	32,747	SG 17	Permanent	Yes
	01/25/2016	12/31/2016	Assistant Professor III	University of Southern Mindanao	30,831	SG 17	Permanent	Yes
	01/01/2016	01/24/2016	Assistant Professor II	University of Southern Mindanao	28,417	SG 16	Permanent	Yes
	03/25/2015	12/31/2015	Assistant Professor II	University of Southern Mindanao	26,878	SG 16	Permanent	Yes
	06/7/2012	03/24/2015	Instructor III	University of Southern Mindanao	23,044	SG 14	Permanent	Yes
	06/01/2012	06/05/2012	Instructor II	University of Southern Mindanao	21,436	SG 13	Permanent	Yes
	06/01/2011	05/31/2012	Instructor II	University of Southern Mindanao	19,658	SG 13	Permanent	Yes
	11/12/2010	05/31/2011	Instructor II	University of Southern Mindanao	17,880	SG 13	Permanent	Yes
	06/24/2010	11/11/2010	Instructor I	University of Southern Mindanao	16,726	SG 12	Permanent	Yes
	11/23/2009	06/23/2010	Instructor I	University of Southern Mindanao	15,119	SG 12	Permanent	Yes
	07/01/2009	11/22/2009	Instructor I	University of Southern Mindanao	15,119	SG 12	Substitute	Yes
	07/01/2008	06/30/2009	Instructor I	University of Southern Mindanao	13,512	SG 12	Substitute	Yes
	07/01/2007	06/30/2008	Instructor I	University of Southern Mindanao	12,284	SG 12	Substitute	Yes
	06/05/2007	06/30/2007	Instructor I	University of Southern Mindanao	11,167	N/A	Substitute	Yes
	06/05/2006	05/31/2007	Instructor I	University of Southern Mindanao	11,167	N/A	Substitute	Yes
	06/06/2005	05/31/2006	Instructor I	University of Southern Mindanao	11,167	N/A	Substitute	Yes
	06/07/2004	05/31/2005	Instructor I	University of Southern Mindanao	11,167	N/A	Substitute	Yes
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		01-30-2025	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CWC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	Department of Civil Engineering, College of Engineering and Information Technology, USM and Kabacan Earthquake Assessment Team - Kabacan Cotabato	43771	43799		Rapid Post Earthquake Assessment at Municipalities in North Cotabato affected by earthquake	
	Philippine Institute of Civil Engineers - USM Student Chapter	39434	39436	24	Tree Planting and Giving Relief Goods	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken by the last five (5) years for Division (Chief/Executive/Managerial positions))						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Re-Echo Session of the 2024 Annual Sports Psychology Summit	11/5/2024	11/5/2024	5		Commission on Higher Education (CHED) 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 Banos (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 Risks 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	Philippine Institute of Civil Engineers
	Satellite Data Processing Training Session (SDPTS)	5/9/2023	5/11/2023	24	Technical	Space Infrastructure Know-how & Applications Acceleration through Promotion & Training (SIKAP +), Philippine Space Agency
	Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 1 - Planning Rationale and Context; and Module 2 - Profiling and Analysis of Planning Area	11/10/2022	11/30/2022		Technical	Commission 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	Commission 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	Commission 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	Commission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)
	Webinar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Infrastructure Planning	5/6/2021	5/6/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Campus Land Use Planning	4/30/2021	4/30/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Understanding Land Conflicts and Resolutions	4/22/2021	4/22/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Land Inventory and Tiling	4/15/2021	4/15/2021	2.5	Technical	Commission on Higher Education (CHED)
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Driving		N/A		Philippine Institute of Civil Engineers- North Cotabato Chapter	
	Playing Chess				Institution of Safety Management Specialist (ISMS)	
	Computer Literate				Transportation Science Society of the Philippines (TSSP)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01-30-2025	
				CS FORM 212 (Revised 2017), Page 2 of 5		

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	If YES, give details: 												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	If YES, give details: If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: 												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	If YES, give details: 												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	If YES, give details: _____ If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Maricel G. Dayaday</td> <td>CEIT, USM</td> <td>(064)5721307</td> </tr> <tr> <td>Prof. Melecio A. Cordero Jr.</td> <td>CEIT, USM</td> <td>(064)5721307</td> </tr> <tr> <td>Dr. Maria Leida M. Donque</td> <td>OSA, USM</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Maricel G. Dayaday	CEIT, USM	(064)5721307	Prof. Melecio A. Cordero Jr.	CEIT, USM	(064)5721307	Dr. Maria Leida M. Donque	OSA, USM	
NAME	ADDRESS	TEL. NO.											
Dr. Maricel G. Dayaday	CEIT, USM	(064)5721307											
Prof. Melecio A. Cordero Jr.	CEIT, USM	(064)5721307											
Dr. Maria Leida M. Donque	OSA, USM												
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.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (e.g. Passport, QSS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID USM ID</td> </tr> <tr> <td>ID license/Passport No.: 03-00804</td> </tr> <tr> <td>Date/Place of Issuance: USM Kabacan, Cotabato</td> </tr> </table>	Government Issued ID (e.g. Passport, QSS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government issued ID USM ID	ID license/Passport No.: 03-00804	Date/Place of Issuance: USM Kabacan, Cotabato	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  Signature (sign inside the box) 01-20-2025 Date Accomplished </td> </tr> </table>	 Signature (sign inside the box) 01-20-2025 Date Accomplished							
Government Issued ID (e.g. Passport, QSS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government issued ID USM ID													
ID license/Passport No.: 03-00804													
Date/Place of Issuance: USM Kabacan, Cotabato													
 Signature (sign inside the box) 01-20-2025 Date Accomplished													
ID picture taken within the last 6 months 3.5 cm X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable													
PHOTO													
 Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath													

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

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

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

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

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GUERRERO		
FIRST NAME	SARRAH JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	CORPUZ		
3. DATE OF BIRTH (mm/dd/yyyy)	04/05/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	KIDAPAWAN, COTABATO	If holder of dual citizenship, please indicate the details:	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	GUERRERO'S RESIDENCE House/Block/Lot No. Street PUROK 2 OSIAS Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province 9407
7. HEIGHT (m)	1.600	18. PERMANENT ADDRESS	GUERRERO'S RESIDENCE House/Block/Lot No. Street PUROK 2 OSIAS Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province 9407
8. WEIGHT (kg)	70	19. TELEPHONE NO.	064-572-6221
9. BLOOD TYPE	O	20. MOBILE NO.	09466086163
10. GSIS ID NO.	000-9213-9170-4	21. E-MAIL ADDRESS (if any)	siguerrero@usm.edu.ph
11. PAG-BIG ID NO.	1210-2379-0758		
12. PhilHEALTH NO.	17-050067327-6		
13. SSS NO.	09-2139170-4		
14. TIN NO.	922-352-464		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUERRERO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EURIC	EURIK ANDREA C. GUERRERO	07/23/2004
MIDDLE NAME	CARIAGA	EURIK ARABELLAH 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		
MIDDLE NAME	LUCERO		
25. MOTHER'S MAIDEN NAME			
SURNAME	ABALLE		
FIRST NAME	ALICIA		
MIDDLE NAME	EDAÑO		

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	KABACAN PILOT CENTRAL ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1986	1992	N/A	1992	N/A
SECONDARY	NOTRE DAME OF KABACAN	HIGH SCHOOL	1992	1996	N/A	1996	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	1996	2000	COMPLETED	2000	N/A
GRADUATE STUDIES	NOTRE DAME OF DADIANGAS UNIVERSITY- NOTRE DAME OF KIDAPAWAN COLLEGE	MASTER IN PUBLIC ADMINISTRATION	2019	2022	COMPLETED	2022	N/A

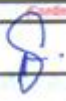
Signature

Date

January 31, 2025

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Area IV: SUPPORT TO STUDENTS

