



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

C. GUIDANCE PROGRAM



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.1. PROFILE OF THE GUIDANCE AND COUNSELING HEAD



Maria Angelika T. Balungay, MSPsy, Rpm
Assistant Professor
Univeristy of Southern Mindanao – Main Campus
Kabacan, Cotabato 9407



+639162694304



mabalungay@usm.edu.ph

EDUCATION



De La Salle University | 2017 - 2022
Master of Science in Psychology
Major in Clinical Psychology

Training(s):

- ☐ St. Luke's Medical Center | Practicum in Counseling & Therapy
- ☐ Bahay Pagbabago ni Apung Pilar | Practicum in Testing & Assessment



Ateneo de Davao University | 2011 - 2015
Bachelor of Arts in Psychology



University of Southern Mindanao - University Laboratory School |
2007-2011
Enhanced Science Curriculum

CERTIFICATIONS

Registered Psychometrician

July 2015

Civil Service Commission (*Prof.*) Examination Passer

October 2013

RELEVANT WORK EXPERIENCE

College Instructor

University of Southern Mindanao | August 2016 – Present

- Teaches Psychology courses to undergraduate students
- Performs other functions in the department/college/university
 - Designated as Head of Counseling and Career Department of the Office of Student Affairs (August 2023-Present)
 - Serves as the research and curriculum coordinator of the Department
 - Serves as a member of the University Committee on Decorum and Investigation (CODI) and Committee on Anti-Illegal Drugs
 - Facilitates trainings in and outside the university (Psychological First Aid and other mental health-related trainings)

RESEARCH, EXTENSION, AND OTHER RELEVANT ACTIVITIES

Extension Project

Title: *Towards A Healthy Wellbeing: Psychoeducation and Psychosocial Intervention for High Scoring High School Students in DASS-21 in Kabacan, Cotabato*

Served as a study leader of the Project (January 2024 - December 2024)

University-wide Program on Students' Wellbeing (co-proponent)

Title: *Brief Psychosocial Wellbeing Screening and Coaching Program for USM Students*

Served as one of the proponents of the approved program, which aims to conduct a rapid assessment of their wellbeing as well as provide immediate intervention for students in need (Approved proposal in 4th quarter of 2023; for implementation in 1st quarter of 2024)

Extension Project

Title: *WRAP: Wholistic Recovery Approach for PWUDs (Persons Who Used Drugs): An After Care Project*

Served as a resource person (managing stress and anxiety) and administered psychological tests among persons who used (illegal) drugs in Matalam, Cotabato, Philippines (July 2023-September 2023)

Conference Paper

Title: *In the Wake of the 2019 Earthquakes in Cotabato, Philippines: The Impact of the COVID-19 Pandemic on Survivor-Evacuees' Mental Health*

Presented in the Psychological Association of the Philippines (PAP) Convention (September 22-24, 2022) and in the WSF-ISA RC 55 Conference in Melbourne, Australia (June 23-June 24, 2023)

Graduate Thesis

Thesis Title: *Poor Mental Health as a Correlate of Perceived Unmet Needs of Earthquake Survivors in Evacuation Camps: Posttraumatic Stress and Growth as Parallel Mediators*

Presented in the De La Salle University (DLSU) Research Congress 2022 in Manila, Philippines (July 6-8, 2022) and in the XX ISA World Congress of Sociology in Melbourne, Australia (June 25-July 1, 2023)

Undergraduate Thesis (co-author)

Thesis Title: *In the Wake of the Summary Killings: A Thematic Network Analysis of the Experiences of the Self-Claimed Families of Victims of Extralegal Killings Attributed to the Davao Death Squad*

Awarded as Best Undergraduate Thesis - Psychological Association of the Philippines – Junior Affiliates (PAPJA) Annual Convention (January 2015)

AFFILIATIONS/ORGANIZATIONS

Member

Psychological Association of the Philippines (PAP) | May 2016 – Present

Member/Philippine Delegate

ASEAN-India Students Exchange Program - Philippines | May 2018

REFERENCES

MELISSA LUCIA LOPEZ REYES, PhD

De La Salle University – Manila
Manila, Metro Manila 1004 Philippines
melissa.reyes@dlsu.edu.ph

KHRISTINE JOY B. GARCIA, MSc., RPsy

University of Southern Mindanao – Main
Kabacan, Cotabato Philippines
khristinegarcia@usm.edu.ph

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.