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	MORO PEOPLE'S COMMUNITY FOR REFORM AND EMPOWERMENT (MPCORE), POBLACION, KABACAN, COTABATO	09/01/2011	PRESENT	N/A	MEMBER, BOARD OF TRUSTEES	
	KABACAN FOURSQUARE GOSPEL CHURCH, POBLACION, KABACAN, COTABATO	11/07/1905	PRESENT	N/A	MEMBER, CHURCH COUNCIL	
	MUNICIPAL ADVISORY COUNCIL (MAC) OF THE KABACAN MUNICIPAL POLICE STATION, KABACAN, COTABATO	01/01/2018	PRESENT	N/A	MEMBER, COUNCIL	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	12TH SCIENTIFIC MEETING AND NATIONAL CONFERENCE OF ADCEP WITH THE THEME: COMMUNICATION THAT CARES: FOSTERING PEACE, JUSTICE AND STRONG INSTITUTIONS	12/04/2024	12/06/2024	24 HOURS	TECHNICAL	ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS (ADCEP)
	E-LEARNING ON COMMUNICATING ON LABOR MIGRATION AND MOBILITY (ONLINE)	10/07/2024	11/15/2024	40 HOURS	TECHNICAL	INTERNATIONAL TRAINING CENTER (ITC)- INTERNATIONAL LABOUR ORGANIZATION (ILO)
	TRAINING ON MONITORING AND EVALUATION	07/02/2024	07/02/2024	8 HOURS	TECHNICAL	WORLD FOOD PROGRAM (UN AGENCY)
	5TH SOCIAL JUSTICE FORUM: Community Involvement towards Sustainable Peace, Prosperity, and Planet	05/11/2024	05/11/2024	8 HOURS	TECHNICAL	ADREM PROJECTS PHILIPPINES
	BASICS OF RESILIENCE	01/15/2024	02/16/2024	16 HOURS	TECHNICAL	UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY (UPOU) & UNIVERSITY OF THE PHILIPPINES RESILIENCE INSTITUTE
	WEBINAR ON TEACHING A SPECIALIZED COURSE ON COMMUNICATING LABOR MIGRATION IN SELECTED DEVELOPMENT COMMUNICATION SCHOOLS IN THE PHILIPPINES	12/13/2022	12/14/2022	16 HOURS	TECHNICAL	INTERNATIONAL LABOUR ORGANIZATION, ASIAN INSTITUTE OF JOURNALISM AND COMMUNICATION & ASSOCIATION OF DEVCOM EDUCATORS & PRACTITIONERS
	INTERNATIONAL WEBINAR ON MAINSTREAMING GENDER PERSPECTIVES IN RESEARCH & DEVELOPMENT	09/12/2021	09/12/2021	14 HOURS	TECHNICAL	BUNGUET STATE UNIVERSITY & UNIVERSITY OF GUAM
	BSAFE: ONLINE SECURITY AWARENESS TRAINING	09/17/2020	09/17/2020	8 HOURS	TECHNICAL	UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY
	INTRODUCTION TO INTERNATIONAL HUMANITARIAN LAW (IHL)	08/31/2020	08/31/2020	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	CASE STUDY: COMMUNITY-BASED EMERGENCY RESPONSE PLANNING IN ACTION	06/22/2019	06/22/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	BLAST DRRM: INTRODUCTION TO COMMUNITY BASED DISASTER RISK REDUCTION MANAGEMENT	06/21/2019	06/21/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	INTRODUCTION TO COACHING & MENTORING	08/28/2018	08/28/2018	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	DEVELOPMENT ENTREPRENEURSHIP WORKSHOP	05/24/2018	05/25/2018	16 HOURS	TECHNICAL	THE ASIA FOUNDATION
	PSYCHOLOGICAL HEALTH & WELLNESS SEMINAR FOR PODOs	12/07/2017	12/07/2017	8 HOURS	TECHNICAL	OVERSEAS WORKERS WELFARE ADMINISTRATION
	TRAINING ON THE FORMULATION OF LOCAL INVESTMENTS AND INCENTIVES CODE (LIIC)	11/08/2017	11/10/2017	24 HOURS	TECHNICAL	LOCAL GOVERNMENT ACADEMY (LGA)
	TRAINING/SEMINAR ON DOCUMENT PROCESSING OF GENDER RESPONSIVE & ASSESSMENT TOOLS IN THE PREPARATION OF GAD PLAN AND BUDGET	10/18/2017	10/20/2017	24 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS
	VALUES RESTORATION PROGRAM ON ORGANIC VRO TRAINER EXCELLENCE WORKSHOP	03/14/2017	03/17/2017	32 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION- COUNCIL FOR THE RESTORATION OF FILIPINO VALUES
	GLOBAL LEADERS' FORUM IN MUAR, MALAYSIA	05/30/2016	06/04/2016	40 HOURS	TECHNICAL	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES (CRFV)
	SEMINAR ON INVESTMENT BRIEFING/COUNSELING	05/20/2015	05/20/2015	8 HOURS	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	PLANNING WORKSHOP ON THE REVIEW & ENHANCEMENT OF THE 5-YEAR DRRM PLAN OF KABACAN	03/18/2015	03/20/2015	24 HOURS	TECHNICAL	DEPARTMENT OF NATIONAL DEFENSE
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	PROGRAM/PROJECT MANAGEMENT, EVALUATION, ASSESSMENT AND PLANNING		N/A		LOCAL COUNCIL OF WOMEN	
	COMMUNITY PROFILING, PARTICIPATORY RESOURCE APPRAISAL				PAGLAUM MULTI-PURPOSE COOPERATIVE	
	TRAINING MANAGEMENT AND FACILITATION				NOTRE DAME OF KABACAN ALUMNI ASSOCIATION	
	DOCUMENTATION & TECHNICAL WRITING				USM ALUMNI ASSOCIATION	
	COMMUNITY ORGANIZING AND DEVELOPMENT				USMECCO	
	NETWORKING AND LINKAGING				ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS (ADCEP)	
	HOSTING & RADIO BROADCASTING					
(Continue on separate sheet if necessary)						
Signature				Date	January 31, 2025	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☒ NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☒ YES ☐ NO If YES, give details: (RESIGNED) TRANSFERRED TO PRIVATE ORGANIZATION												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JONATHAN M. TABARA</td> <td>OSIAS, KABACAN, COTABATO</td> <td>9194925516</td> </tr> <tr> <td>ZAYNAB A. AMPATUAN</td> <td>POBLACION, KABACAN, COTABATO</td> <td>9569135061</td> </tr> <tr> <td>SOPHIA MAE GERoy</td> <td>COTABATO CITY</td> <td>9672165542</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JONATHAN M. TABARA	OSIAS, KABACAN, COTABATO	9194925516	ZAYNAB A. AMPATUAN	POBLACION, KABACAN, COTABATO	9569135061	SOPHIA MAE GERoy	COTABATO CITY	9672165542
NAME	ADDRESS	TEL. NO.											
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ZAYNAB A. AMPATUAN	POBLACION, KABACAN, COTABATO	9569135061											
SOPHIA MAE GERoy	COTABATO CITY	9672165542											
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 agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID: PASSPORT</td> </tr> <tr> <td>ID/License/Passport No.: P6466916A</td> </tr> <tr> <td>Date/Place of Issuance: 03/18/2018/ DFA DAVAO CITY</td> </tr> </table>	Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government issued ID: PASSPORT	ID/License/Passport No.: P6466916A	Date/Place of Issuance: 03/18/2018/ DFA DAVAO CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) JANUARY 31, 2025 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) JANUARY 31, 2025 Date Accomplished	 Right Thumbmark						
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Date/Place of Issuance: 03/18/2018/ DFA DAVAO CITY													
 Signature (Sign inside the box) JANUARY 31, 2025 Date Accomplished	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>JANUARY 31, 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.  NERIESSA G. DELA VIÑA, PhD. HRMIS Director													

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.		(Do not fill up. For CSC use only)	
I. PERSONAL INFORMATION			
2. SURNAME	BALUNGAY		
FIRST NAME	MARIA ANGELIKA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TOLENTINO	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	11/19/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	KABACAN, COTABATO	If holder of dual citizenship, please indicate the details.	☒ by birth ☐ by naturalization
5. SEX	☐ Male ☒ Female		Pls. indicate country:
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Other/s:	17. RESIDENTIAL ADDRESS	1099 SINAMAR 1 STREET
7. HEIGHT (m)	1.57	House/Block/Lot No.	Street
8. WEIGHT (kg)	65	Subdivision/Village	POBLACION
9. BLOOD TYPE	B+	KABACAN	Barangay
10. GSIS ID NO.	2006136107	City/Municipality	COTABATO
11. PAG-IBIG ID NO.	121157254737	Province	9407
12. PHILHEALTH NO.	170255936304	18. PERMANENT ADDRESS	1099 SINAMAR 1 STREET
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	316-942-571-000	Subdivision/Village	POBLACION
15. AGENCY EMPLOYEE NO.	16-00036	KABACAN	Barangay
		City/Municipality	COTABATO
		Province	9407
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	+639162694304
		21. E-MAIL ADDRESS (if any)	matbalungay@gmail.com

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (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)		
MIDDLE NAME	SANTOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOLENTINO			
FIRST NAME	JINKY			
MIDDLE NAME	BEL			
(Continue on separate sheet if necessary)				

III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BEREAN CHRISTIAN SCHOOL, USM AVENUE, KABACAN, COTABATO 9407	ELEMENTARY EDUCATION	06/2001	03/2007	N/A	2007	CONSISTENT IN HONORS LIST
SECONDARY	UNIVERSITY LABORATORY SCHOOL - UNIVERSITY OF SOUTHERN MINDANAO, KABACAN, COTABATO 9407	HIGHSCHOOL	06/2007	03/2011	N/A	2011	SECOND HONORS (S.Y. 2008-2009)
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	DEANS LISTER (S.Y. 2012-2013, 1ST SEMESTER)
GRADUATE STUDIES	DE LA SALLE UNIVERSITY, TAFT AVENUE, MANILA, METRO MANILA 1004	MASTER OF SCIENCE IN PSYCHOLOGY, MAJOR IN CLINICAL PSYCHOLOGY	09/2017	07/2022	N/A	2022	CHED 1-12 SCHOLARSHIP
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		01/20/2025		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		01/20/2025	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PSYCHOLOGICAL ASSESSMENT/TESTING SKILLS	BEST UNDERGRADUATE THESIS AWARDEE - PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES JUNIOR AFFILIATES (PAPJA) NATIONAL CONVENTION (JANUARY 2015)	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES (PAP, PROFESSIONAL)
COUNSELING & PSYCHOTHERAPY SKILLS	CHIEF GIRL SCOUT OF THE PHILIPPINES (2011)	ASEAN-INDIA STUDENTS EXCHANGE PROGRAM (A/SEP) PHILIPPINE DELEGATION (BATCH 2018)
BASIC COMPUTER/TECHNOLOGY SKILLS	NOTHING FOLLOWS	NOTHING FOLLOWS
SPORTS (TABLE TENNIS, BADMINTON)		
NOTHING FOLLOWS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/20/2025
-----------	---	------	------------

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____												
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PROF. HARRIAN MORONIO	PALAWAN STATE UNIVERSITY, PUERTO PRINCESA CITY	09215773487											
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ID/License/Passport No.: 0004405													
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Date Accomplished													
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  NERISSA C. DELA VINA, PhD. Person Administering Oath													

CS-Form No-212
Revised 2017

PERSONAL DATA SHEET

RECEIVED
03 FEB 2025
1550045

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

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

1. CSC ID NO. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME
GONSANG

FIRST NAME
SHANDRA

MIDDLE NAME
CAUP

NAME EXTENSION (JR., SR.)
N/A

3. DATE OF BIRTH (mm/dd/yyyy)
07/12/1970

16. CITIZENSHIP
☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:

4. PLACE OF BIRTH
KAYAGA KABACAN, COTABATO

If holder of dual citizenship, please indicate the details.

5. SEX
☐ Male ☒ Female

6. CIVIL STATUS
☐ Single ☐ Married ☒ Widowed ☐ Separated ☐ Other/s:

7. HEIGHT (m)
1.52 METERS

8. WEIGHT (kg)
50kg

9. BLOOD TYPE
O

10. GSIS ID NO.
006-0065-6260-1

11. PAG-IBIG ID NO.
1201-012832-10

12. PHILHEALTH NO.
17-000030733-8

13. SSS NO.
NONE

14. TIN NO.
119-606-729

15. AGENCY EMPLOYEE NO.
USM 90-00436

17. RESIDENTIAL ADDRESS
N/A
House/Block/Lot No.
N/A
Subdivision/Village
KABACAN
City/Municipality

N/A
Street
MATALAM STREET
Barangay/Poblacion
COTABATO
Province

18. PERMANENT ADDRESS
N/A
House/Block/Lot No.
N/A
Subdivision/Village
KABACAN
City/Municipality

N/A
Street
MATALAM STREET
Barangay/Poblacion
COTABATO
Province

19. TELEPHONE NO.
N/A

20. MOBILE NO.
09263623443

21. E-MAIL ADDRESS (if any)
scqgonsang@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME
DIMAUDTANG

FIRST NAME
KABU

MIDDLE NAME
BIRUAR

OCCUPATION
N/A

EMPLOYER/BUSINESS NAME
N/A

BUSINESS ADDRESS
N/A

TELEPHONE NO.
N/A

23. NAME OF CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

NADJAHSALAM G. DIMAUDTANG
April 24, 2001

ABDOLLAH ADNAN G. DIMAUDTANG
July 21, 2005

24. FATHER'S SURNAME
GONSANG

FIRST NAME
ABDUL

MIDDLE NAME
LAO

25. MOTHER'S MAIDEN NAME

SURNAME
CAUP

FIRST NAME
SAUDA

MIDDLE NAME
LAGUIDONG

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL

NAME OF SCHOOL (Write in full)

BASIC EDUCATION/DEGREE/COURSE (Write in full)

PERIOD OF ATTENDANCE
From To

HIGHEST LEVEL/ UNITS EARNED (If not graduated)

YEAR GRADUATED

SCHOLARSHIP/ ACADEMIC HONORS RECEIVED

ELEMENTARY

KAYAGA ELEMENTARY SCHOOL

Elementary Diploma

6/1/1976 3/1/1982

N/A

1982

1ST HONORABLE

SECONDARY

UNIVERSITY LABORATORY SCHOOL

SECONDARY Diploma

01/06/1982 3/1/1986

N/A

1986

N/A

VOCATIONAL / TRADE COURSE

N/A

N/A

N/A N/A

N/A

N/A

COLLEGE

COLLEGE OF EDUCATION, UNIVERSITY OF SOUTHERN MINDANAO

BACHELOR OF SECONDARY EDUCATION

JUNE 1986 APRIL 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 FILIPINO

Oct. 2009 Nov. 2013

N/A

2013

Best Dissertation Award

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 8, 2025

IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)			
				NUMBER	Date of Validity		
PHIL.B.O.A.R.D EXAMINATION FOR TEACHERS	73.81	11/25/1990	KIDAPAWAN NATIONAL HIGH SCHOOL	0393293	12/7/2025		
NON-PROF DRIVERS LICENSE	N/A	7/12/2014	LTO-KABACAN	MD6-14-004180	12/7/2032		
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB PAY GRADE (If applicable)(A STEP Format '00-0') INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)	
							From
11/11/2020	Present	PROFESSOR IV	UNIVERSITY OF SOUTHERN MINDANAO	126,267	27-2	Permanent	Y
06/17/2019	11/10/22020	PROFESSOR III	UNIVERSITY OF SOUTHERN MINDANAO	106,197	26-1	Permanent	Y
11/26/2018	06/16/19	ASSOCIATE PROFESSOR V	UNIVERSITY OF SOUTHERN MINDANAO	73,811.00	19-1	Permanent	Y
1/21/2016	11/25/2018	ASSOCIATE PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	39151.00	19-1	Permanent	Y
3/1/2000	1/20/2016	ASSISTANT PROFESSOR IV	UNIVERSITY OF SOUTHERN MINDANAO	29854.00	18	Permanent	Y
8/2/1999	02/28/2000	ASSISTANT PROFESSOR III	UNIVERSITY OF SOUTHERN MINDANAO	14432.00	17	Permanent	Y
12/16/1997	8/1/1999	ASSISTANT PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	12206.00	16	Permanent	Y
11/12/1996	12/15/1997	ASSISTANT PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	11515.00	15	Permanent	Y
06/28/1990	11/11/1996	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	5240.00	12	Permanent	Y
(Continue on separate sheet if necessary)							
SIGNATURE		DATE		January 8, 2025			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.

NAME & ADDRESS OF ORGANIZATION

(Write in full)

INCLUSIVE DATES

(mm/dd/yyyy)

From

To

NUMBER OF HOURS

POSITION / NATURE OF WORK

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive Managerial positions)

30.

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS

(Write in full)

INCLUSIVE DATES OF ATTENDANCE

(mm/dd/yyyy)

From

To

NUMBER OF HOURS

Type of LD

(Managerial/ Supervisory/ Technical/etc)

CONDUCTED/ SPONSORED BY

(Write in full)

Pandayan:Palihan sa Katutubong wika at Dunong Bayan

Dec.16,2024

Dec.18,2024

24

Technical

Aliguyon UP Folklorist

Ani 2024: Simposyum sa Pananaliksik at Pagtuturo ng Filipino

Nov.6,2024

Nov.6,2024

8

Technical

DFIW,CASS, MSU-IIT, Iligan Ci

Spark Conferences 2024

Aug.20,2024

Aug.20,2024

4

Technical

USM-ESO

Capacity Building on Strengthening College-Based Future Thinking

July.18,2024

July.18,2024

8

Technical

USM -OVPRE

Transforming Education, Leveraging AI-Enhanced Visual and

May.24,2024

May.24,2024

8

Technical

SKSU-VPRE Office

LAYAG:Forum sa Pagsasalin

May.18,2024

May.18,2024

8

Technical

UST Sentro ng Pagsasalin

5th Linguistic Society of the Phil International Conference

April.27,2023

April.29,2023

24

Technical

Linguistic Society of the Phil &

Ethnologue Global Voice Initiative

April.26,2023

April.26,2023

8

Technical

Linguistic Society of the Phil &

Pagbabahagi at Pagsusuri sa Panulaang Filipino

March.19,2023

March.19,2023

8

Technical

Kusina ng Talinghaga

Inferences on Likert Data

March.8,2023

March.8,2023

4

Technical

University of the Philippines

Sa Dako pa Roon: Gal Siling ng mga

March.25,2023

March.25,2023

4

Technical

Aliguyon UP Folklorist

Inferences to Likert Data Analysis

March.8,2023

March.8,2023

4.0

Technical

University of the Philippines

URIP 7.Pandaigdigang Kumpensiya sa Filipino

Sept.28,2023

Sept.30,2023

24.0

Technical

University of Southern Mindanao

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.

SPECIAL SKILLS AND HOBBIES

32.

NON-ACADEMIC DISTINCTIONS / RECOGNITION

(Write in full)

MEMBERSHIP IN ASSOCIATION/ORGANIZATION

(Write in full)

Computer Related -work

UP Aliguyon Folklorist Association

Cooking

Samahan ng mga Manunulat sa Filipino

writing

Best Dissertation awardee

Pambansang asosasyon ng mga Tagasalin

Driving

In-House Review Best Paper Adviser,2017 and 2018

Sanggunian sa Filipino (SANGFIL),INC. SAGIP-WKA

Sewing

KWF Ullang Guro sa Filipino, 2016

Pambansang Samahan sa Linggwistika

Table Skirting

Phil.Association for Professional Educators

Editing

Phil.Public School Teachers Asso.

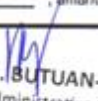
Pambansang Samahan sa Wika,INK

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 8, 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☒ NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☒ NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☒ YES ☐ NO If YES, please specify ID No: _____ Divorce under Shariah Law												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>PROF. MARCOS F. MONDERIN</td> <td>CASS-USM, KABACAN, COTABATO</td> <td>064-572-23-85</td> </tr> <tr> <td>DR. JONALD L. PIMENTEL</td> <td>CSM-USM, KABACAN, COTABATO</td> <td>064-572-23-85</td> </tr> <tr> <td>DR. LORENCE TANDOG</td> <td>USM-GS KABACAN, COTABATO</td> <td>064-572-23-85</td> </tr> </tbody> </table>		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. LORENCE TANDOG	USM-GS KABACAN, COTABATO	064-572-23-85
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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. LORENCE TANDOG	USM-GS KABACAN, COTABATO	064-572-23-85											
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.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID:</td> <td>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0393293</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>07/12/2022/ Davao City</td> </tr> </table>	Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government issued ID:	PRC	ID/License/Passport No.:	0393293	Date/Place of Issuance:	07/12/2022/ Davao City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> 01/08/2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box)	01/08/2025 Date Accomplished
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ID/License/Passport No.:	0393293												
Date/Place of Issuance:	07/12/2022/ Davao City												
 Signature (Sign inside the box)													
01/08/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  PHOTO  Right Thumbmark  MARGIE N. BUTUAN-GALANG Chief Administrative Officer University of Southern Mindanao Date: <u>Person Administering Oath</u>													

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes (☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	RAMOS-CANDIDIER		
FIRST NAME	KRISTINE ANNE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CARCILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	7/8/1989	15. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Poblacion, Pikit, Cotabato	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	M.H. del Pilar House/Block/Lot No. Street Masagana Poblacion Subdivision/Village Barangay Kabacan Cotabato City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	9407
8. WEIGHT (kg)	58		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	M.H. del Pilar House/Block/Lot No. Street Masagana Poblacion Subdivision/Village Barangay Kabacan Cotabato City/Municipality Province
10. GSIS ID NO.	2006035265	ZIP CODE	9407
11. PAG-IBIG ID NO.	1211-0498-4071		
12. PhilHealth NO.	17-025407151-2		
13. SSS NO.	09-337-22976	19. TELEPHONE NO.	064-572-9172
14. TIN NO.	313-919-794-000	20. MOBILE NO.	0907-286-5598
15. AGENCY EMPLOYEE NO.	13-02580	21. E-MAIL ADDRESS (if any)	kacramos@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CANDIDIER		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WALTER	NAME EXTENSION (JR., SR) JR	KHRISTEL WAYNE R. CANDIDIER	9/28/2020
MIDDLE NAME	CADANGIN		TIMOTHY ALEXANDER R. CANDIDIER	9/2/2024
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Philippine National Police			
BUSINESS ADDRESS	Amas, Kidapawan City			
TELEPHONE NO.				
24. FATHER'S SURNAME	RAMOS			
FIRST NAME	VIRILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CADUNOG			
25. MOTHER'S MAIDEN NAME				
SURNAME	CARCILLA			
FIRST NAME	BEATRIZ			
MIDDLE NAME	SABADLAN			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP / ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Pikit Central Elementary School Pikit, Cotabato	Elementary Education	1996	2002		2002	1st Honorable Mention
SECONDARY	Pikit National High School Pikit, Cotabato	Secondary Education	2002	2006		2006	1st Honorable Mention
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	NA
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato	Bachelor of Science in Agricultural Engineering	2006	2011		2011	NA
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato	Master of Engineering in Rural Infrastructure Engineering	2015	2021		2021	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2025-01-15	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2025-01-15	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
NA		NA	NA	NA	NA	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/ TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Participant, 1st PSABE Mindanao Wide Convention(VIRTUAL)	11/17/2021	11/18/2021	16 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	1st Southeast Asia Rubber-based Cropping Production Forum (VIRTUAL)	6/22/2021	6/23/2021	16 hours	Technical	ACIAR, PCAARRD & Griffith University, Australia
	International Women in Engineering Day Forum (VIRTUAL)	6/19/2021	6/19/2021	3 hours	Technical	Philippine Technological Council Women Engineers Network
	Participant, 32nd Philippine Agricultural Engineering Week/ 17th International Agricultural & Biosystems Engineering Conference & Exhibition/ 70th PSABE Annual	4/26/2021	4/28/2020	24 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	Participant, Re-echo Seminar on Data Archiving & Records Management	2/28/2020	2/25/2020	8 hours	Technical	USM HRMDO
	Participant & Second Best Paper (Research category), 39th USM Research, Development and Extension In - House Review	10/23/2019	10/25/2019	24 hours	Technical	USM
	Facilitator, Training Workshop on Small Scale Irrigation Projects Suitability Mapping Using GIS Software, Maguindanao Group	12/11/2018	12/14/2018	32 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on DO/SWIP/SFR Suitability Mapping Using GIS Software, South Cotabato & Sarangani Group	10/29/2018	10/31/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on DO/SWIP/SFR Suitability Mapping Using GIS Software, North Cotabato & Sultan Kudarat Group	10/24/2018	10/26/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on STWIP/SOS Suitability Mapping Using GIS Software, South Cotabato & Sarangani Group	8/16/2018	8/17/2018	18 hours	Technical	USM - GISforSSIP12+ Research Project
	Participant, Training Workshop on STWIP/SOS Suitability Mapping Using GIS Software, Sultan Kudarat Group	8/9/2018	8/10/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on STWIP/SOS Suitability Mapping Using GIS Software, North Cotabato Group	7/12/2018	7/13/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Participant, 29th Philippine Agricultural Engineering Week/ 15th International Agricultural & Biosystems Engineering Conference & Exhibition/ 68th PSABE Annual Convention	04/22/2018	04/28/2018	56 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	Participant, Research Proposal Whiteshop for Internal & External Funding	04/20/2018	04/20/2018	8 hours	Technical	USM RDS
	Participant, Orientation and Consultation on Research and Extension Operational Systems	2/9/2018	2/9/2018	8 hours	Technical	USM RDS
	Participant, 7S, Research Ethics and Moral Values 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, Development and Extension In-House Review	6/8/2017	6/8/2017	8 hours	Technical	USM RDE
	Participant, Seminar-workshop on "Publishing Your Thesis/Dissertation, Research and Extension Projects"	4/8/2017	4/8/2017	8 hours	Technical	Dr. Rowena D. Banconius/USM, Graduate School
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
			NA		Philippine Society of Agricultural & Biosystems Engineers	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	2025-01-15	CS FORM 212 (Revised 2017), Page 3 of 4