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

I. PERSONAL INFORMATION

2. SURNAME

AMBROCIO

FIRST NAME

GLADYS PEARL

NAME EXTENSION (JR., SR.)

MIDDLE NAME

OGATIS

3. DATE OF BIRTH (mm/dd/yyyy)

9/9/1982

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☒ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

KIDAPAWAN CITY

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

7. HEIGHT (m)

1.6002 m.

17. RESIDENTIAL ADDRESS

PUROK NATIONAL

House/Block/Lot No.

MAPANAO, EXTENSION

Subdivision/Village

KABACAN

City/Municipality

Street

POBLACION

Barangay

COTABATO

Province

8. WEIGHT (kg)

75 kgs.

ZIP CODE

9407

9. BLOOD TYPE

A+

18. PERMANENT ADDRESS

PUROK NATIONAL

House/Block/Lot No.

MAPANAO, EXTENSION

Subdivision/Village

KABACAN

City/Municipality

Street

Barangay

COTABATO

Province

10. GSIS ID NO.

CRN 000-9248-9997-3

ZIP CODE

9407

11. PAG-IBIG ID NO.

915188727258

19. TELEPHONE NO.

N/A

12. PHILHEALTH NO.

17-200650725-0

20. MOBILE NO.

09092197122

13. SSS NO.

09-2489997-3

21. E-MAIL ADDRESS (if any)

gppogatis@usm.edu.ph

14. TIN NO.

402-890-318-000

15. AGENCY EMPLOYEE NO.

09-02213

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

AMBROCIO

FIRST NAME

ROMEL

NAME EXTENSION (JR., SR.)

MIDDLE NAME

FRIAS

OCCUPATION

BUSINESSMAN

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

NORTH COTABATO

TELEPHONE NO.

N/A

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

DATE OF BIRTH (mm/dd/yyyy)

ZEBEDEE MHEL O. AMBROCIO

8/21/2020

ZIBIAH PEARL O. AMBROCIO

8/8/2022

24. FATHER'S SURNAME

OGATIS

FIRST NAME

XERXES

NAME EXTENSION (JR., SR.)

MIDDLE NAME

ECUJA

25. MOTHER'S MAIDEN NAME

SURNAME

PRADO

FIRST NAME

PHOEBE

MIDDLE NAME

TAMANYO

(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

Marciano Mancera Memorial Elementary School

Elementary Education

June 1989

March 1995

N/A

1995

with honors

SECONDARY

Kidapawan City National High School

High School

June 1995

March 1999

N/A

1999

N/A

VOCATIONAL / TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

University of Southern Mindanao - Kabacan Cotabato

Bachelor in Secondary Education Major in Physical Education

June 1999

March 2003

N/A

2003

N/A

GRADUATE STUDIES

University of San Carlos Cebu City

Doctor of Philosophy in Education major in Curriculum and Instruction

2016

51 UNITS

N/A

ON GOING

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

02/04/2025

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 _____

02/04/2025

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.

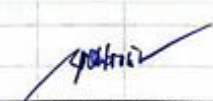
[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

02/04/2025

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 Cases: _____									
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: ☒ NO ☐ YES ☒ NO If YES, please specify: ☒ 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>MA. PHOEBE DESIREE O. LUCERO</td> <td>OFFICE OF THE PROVINCE OF COTABATO</td> <td>9487899593</td> </tr> <tr> <td>DR. NORGE D. MARTINEZ</td> <td>USM, KABACAN</td> <td>9204423225</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MA. PHOEBE DESIREE O. LUCERO	OFFICE OF THE PROVINCE OF COTABATO	9487899593	DR. NORGE D. MARTINEZ	USM, KABACAN	9204423225
NAME	ADDRESS	TEL. NO.								
MA. PHOEBE DESIREE O. LUCERO	OFFICE OF THE PROVINCE OF COTABATO	9487899593								
DR. NORGE D. MARTINEZ	USM, KABACAN	9204423225								
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.										
Government issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government issued ID: PRC ID/License/Passport No.: 1021795 Date/Place of Issuance: 09/09/2023 - DAVAO CITY	 Signature (Sign inside the box)									
 Right Thumbmark										
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  NERISSA G. DELA VINA, PhD HRMCO Director Person Administering Oath										



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.2. UPDATED STUDENT PROFILES



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

INDIVIDUAL STUDENT RECORD

(Kindly **PRINT** legibly all the information)

PERSONAL AND FAMILY DATA



Name: (Family) GUBALLO (First) NIKIE (Middle) PACHECO
Permanent address: PRK. PACHECO POBLACION MALUNGON COTABATO PROVINCE
Complete address while staying in USM: AVENUE STREET, KABACAN, NORTH COTABATO
Age: 20 Date of Birth: 10-27-02 Place of Birth: MALUNGON MUNICIPAL HOSPITAL, COTABATO PROVINCE
Sex: () Male (✓) Female Civil Status: (✓) Single () Married Tribe: ILONGGO Religion: CHRISTIAN AND MISSIONARY
Do you have physical handicap? (✓) No () Yes If yes, please specify _____

Contact Numbers

09055616871
09482042372

E-mail Address

nikieguballo@gmail.com

Contact Number of Parents /Guardians

09069255269
09125363473

Name of Parents

Father: BYRON H. GUBALLO

Mother: JANNEY P. GUBALLO

Educational Status

ELEMENTARY GRADUATE

HIGH SCHOOL GRADUATE

Occupation

CARPENTER

HOUSE WIFE

Parent Marital Status: (✓) Living Together () Separated () Widowed () Single Parents () OFW/Working Abroad

Family Annual Income: () 50,000 & below (✓) 51,000 to 150,000 () 151,000 to 250,000 () 251,000 to 500,00

EDUCATIONAL DATA

	NAME OF SCHOOL	ADDRESS	YEAR GRADUATED	HONORS RECEIVED
High School	HOLY INFANT SCHOOL OF MALUNGON INC.	PRK. MAHAWAG, POBLACION, MAL. SAR. PROV.	2021	2ND HONOR
Elementary	MALUNGON CENTRAL ELEM. SCHOOL SPED CENTER	PRK. CEBUANO, POBLACION, MAL. SAR. PROVINCE	2015	WITH HONOR

USMCEE Result: Percent Score: 42 % Percentile Rank: _____

Course enrolled at USM: BACHELOR OF SCIENCE IN EXERCISE SPORTS SCIENCE School Year Enrolled: 2021 - 2022

How will you support yourself in college?

(✓) Parents () Scholarship () Working Student () Others, please specify _____

What subject/s do you like best? PHYSICAL EDUCATION, ALL MAJOR SUBJECTS

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

What subject/s do you find difficult? MATHEMATICS

What are your special talents and abilities? DANCING, SINGING, ACTING & DRAWING

Special Skills: SINGING, ACTING

Favorite Sports: BADMINTON, FUTSAL & TABLE TENNIS

Hobbies: EATING, PLAYING LARONG PINDY, CHAT CHATTING, GOING TO CHURCH, AND WATCHING VIDEOS ON SOCIAL MEDIA

Is there anything you would like us to help you with? ☒ Yes ☐ No If yes, please check the area indicated below:

☐ Personal

☐ Social

☐ Family

☒ Financial

☐ Emotional

☐ Spiritual

☐ Academic

☐ Others, specify _____

Do you feel the need to see and talk to your University/College Guidance Counselor? ☐ Yes ☒ No

HOUSING DATA

(Residence while enrolled at USM)

Name of Lodging/Boarding House: FONTANILLA'S RESIDENCE / HOUSE

Name of Landlord or Landlady: ANNABELLE FONTANILLA

Your relationship with the Landlord or Landlady: _____

Do you board or lodge? BOARD Do you cook your own food? YES, BUT SOMETIMES BUY.