PRELIMINARY SURVEY VISIT

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 Globally Competitive Graduates			Target
KRA 1- Deserving students access to higher/advanced education			
O1-To provide deserving students access to higher/advanced education	KPI 1a- Number of enrolled students in higher education	A1-Conduct of entrance exams	16,606
		A2-Screen, admit and enroll students	
		A3-Conduct education campaigns/information drive	
		A4. Discontinue or Shelf 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
		A2-Screen, admit and enroll students	
		A3-Conduct education campaigns/information drive	
O1-To provide deserving students access to higher/advanced education	KPI 2: Number of scholarship granting agencies	A1- Comply to the requirements of Scholarship Funding Agencies A2- Assist student scholarship opportunities	5
	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	10 % above national passing rate
		A2-Enforce retention policy	
		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	
O2-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%
		A2-Strengthen alumni engagement	
	Employment Rate	A1- Conduct of tracer study	80%

	KPI12b- % of promotion in relevant employment among advanced education students and graduates		
O2-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: % of faculty pursuing advanced and post-doctoral degrees	A1-Submit faculty development plan/ILDP A2-Require status update of faculty and staff scholars	10%
O1-To provide appropriate/relevant professional development programs	KPI 2: % of Faculty with Relevant Trainings & Seminars	A1-Conduct in-service professional trainings and seminars and mentoring activities A2-Support participation of faculty to relevant trainings and seminars A3-Enforce echo of trainings and seminars attended A4-Submit training effectiveness	100%
O2-To rationalize faculty teaching load	KPI 1- % 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 and displacements A4-Streamline institutional and GE courses	30%
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 regulatory agencies			
O1- To ensure the adherence of programs to the standards of statutory requirements and regulatory agencies	KPI 1- % of programs due for COPC	A1-Comply with COPC and/or RDC requirements A2. 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	A1-Submit programs for accreditation A2.	100%

O1- 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. A2. 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	3
	KPI 5- % of graduate students enrolled in research degree programs	A1-Maintain thesis/dissertation requirement. A2.	80%
O2 -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 Support Services			
O1- To ensure the provision of responsive academic student services	KPI 1- % 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
O1- 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 1- % 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	A1-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%

UNIVERSITY OF SOUTHERN MINDANAO
2023 Operational Plan

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and Activities	Target
Goal 2: Develop inclusive innovations.				
KRA 2-1: Strengthen RDEI Facilities and Crop Genetic Resources	SO 1 To revisit and rationalize existing facilities	KPI 1 Percentage (%) of research centers rationalized	PPA 1 Review and evaluate existing research facilities/centers	30%
	SO 2 To upgrade RDEI facilities	KPI 1 Percentage (%) Equipments/Laboratories upgraded	PPA 1 Conduct inventory of equipment	30%
			PPA 2 Procure equipment through R&D funds PPA 3 Allocate funds for upgrading facilities	
	SO 3 To enrich crop genetic resources	KPI 1 Number of germplasm collections	PPA 1 Collect, evaluate and utilize	
KRA 2-2 Publication of R and D outputs and activities	SO 1 To increase the level of knowledge creation outputs in terms of scientific and technical publications	KPI 1 Number of articles published by USM faculty, researchers and students in legitimate peer-reviewed publications	PPA 1 Mentorship/writeshop/workshop for researchers and extensionists	35
			PPA 2 Provision of financial incentives and recognition to authors who published in legitimate peer-reviewed publications	
			PPA 3 Monitoring of publications and citations in research indexes	
			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 PPA 2 Publish journals online and in print PPA 3 Monitor online journal statistics	20
		KPI 2 Number of new RDE journal	PPA 1 Establishment of new peer-reviewed journals PPA 2 Provide guidance in the establishment of new peer-reviewed journal PPA 3 Obtain ISSN for new journal	
		KPI 3 Number of hits in RDE website	PPA 1 Review and update content of RDE website	3,500
		KPI 4 Number of RDE news articles submitted to UPRIO	PPA 1 Solicit news articles from Faculty and researchers PPA 2 Write news articles	15
KRA 2-3: Access to Funds and Facilities for RDEI	SO 1 To increase funds for RDEI	KPI 1 Funds generated for RDEI	PPA 1 Mentoring/writeshop on research proposal PPA 2 Review and endorse research proposals PPA 3 Submit proposals for funding	53M
		KPI 2 Number of personnel with access to research funds	PPA 1 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 RDE engagement	64
	SO 2 To provide services for clients	KPI 1 Number of clients served	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%
			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	
			PPA 4 Submit and index electronically students' thesis outline and manuscript	100%
		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 1 Number of seminars, workshops and trainings conducted	PPA 1 Conduct seminars, workshops and trainings	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	KPI 1 Number of guidelines/processes/procedures crafted, reviewed, assessed and endorsed	PPA 1 Craft, review, assess and endorse guidelines/processes/procedures	1
KRA 2-5: Intensify IP Assets of the University	SO 1 To protect Intellectual Property (IP) Assets of the University	KPI 1 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 1 Number of IP utilized by industries and stakeholders		2
		KPI 2 Number of USM constituents trained in IP protection and licensing		10
		KPI 3 Number of IP assets assessed for extension		10

UNIVERSITY OF SOUTHERN MINDANAO
2023 Operational Plan

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and	Target
Goal 3: Transform lives of partner-beneficiaries in the service areas of USM				
KRA 3-1 Competence of faculty, staff, and students in community engagement	SO 2-1-1: To capacitate faculty, staff, and students on 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	75
			PPA 2 Conduct training on IEC development	
			PPA 3 Conduct training on impact assessment	
		KPI 2 Number of faculty and staff who submitted extension outputs	PPA 1 Monitor full pledge professors, associate professors and below who submitted extension outputs	15
			PPA 2 Monitor staff who submitted extension outputs	
KRA 3-2 Community Engagements	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.	100%
KRA 3-2 Community Engagements	SO 1 To implement need-based community engagements	KPI 1 Number of community engagement projects approved	PPA 1 Review and approved community engagement projects submitted for local funding	15
			PPA 2 Review and approved community engagement submitted projects for external funding	

		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	100%
			PPA 2 Facilitate presentation of community engagement projects in In-house Reviews	
		KPI 4 Number of completed community engagement assessed	PPA 1 Identify community engagement projects eligible for impact assessment	1
			PPA 2 Conduct impact assessment	
		KPI 5 Number of communities served	PPA 1 Identify geographical communities served	12
			PPA 2 Document geographical communities served	
		KPI 6 Number of interest groups served	PPA 1 Identify interest groups served	5
			PPA 2 Document interest groups served	
	SO 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/industry	
			KPI 2 Number of IEC materials developed and disseminated	49
			PPA 1 Develop and produce IEC materials (print, radio, video)	
			PPA 2 Disseminate developed IEC materials	14,900
			KPI 3 Number of clients served	
KRA 3-3: Linkages/partnerships with government and non-government organizations	SO 1 To strengthen partnerships with government and non-government organizations	KPI 1 Number of existing partnerships sustained	PPA 1 Document number of clients who utilized R and D outputs	
			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 organizations	SO 1 To strengthen partnerships with government and non-government organizations	KPI 2 Number of new partnerships/collaborations forged	PPA 1 Conduct collaborative activities with partners	8
			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 1 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
5.		KPI 5 Number of volunteers involved in community outreach	PPA 1 Document involvement of volunteers in community outreach	25

UNIVERSITY OF SOUTHERN MINDANAO

2023 Operational Plan

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Programs/ Projects and Activities	Target
Goal 4: Develop market driven business portfolio.				
KRA 5-1. Strengthening URGES Operation	SO1: To conduct comprehensive evaluation of existing USM-IGPs	KPI 1- % of USM-IGPs to be evaluated	PPA 1- Inventory of existing USM-IGPs	100%
			PPA 2 - Priorization of IGPs for evaluation	
		KPI 2 - % of profitable IGPs	PPA 1 - Conduct financial performance evaluation	100%
			PPA 2 - Proposed recommended actions	
	SO2: To sustain financial performance of viable USM-IGPs	KPI 3 - Number of marketable IGPs	PPA 1 - Conduct market performance evaluation	50%
			PPA 2 - Proposed marketing strategies	
			PPA 3 - Identification of Marketable IGPs	
		KPI 4 - % increase of production performance	PPA 1 - Monitoring of inputs of production	5% (Target get should be not lower than 9%)
			PPA 2 - Monitoring of operations and maintenance activities	
			PPA 3 - Monitoring of volume production	
		KPI 1: Amount Generated	Collection/proposed/implement	44,000,000.00
		KPI 1 - % increased of ROE	PPA 1 - Regular recording and monitoring of financial transactions	5%

			PPA 2 - Prepare strategies to collect the receivables regularly.	
			PPA 3 - Provide quality services to clients/patients	
		KPI 2 - % increase of revenue	PPA 1 - Maximize the volume of production	5%
			PPA 2 - Prepare efficient marketing strategies.	
		KPI 3 - % minimization of operational costs & expenses	PPA 1 - Procure low-cost and quality materials for production	-5%
			PPA 2 - Minimize unnecessary labor costs	
			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.	2
			PPA 2 - Collaborate with the experts	
			PPA 3 - Allocate budget for in-service training	
		KPI 2 - Number of trainings/fora/ congress attended	PPA 1 - Forge networks or linkages to industries and other agencies	2
			PPA 2 - Allocate budget for external trainings/ fora/ congress	

	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 1 - Prospecting potential participants	2
		PPA 2 - Build network of resource persons	
		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 Institutionalized	Centralized TVET Program under HRDT/RGES	3
		Proposed new training programs for Funding from TESDA, ATI and other training providers	
		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.	