VOCATIONAL

What life occupation do you like? INSTRUCTOR / TEACHER

What talents do you have?

☒ Dramatics

☒ Musical

☒ Dancing

☒ Singing

What are your interests?

☐ Literary

☐ Vocational

☐ Science

☐ Politics

☒ Business

☒ Dramatics

☒ Sports

☒ Arts

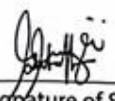
☐ Mechanical

☐ Computation

☒ Musical

Please state others not mentioned GADGETS / TECHNOLOGY

Date of Application



Signature of Student

USM-REG-F22

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
INDIVIDUAL STUDENT RECORD	

DO NOT FILL-UP THIS PORTION

PSYCHOLOGICAL TEST RESULTS

1. Filipino Intelligence Test (FIT)

Raw Score	T-Score	Percentile Rank	Verbal Description

2. Career Competency Scale for College Students (CCS-CS)

Subscales	Stanine	Description
Knowledge and Skills		
Attitude		
Behavior		
Concept of Success		
Attitude towards Change		

3. Manchester Personality Questionnaire (MPQ)

Subscales	Sten	Description
Creativity		
Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

ACADEMIC PERFORMANCE

First Year: (Academic Year 2021-2022)

First Semester

Course No.	Course Description	Units	Final Grade
EL 111	HISTORY OF ENGLISH LANGUAGE	3	2.00
FIL 1a	WIKI AT KULTURA	3	1.25
P.E. 1	PHYSICAL FITNESS	2	1.50
GE 4	MATHEMATICS IN THE MODERN W.	3	1.75
GE 5	PURPOSIVE COMMUNICATION	3	2.00
GE 2	READING IN PHILIPPINE HISTORY	3	1.50
NATP 1A	CNC WARFARE TRAINING SERVICE	3	2.25

Second Year: (Academic Year 2022-2023)

First Semester

Course No.	Course Description	Units	Final Grade
ESS 01	ANATOMY OF HUMAN MOVEMENTS & PHS	3	1.50
ESS 02	PHILOSOPHICAL A.F.P.E.-S	3	1.25
BUESS 211	PRINCIPLES OF MARKETING	3	1.75
BUESS 212	EXERCISE RELATED SPORTS INJURY	3	1.25
BUESS 213	SWIMMING & AQUATICS	3	1.25
BUESS 214	STRENGTH AND CONDITIONING	3	1.25
GE 01	UNDERSTANDING THE SELF	3	2.00
P.E. 03	RECREATIONAL ACTIVITIES	2	1.75

Third Year: (Academic Year 2023-2024)

First Semester

Course No.	Course Description	Units	Final Grade
BUESS 312	Team Sports 1	3	1.75
BUESS 311	Sports & Exercise Psy.	3	1.75
BUESS 315	Exergenic & Health Eating	3	2.00
BUESS 316	Fundamentals of Weight Rec.	3	1.50
BUESS 313	TEAM: LEADERSHIP-111	3	2.25
BUESS 314	MACROECONOMICS	3	1.75
LIT 121	Literature of the World	3	2.25

Fourth Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

First Year: (Academic Year 2021-2022)