			PPA 3 - Regular monitoring of on-duty personnel.	
		KPI 2 - Number of Duty Hours in hospital	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 satisfy patients/clients with the services provided.	
		KPI 4 - Number of patients served in the infirmary	PPA 1. Information and Dessimnation of Services	100%
			PPA 2. Schedule and Conduct regular checkup for students and employees	
KRA 2. Commercialization of IP assets	SO 8- To identify IP assets for commercialization	KPI 1. Number of IP assets identified for commercialization.	PPA 1 - Coordinate with RDE group to develop market-driven IP assets. PPA 2 - Drafting of sharing scheme with IP owners and USM	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 incubation.	KPI 1 - Number incubatees provided with services.	PPA 1 - Conduct ideation training.	2
			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%

UNIVERSITY OF SOUTHERN MINDANAO
2023 Operational Plan

Strategic Goal/ key Results Area	Strategic Objectives	Key Performance Indicators	Projects and Activities	Target 2023
Goal 5: Build innovative and sustainable governance ecosystem.				
KRA 5-1: Performance Management	SO 0501-01: To align the individual and unit objectives to its strategic goals on the attainment of university	KPI 1: Number of Strat Plan formulated and Reviewed	PPA 1	1
			PPA 2	
			PPA 3	
		KPI 2: Number of Operation Plan formulated	PPA 1	1
			PPA 2	
			PPA 3	
		KPI 3: Percent PPA's Reviewed	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 4: Percent of OPCR/IPCR Monitored and Evaluated	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 5: Percent of processes reviewed	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0501-02: To continuously develop the employees' competencies to achieve superior standards of work performance.	KPI 1: Percentage of Teaching employees achieved superior standards	PPA 1	3
			PPA 2	
			PPA 3	
		KPI 2: Percentage of Non Teaching employees achieved superior standards	PPA 1	3
			PPA 2	
			PPA 3	
		KPI 2: Percent integration of innovative HR Management Systems in Big data analytics		100
		KPI 3: Percentage of completion of HR Learning Management System	PPA 1	10
			PPA 2	
			PPA 3	
	SO 0501-03: To optimize employee performance through implementation of a data-driven reward and recognition system	KPI 1: Percentage of IPCR rating improved for awards recipients	PPA 1	70
			PPA 2	
			PPA 3	
		KPI 2: percentage of OPCR improved for office awardees	PPA 1	50
			PPA 2	
			PPA 3	
	SO 0501-04: To ensure transparent and fair recruitment, selection and placement practices through proactive strategies	KPI 1: Percentage of vacant teaching position filled within a year	PPA 1	20
			PPA 2	
			PPA 3	
		KPI 2: Percentage of vacant non teaching position filled with in 6 months	PPA 1	50
			PPA 2	
			PPA 3	
	SO 0501-05: To continuously innovate systems for the customers and stakeholders to submit feedback of their satisfaction or dissatisfaction to the services provided by the university	KPI 1: number of developed VOC information systems	PPA 1	1
			PPA 2	
			PPA 3	
		KPI 2: percentage of utilized VOC information systems	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0501-06: To build a culture of continuous improvement to the processes to achieve effective and efficient delivery of services	KPI 1: Percentage of updated processes / procedures due for revision	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 2: number of enrolled necessary new processes / procedures and policies	PPA 1	3
			PPA 2	
			PPA 3	
	SO 0501-07: To improve engagement with the customers and stakeholders using varied communication platforms	KPI 1: number of engagement with customers and stakeholders through radio	PPA 1	600
			PPA 2	
			PPA 3	
		KPI 2: number of engagement with customers and stakeholders through	PPA 1	20000
			PPA 2	

		social media	PPA 3	
		KPI 3: number of engagement with customers and stakeholders through website	PPA 1	216000
			PPA 2	
			PPA 3	
		KPI 4: number of face to face engagement with customers and stakeholders	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0501-08: To continuously provide the right to access information as allowed by law for citizen empowerment	KPI 1: percentage of published administrative issuances for public consumption	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 2: percentage of published resolutions for the public	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 3: percentage of information mandated by law published on time	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0501-09: To continuously strive for service excellence worthy of recognition	KPI 1: number of local, regional, national and international awards received	PPA 1	3
			PPA 2	
			PPA 3	
		KPI 2: number of local, regional, national and international recognitions received	PPA 1	10
			PPA 2	
			PPA 3	
KRA 5-2: Fiscal and administrative responsibility, accountability, and innovation	SO 0502-01: To expedite administrative and financial transactions of the university through the use of digital platforms.	KPI 1: number of digital platforms utilized for administrative transactions	PPA 1	1
			PPA 2	
			PPA 3	
		KPI 2: number of digital platforms utilized for financial transactions	PPA 1	1
			PPA 2	
			PPA 3	
	SO 0502-02: To ensure efficient use of the university's resources	KPI 1: utilization rate	PPA 1	80
			PPA 2	
			PPA 3	
		KPI 2: disbursement rate	PPA 1	80
			PPA 2	
			PPA 3	
		KPI 3: percentage of goods and services procured on time	PPA 1	50
			PPA 2	
			PPA 3	
		KPI 4: percentage of obligation versus allotment for infrastructure projects	PPA 1	80
			PPA 2	
			PPA 3	
		KPI 4: percentage of goods delivered to end user on time	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0502-03: To strengthen compliance of employees on policies governing government workers	KPI 1: percentage of decrease of administrative cases	PPA 1	10
			PPA 2	
			PPA 3	
		KPI 2: percentage of decrease of sexual harassment cases	PPA 1	10
			PPA 2	
			PPA 3	
KRA 5-3: Infrastructure Development	SO 0503-01: To continuously design and build facilities necessary for the delivery of instruction, research, extension, resource-generation and general administration and support services	KPI 1: percentage of infrastructure project designs completed on time	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 2: percentage of infrastructure project completed on time	PPA 1	70
			PPA 2	
			PPA 3	
	SO 0503-02: To continuously expand the deployment of ICT infrastructure to address the growing demand in digital transformation in the university	KPI 1: number of information systems developed based on processes	PPA 1	1
			PPA 2	
			PPA 3	
		KPI 2: percentage of deployed information systems	PPA 1	100

			PPA 2	
		KPI 3: percentage of utilized information systems	PPA 1	100
			PPA 2	
KRA 5-4: Peace, Security, and Administration of Justice	SO 0404-01: To promote the culture of peace among university constituents and stakeholders.	KPI 1: number of activities conducted among students relevant to culture of peace	PPA 1	4
			PPA 2	
			PPA 3	
		KPI 2: number of activities conducted among teaching and non teaching employees and stakeholders relevant to culture of	PPA 1	2
			PPA 2	
			PPA 3	
	SO 0404-02: To expeditiously implement the administration of justice for employees, students and other stakeholders.	KPI 3: percentage of students informed on issues relevant to culture of peace	PPA 1	70
			PPA 2	
			PPA 3	
		KPI 4: percentage of teaching and non teaching employees and stakeholders informed on issues relevant to culture of peace		70
	SO 0404-02: To expeditiously implement the administration of justice for employees, students and other stakeholders.	KPI 1: percentage of resolved administrative cases within the prescribed period	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 2: percentage of resolved sexual harassment cases within the prescribed period	PPA 1	100
			PPA 2	
			PPA 3	
	SO 0404-03: To promote inclusivity in curricular and co-curricular activities.	KPI 1: percentage of curricular programs infused with concepts of inclusivity	PPA 1	100
			PPA 2	
			PPA 3	
		KPI 2: number of activities infused with concepts of inclusivity	PPA 1	2
			PPA 2	
			PPA 3	

UNIVERSITY OF SOUTHERN MINDANAO
2024 OPERATIONAL PLAN

Academic Support

				KEY STRATEGIC ACTIVITIES	OSA		ARO		KEPLRC		ODI		NSTP		Units Involved	Remarks	
Strategic Goal 1: Locally and Globally Competitive Graduates					Time Frame and Physical Targets (2024) (2024)		Time Frame and Physical Targets (2024)		Time Frame and Physical Targets (2024)		Time Frame and Physical Targets (2024)		Time Frame and Physical Targets (2024)				
KPA	STRATEGIC OBJECTIVES	KPI	ACTIVITIES		Jan- June	Jan- Dec	Jan- June	Jan- Dec	Jan- June	Jan- Dec	Jan- June	Jan- Dec	Jan- June	Jan- Dec			
KPA 4: Responsive Student Support Services	SO1- To ensure the provision of responsive academic student services	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	NA	5%	5%	6%	8%	5%	5%	NA	NA	KEPLRC		
			A2-Procure/upgrade facilities												KEPLRC; OAS		
			A3-Increase fiduciary fees												ODI, ARO, KEPLRC		
		KPI 1a - % of refurbished learning infrastructures	A1-Procure/upgrade infrastructures	A1-Procure/upgrade infrastructures	N/A	N/A									KEPLRC; PMU/PPDSO		
			A2-Increase fiduciary fees												ODI, ARO, KEPLRC		
		KPI 2- % of students' utilization of Learning resources and facilities	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		
			A2. Promotion of Library Resources												KEPLRC		
		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 rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	At least VS rating	KEPLRC, ODI, ARO, OSA, NSTP	
			A2-Respond to client satisfaction results as needed													KEPLRC, ODI, ARO, OSA, NSTP	
		KPI 4- Timeliness of Services Rendered	A1-Observe prescribed processing time	A1-Observe prescribed processing time	100%	100%	100%	100%	100%	100%	100%	100%	100%	50%	100%	KEPLRC, ODI, ARO, OSA, NSTP	Include Accounting, Budget and Cashier
			A2- Monitor timeliness of services rendered													KEPLRC, ODI, ARO, OSA, NSTP	
	SO2-To ensure student welfare and development	KPI 1- % of students involved in student development programs	A1-Conduct skills trainings, programs and activities	A1-Conduct skills trainings, programs and activities	100%	100%	100%	100%	50%	100%	100%	100%	50%	100%	OSA, NSTP		
			A2-Conduct awareness campaign and orientation												OSA, NSTP, KEPLRC, ARO, ODI, GAD		
			A3-Monitor the implementation of student organizational activities and programs												OSA		
			A4- Design programs/activities for students with special needs												OSA		

		EPI 2- % (#) of students who availed the guidance and counseling services	A1-Provide guidance and counseling services to students with referrals	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	
		EPI 3- % (#) of students who availed health and infirmary services	A1- Provide healthcare to student with medical and dental concerns.	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	
			A2 - Conduct physical examination to all students												HOSPITAL (infirmary), OSA	
			A3-profiling of student health records												HOSPITAL (infirmary), OSA	
		EPI 4a- % (#) of students who availed financial assistance	A1- Facilitate the hiring and/or release of financial assistance to beneficiaries	A1- Facilitate the hiring and/or release of financial assistance to beneficiaries	100%	100%	100%	100%	50%	100%	100%	100%	50%	100%	OSA, NSTP, KEPLRC	
															ODI, ARO, OSA, KEPLRC, NSTP	
		EPI 4b- % (#) of students who availed academic services	A2- Assist students in academic-related services	A2- Assist students in academic-related services	100%	100%	100%	100%	50%	100%	100%	100%	50%	100%	OSA, NSTP, KEPLRC	
															ODI, ARO, OSA, KEPLRC, NSTP	

UNIVERSITY OF SOUTHERN MINDANAO

2025-2029 STRATEGIC PLAN

Academic Support

				2025		2026		2027		2028		2029		Units Involved	Remarks	
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				
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	SO1- To ensure the provision of responsive academic student services	KPI 1a - % of updated learning resources	A1-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(7%)	KEPLRC, FMS		
		KPI 1b - % of updated facilities	B1- Procure/upgrade facilities		KEPLRC (3%), ODI (5%), ARO (3%)	KEPLRC (5%), ODI (5%)	KEPLRC (3%), NSTP (5%), ODI (5%), ARO (5%)	KEPLRC (2%), ODI (5%), NSTP (5%), ARO (5%)	KEPLRC (3%), NSTP (5%), ODI (5%), ARO (5%)	KEPLRC (2%), ODI (5%), NSTP (5%), ARO (5%)	KEPLRC (3%), ODI (5%), NSTP (5%), ARO (5%)	KEPLRC, ODI, ARO, NSTP, FMS				
		KPI 1c - % of refurbished learning infrastructures	C1-Procure/upgrade infrastructures	KEPLRC (1%)	KEPLRC (1%)	KEPLRC (1%)	KEPLRC (1%)	KEPLRC (1%)	KEPLRC (2%), NSTP(3%)	KEPLRC (1%)	KEPLRC (2%)	KEPLRC (1%)	KEPLRC (2%), NSTP(3%)	KEPLRC, NSTP, PMO, FMS	dropped as per statement of UniFAST (no increase)	
			A2-Increase fiduciary fees											ODI, ARO, KEPLRC, NSTP, FMS		
		KPI 2 - % of students' utilization of Learning resources and facilities	A1-Document student utilization of resources/facilities/services	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%),	KEPLRC, ODI, ARO, NSTP	100% utilization	
			A2- Promotion of Library Resources	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC(50%)	KEPLRC(100%)	KEPLRC		
		KPI 3- Client Satisfaction Rating of service delivery	A1-Submit client satisfaction rating monthly	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	KEPLRC, ODI, ARO, OSA, NSTP		
			A2-Respond to client satisfaction results as needed	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	KEPLRC, ODI, ARO, OSA, NSTP		
		KPI 4- Timeliness of Services Rendered	A1-Observe prescribed processing time	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	KEPLRC, ODI, ARO, OSA, NSTP	Include Accounting, Budget and Cashier	
			A2- Monitor timeliness of services rendered	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	ARO(100%), KEPLRC(100%), NSTP(100%), ODI(100%), OSA(100%)	KEPLRC, ODI, ARO, OSA, NSTP		
		KPI 1b- Number of disadvantage but deserving students access to higher/ advance education	A1- creation of USM policies in relation to RA 10931		100%										ARO, OSA, All Academic and Support Units, UICTO	
			A2- Screen students belonging to family with 300,000 and below annual income and disadvantaged students		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)		ARO(30%), OSA(30%)		ARO(30%), OSA(30%), UICTO	Inclusion of proof such as Certificate of 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, UNCTO	
KPI 2: Number of externally funded grants (international)	A1. Active partnership with other agencies and organizations											ARO, OSA, Academic Units, UNCTO	FOR UPDATE based on academics units target, individual OPCR will be based on the support services rendered by the office
	A2. MOA/ MOU											ARO, OSA, Academic Units, OLS, OP	FOR UPDATE based on academics units target, individual OPCR will be based on the support services rendered by the office
KPI4b: Percentage of graduate of disadvantaged students	A1 - Design programs and policies in support for disadvantaged students		OSA(50%)		OSA(100%)							ARO, OSA, Academic Units, UNCTO	percentage of graduate of disadvantaged students over the total disadvantaged students enrolled
	A1-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	100%, all students are expected,
	A2-Conduct awareness campaign and orientation		OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1)		OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1)		OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1)		OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1)		OSA(5), NSTP(5), KEPLRC(1), ARO(1), ODI(1)	OSA, NSTP, KEPLRC, ARO, ODI, GAD	
	A3-Monitor the implementation of student organizational activities and programs		100%		100%		100%		100%		100%	OSA	
	A4- Design programs/activities for students with special needs		1		1		2		2		3	OSA, ACADEMIC UNITS, GAD	
KPI1b: % (#) of students involved in student development programs	A1-Invite students to participate in student development programs		80%		80%		80%		80%		80%	OSA, ACADEMIC UNITS, GAD	MOV: documents to tracks numbers
	A2- Monitor students attendance to program/activities											OSA, ACADEMIC UNITS, GAD	
KPI 2- % (#) of students who availed the guidance and counseling services	A1-Provide guidance and counseling services to students with referrals		100%		100%		100%		100%		100%	OSA	

[illegible]

KRA 5: Curriculum aligned with statutory standards and regulatory agencies*	SO1: To fully implement CMOs on OBE	KPI1: Number of submitted Outcome-based proposal	A1: Review Membership of Curriculum Revision Committee		1		2		3		4		5	ODI; Academic Units,URCDC	
			A2: Review Program Educational Objective		1		2		3		4		5	ODI; Academic Units,URCDC	



PRELIMINARY SURVEY VISIT

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.

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

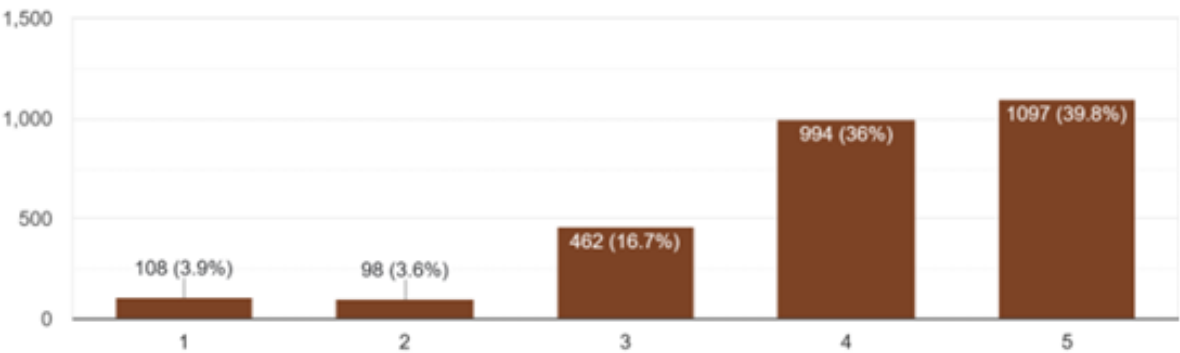
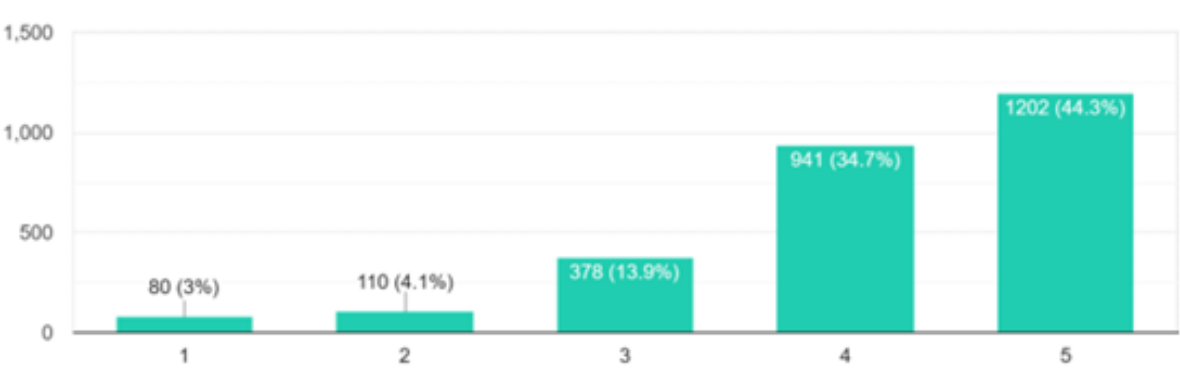