Second Semester

Course No.	Course Description	Units	Final Grade
GE 7	SCIENCE, TECHNOLOGY & SOCIETY	3	1.25
BUESS 123	BUSINESS ETHICS AND LAW	3	1.75
NATP 2A	CNC WARFARE TRAINING SERVICE II	3	1.75
SOC SCI 1	SOCIETY AND CULTURE	3	2.25
LIT 111A	LITERATURE OF THE PHILIPPINES	3	2.00
GE 6	ART APPRECIATION	3	1.50
SOC SCI 2	PEACE AND DEVELOPMENT	3	1.50
P.E. 2	RHYTHMIC ACTIVITIES	2	1.25

Second Year: (Academic Year 2022-2023)

Second Semester

Course No.	Course Description	Units	Final Grade
BUESS 223	Musculoskeletal Fitness/ Rehabilitation Training Method	3	1.50
SOC SCI 2	Peace and Development	3	1.50
BUESS 221	Individual & Dual Sports I	3	2.50
PE 4	Team Sports	2	1.00
LIT 111A	Literature of the Phil.	3	2.00
BUESS 222	Individual & Dual Sports II	3	1.75
BUESS 224	Principle of Finance	3	1.75
NAT 210a	Applied Statistics	3	2.25

Third Year: (Academic Year 2023-2024)

Second Semester

Course No.	Course Description	Units	Final Grade
BUESS 325	Principles of Accounting	3	1.25
BUESS 322	Cardiorespiratory Fitness	3	1.50
BUESS 321	Undergraduate Thesis A	3	1.75
BUESS 323	Contemporary Issues in Ex.	3	1.50
BUESS 324	Assessment of Fit. & Sports	3	1.25
BUESS 323	Outdoor & Adventure Ed.	3	1.25
BUESS 326	Operation Management	3	2.75

Fourth Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

INDIVIDUAL STUDENT RECORD

(Kindly PRINT legibly all the information)

PERSONAL AND FAMILY DATA



Name: (Family) ABDULLAH (First) NORJANA (Middle) TULINGAN
Permanent address: NASAPIAN CARMEN NORTH COTABATO
Complete address while staying in USM: NASAPIAN CARMEN COTABATO
Age: 20 Date of Birth: 02/27/2003 Place of Birth: MALABUAGA KAJAGA KABACAN Cot.
Sex: () Male (✓) Female Civil Status: (✓) Single () Married Tribe: MAGINDANAW Religion: ISLAM
Do you have physical handicap? () No () Yes If yes, please specify _____

Contact Numbers

E-mail Address

Contact Number of Parents /Guardians

099776244525

norjanabachillinh123@gmail.com

09758865626

Name of Parents

Educational Status

Occupation

Father: NAMRANTO ABDULLAH

DEM. GRADUATE

FARMER

Mother: KHAYAT ABDULLAH

DEM. GRADUATE

HOUSEKEEPER

Parent Marital Status: (✓) Living Together () Separated () Widowed () Single Parents () OFW/Working Abroad

Family Annual Income: (✓) 50,000 & below () 51,000 to 150,000 () 151,000 to 250,000 () 251,000 to 500,00

EDUCATIONAL DATA

	NAME OF SCHOOL	ADDRESS	YEAR GRADUATED	HONORS RECEIVED
High School	CARMEN NATIONAL HIGH SCHOOL	CARMEN NORTH Cot.	2014-2018	
Elementary	NASAPIAN DEM. SCHOOL	CARMEN NORTH Cot.	2015-2016	

USMCEE Result: Percent Score: 92% Percentile Rank: _____

Course enrolled at USM: BS IN EXERCISE AND SPORTS SCIENCE-FSM School Year Enrolled: _____

How will you support yourself in college?

(✓) Parents () Scholarship () Working Student () Others, please specify _____

What subject/s do you like best? _____

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

What subject/s do you find difficult? MATHEMATICS

What are your special talents and abilities? _____

Special Skills: _____ Favorite Sports: VOLLEYBALL

Hobbies: _____

Is there anything you would like us to help you with? ☐ Yes ☐ No If yes, please check the area indicated below:

- | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|
| ☐ Personal | ☐ Social | ☐ Family | ☐ Financial |
| ☐ Emotional | ☐ Spiritual | ☐ Academic | ☐ Others, specify _____ |

Do you feel the need to see and talk to your University/College Guidance Counselor? ☐ Yes ☐ No

HOUSING DATA

(Residence while enrolled at USM)

Name of Lodging/Boarding House: N/A

Name of Landlord or Landlady: N/A

Your relationship with the Landlord or Landlady: N/A

Do you board or lodge? N/A Do you cook your own food? _____

VOCATIONAL

What life occupation do you like? _____

What talents do you have?

- | | | | |
|------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| ☐ Dramatics | ☐ Musical | ☐ Dancing | ☐ Singing |
|------------------------------------|----------------------------------|----------------------------------|----------------------------------|

What are your interests?

- | | |
|-------------------------------------|--------------------------------------|
| ☐ Literary | ☐ Vocational |
| ☐ Science | ☐ Politics |
| ☐ Business | ☐ Dramatics |
| ☐ Sports | ☐ Arts |
| ☐ Mechanical | ☐ Computation |
| ☐ Musical | |

Please state others not mentioned _____

FEB. 28 2023

Date of Application

[Signature]

Signature of Student

USM-REG-F22

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
INDIVIDUAL STUDENT RECORD	

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Attitude towards Change		

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Subscales	Sten	Description
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Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

ACADEMIC PERFORMANCE

First Year: (Academic Year 2021-2022)

First Semester

Course No.	Course Description	Units	Final Grade
CE 3	THE CONTEMPORARY WORLD	3	1.00
CE 1	UNDERSTANDING THE SELF	3	1.00
PE 1	PERSONAL FITNESS & SELF TESTING	3	1.25
CE 2	FOUNDATIONS IN PHILIPPINE HISTORY	3	1.75
NSFP 1 A	CIVIL SERVICE TRAINING SERVICE	3	1.00
BSCE 111	ANATOMY OF HUMAN ALIMENTARY	3	2.00
CE 5	PERSONAL COMMUNICATION	3	2.25
BSCE 112	PHILOSOPHY & SOCIO-ANTHROPOLOGY	3	1.00

Second Year: (Academic Year 2022-2023)

First Semester

Course No.	Course Description	Units	Final Grade
PE 3	RECREATIONAL ACTIVITIES	3	1.00
PE 101	WIKI AT LUTHERA	3	2.00
CE 2	ETHICS	3	2.00
CE 9	THE LIFE AND WORKS OF RIZAL	3	2.00
BSCE 213	SWIMMING AND AQUATICS	3	2.00
BSCE 212	DEBATE & MANAGEMENT	3	1.50
BSCE 211	STRENGTH AND CONDITIONING	3	1.50
BSCE 211	PRINCIPLE OF MARKETING	3	2.00

Third Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

Fourth Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

First Year: (Academic Year 2021-2022)

Second Semester

Course No.	Course Description	Units	Final Grade
CE 7	SCIENCE, TECHNOLOGY AND SOCIETY	3	1.00
BSCE 123	BUSINESS ETHICS AND LAW	3	1.25
BSCE 11	SOCIETY AND CULTURE	3	2.25
BSCE 122	PRINCIPLES OF MOTOR CONTROL	3	2.50
BSCE 121	PHYSIOLOGY OF EXERCISE	3	2.75
CE 6	ART APPRECIATION	3	1.75
CE 4	MATHEMATICS IN THE MODERN WORLD	3	2.25
PE 2	RHYTHMIC ACTIVITIES	3	2.00
NSFP 2 A	CIVIL SERVICE TRAINING SERVICE	3	1.75

Second Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

Third Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

Fourth Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

INDIVIDUAL STUDENT RECORD

(Kindly **PRINT** legibly all the information)