Table 2. Students' rating of the University information dissemination, 2023-2024



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

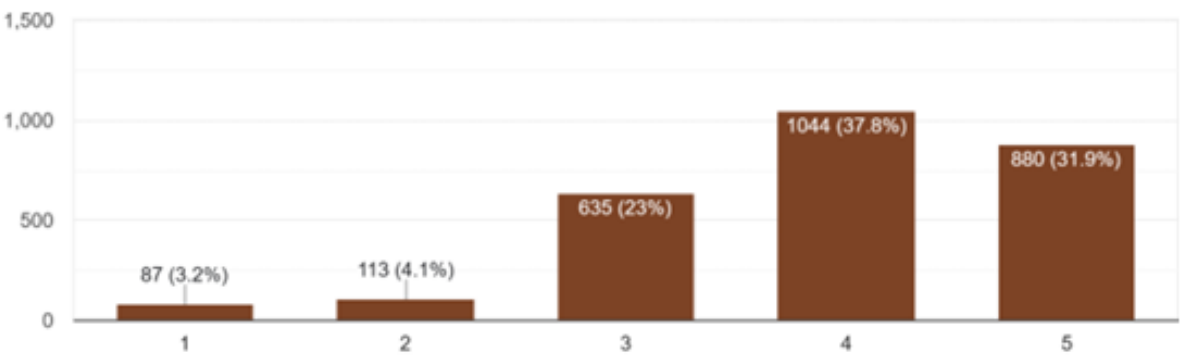
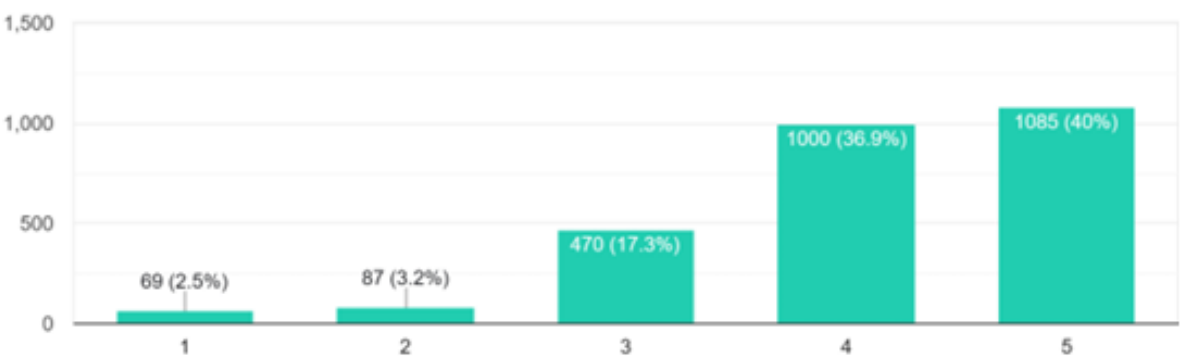


Table 4. Students' rating of the career and counseling services of the University, 2023-2024



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

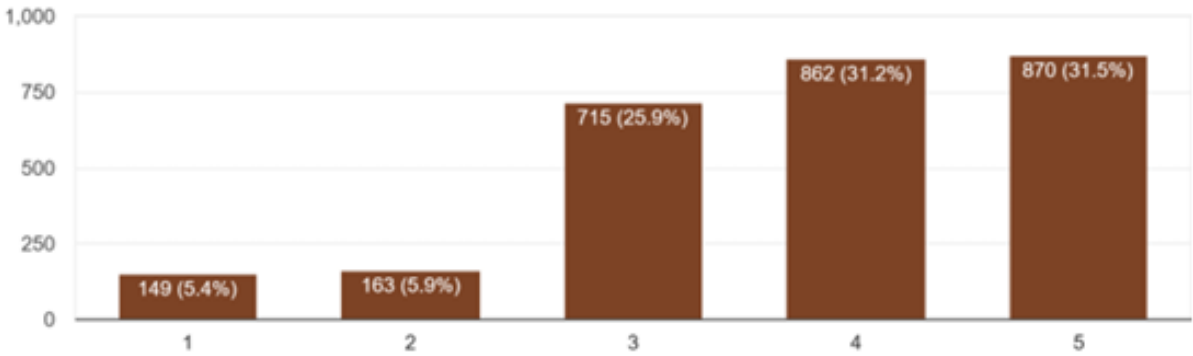
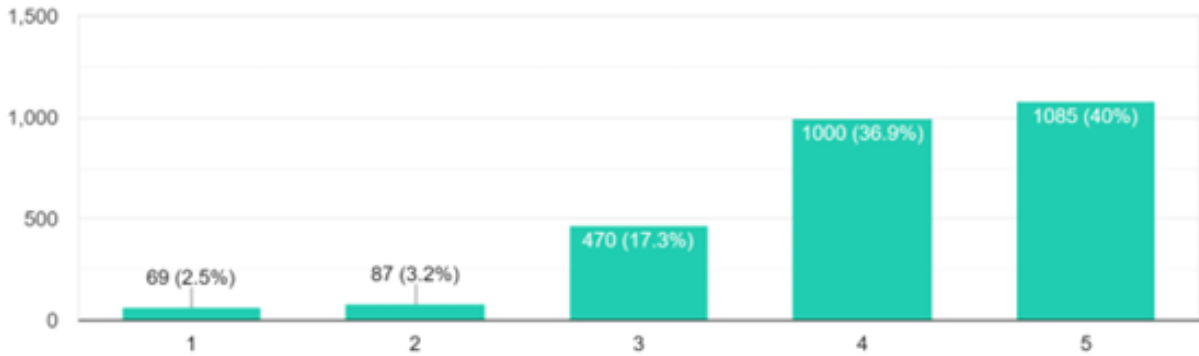


Table 6. Students’ rating of the scholarship and financial assistance provided in the University, 2023-2024



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

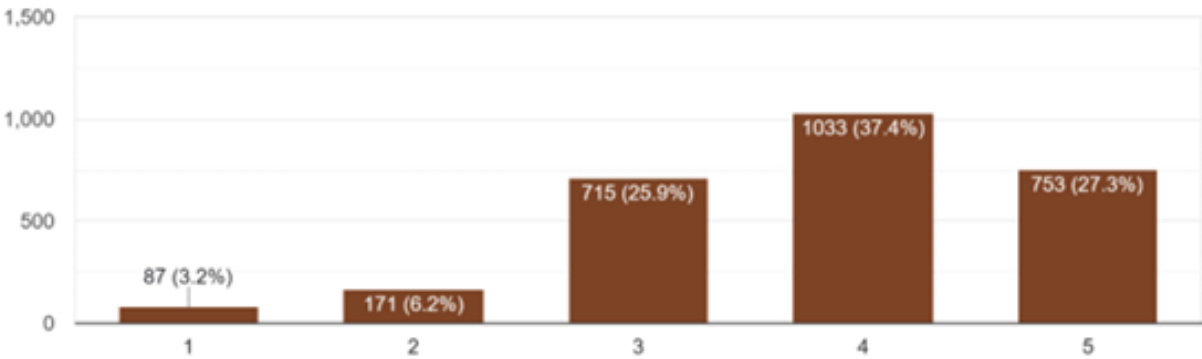


Table 8. Students’ rating of the medical services of the University hospital, 2023-2024



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

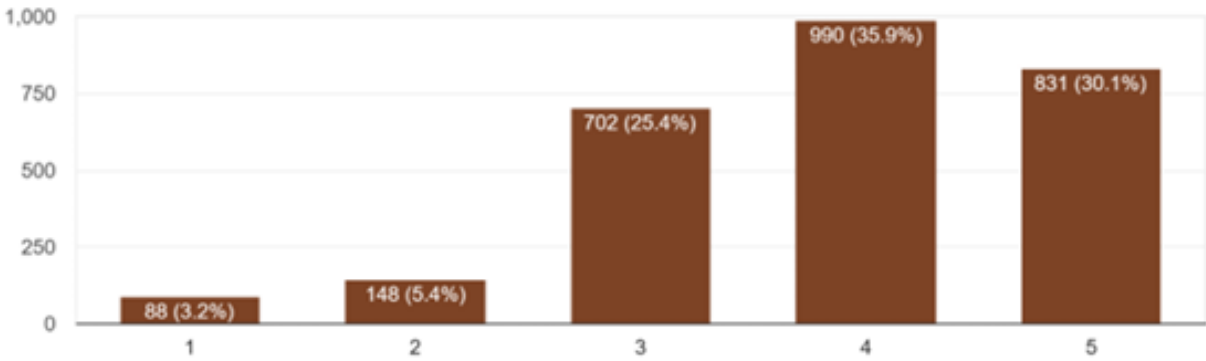
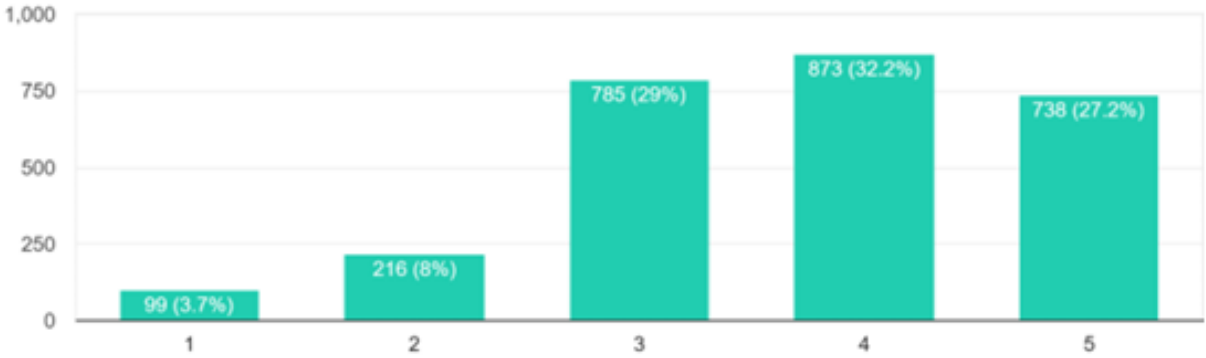


Table 10. Students’ rating of the services received from the Student Publication (The Mindanao Tech), 2023-2024



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

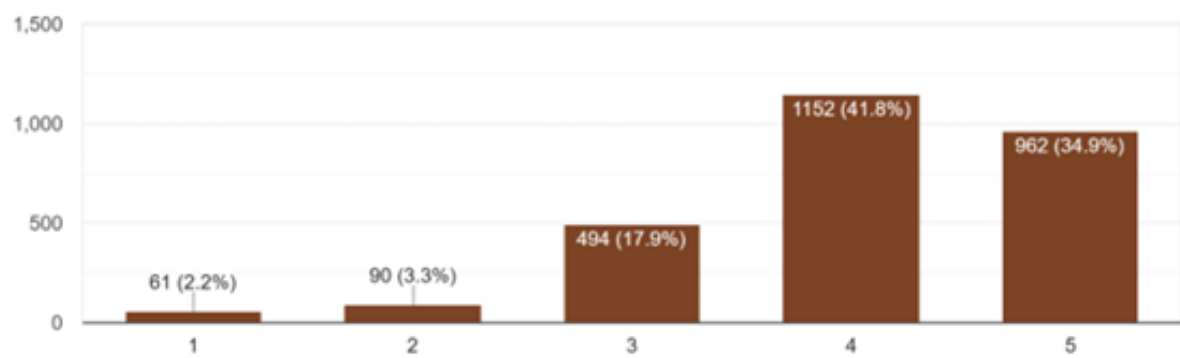
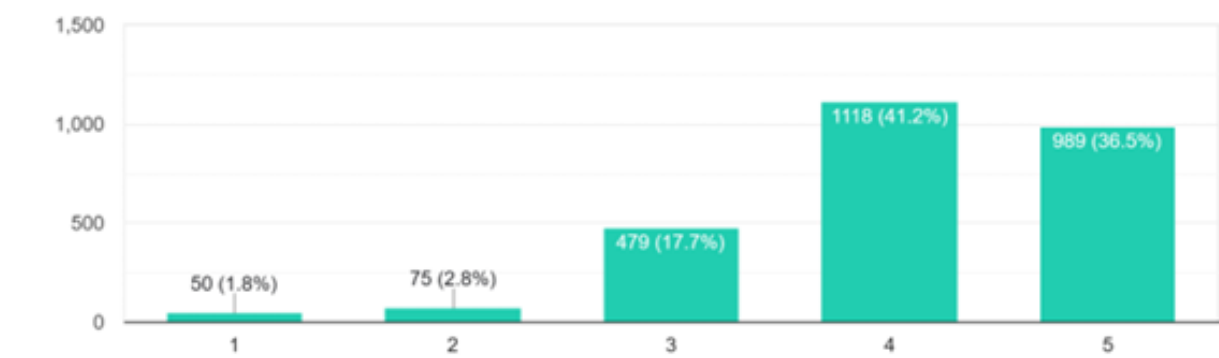


Table 12. Students’ rating of their experience in taking the USM Entrance examination, 2023-2024



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

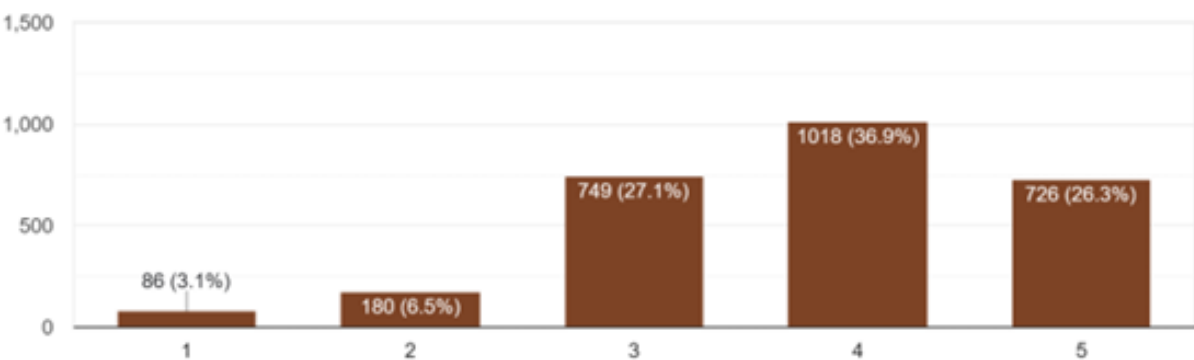
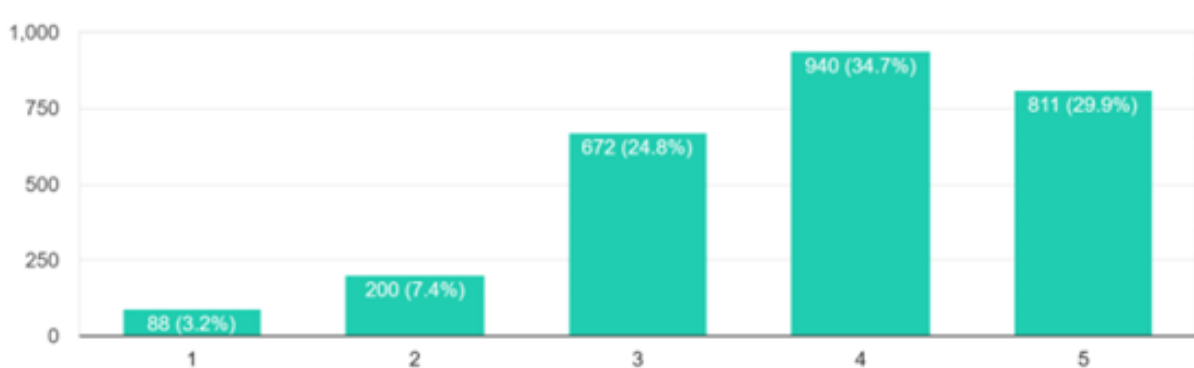


Table 14. Students’ rating of their experience in the USM slot reservation, 2023-2024



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

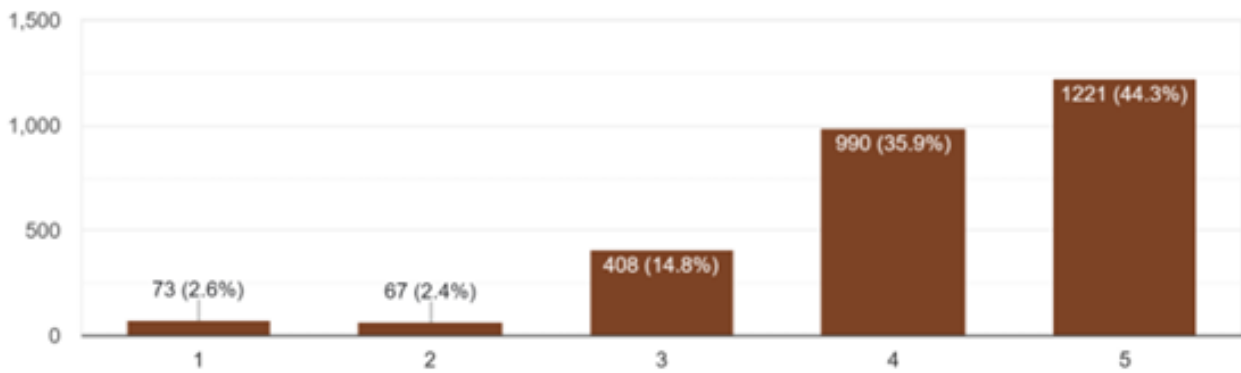
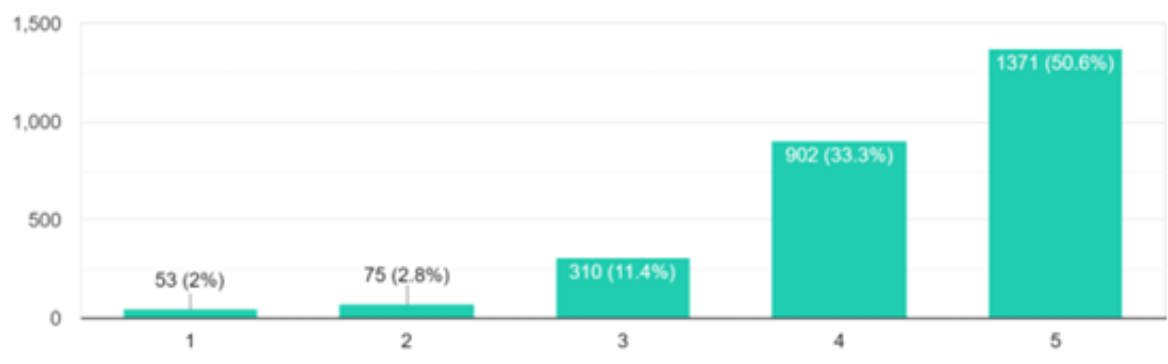


Table 16. Students’ rating of the safety and security services provided in the university, 2023-2024



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

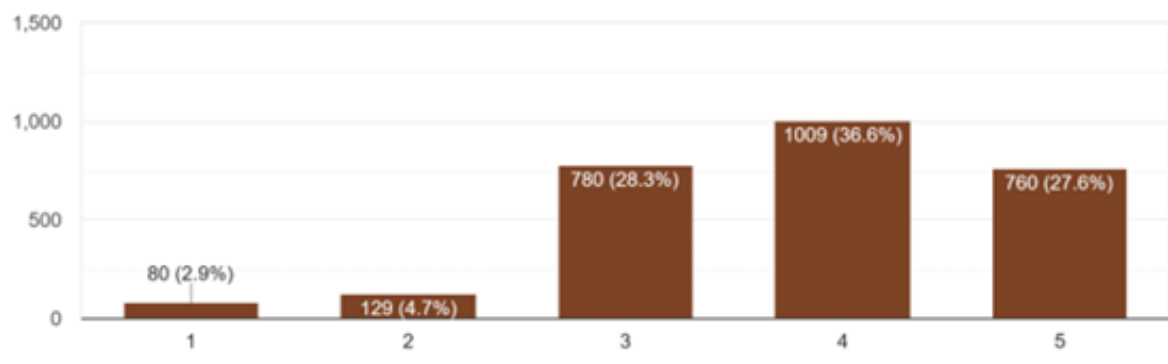
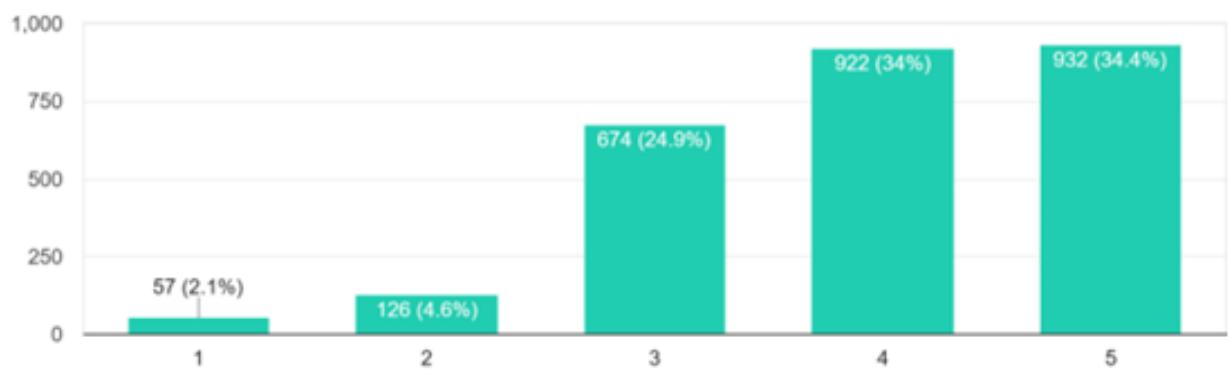


Table 18. Students’ rating of the sports and recreational facilities available in the university, 2023-2024



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.

M


Digitally signed by
Donque Maria Leida
M. DONQUE, EdD
OSA Director



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

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



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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OFFICE OF STUDENT AFFAIRS

D. Office Supplies and Materials

Item	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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Maria Leida
Martinez
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Director, OSA

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