PERSONAL AND FAMILY DATA



Name: (Family) Bonayon (First) Mary Lou (Middle) Atia
Permanent address: Poblacion 1 Pigcawayan North Cotabato
Complete address while staying in USM: Second block Miracle kabacan North Cotabato
Age: 20 Date of Birth: 05/09/02 Place of Birth: Poblacion 1 Pigcawayan North Cotabato
Sex: () Male (✓) Female Civil Status: (✓) Single () Married Tribe: Ilonggo Religion: Roman Catholic
Do you have physical handicap? () No () Yes If yes, please specify _____

Contact Numbers

09263758562

E-mail Address

maryloubonayonpino@gmail.com

Contact Number of Parents /Guardians

09751283509

Name of Parents

Father: Ricky D. Bonayon
Mother: Lorena A. Bonayon

Educational Status

Elementary Graduate
High School Graduate

Occupation

Farmer
Fruit Vendor

Parent Marital Status: (✓) Living Together () Separated () Widowed () Single Parents () OFW/Working Abroad
Family Annual Income: (✓) 50,000 & below () 51,000 to 150,000 () 151,000 to 250,000 () 251,000 to 500,00

EDUCATIONAL DATA

	NAME OF SCHOOL	ADDRESS	YEAR GRADUATED	HONORS RECEIVED
High School	<u>Pigcawayan National High School</u>	<u>Poblacion 2 Pigcawayan Cot.</u>	<u>2019-2020</u>	<u>With Honor</u>
Elementary	<u>Pigcawayan Central Elementary School</u>	<u>Poblacion 1 Pigcawayan Cot.</u>	<u>2013-2014</u>	<u>Special Award</u>

USMCEE Result: Percent Score: 40% Percentile Rank: _____

Course enrolled at USM: BSESS-FSM School Year Enrolled: 2021

How will you support yourself in college?

(✓) Parents () Scholarship () Working Student () Others, please specify _____

What subject/s do you like best? Physical Education

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

What subject/s do you find difficult? Applied Statistics

What are your special talents and abilities? Singing, Dancing, Playing Table Tennis

Special Skills: _____ Favorite Sports: Table Tennis

Hobbies: Playing Sports

Is there anything you would like us to help you with? (☒) Yes (☐) No If yes, please check the area indicated below:

(☐) Personal

(☐) Social

(☐) Family

(☐) Financial

(☐) Emotional

(☐) Spiritual

(☒) Academic

(☐) Others, specify _____

Do you feel the need to see and talk to your University/College Guidance Counselor? (☐) Yes (☐) No

HOUSING DATA

(Residence while enrolled at USM)

Name of Lodging/Boarding House: Nicar Boarding House

Name of Landlord or Landlady: Mercelina N. Mungo

Your relationship with the Landlord or Landlady: Aunt

Do you board or lodge? Board Do you cook your own food? Yes

VOCATIONAL

What life occupation do you like? Manager and Teaching

What talents do you have?

(☐) Dramatics

(☐) Musical

(☒) Dancing

(☒) Singing

What are your interests?

(☐) Literary

(☐) Vocational

(☒) Science

(☐) Politics

(☒) Business

(☐) Dramatics

(☒) Sports

(☐) Arts

(☐) Mechanical

(☐) Computation

(☒) Musical

Please state others not mentioned _____

Date of Application

Jay.
Signature of Student

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

DO NOT FILL-UP THIS PORTION

PSYCHOLOGICAL TEST RESULTS

1. Filipino Intelligence Test (FIT)

Raw Score	T-Score	Percentile Rank	Verbal Description

2. Career Competency Scale for College Students (CCS-CS)

Subscales	Stanine	Description
Knowledge and Skills		
Attitude		
Behavior		
Concept of Success		
Attitude towards Change		

3. Manchester Personality Questionnaire (MPQ)

Subscales	Sten	Description
Creativity		
Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

ACADEMIC PERFORMANCE

First Year: (Academic Year 2021-2022)

First Semester

Course No.	Course Description	Units	Final Grade
GE 3	The contemporary world	3	1.50
GE 1	Understanding the self	3	1.50
PE 1	Physical fitness and recreational activities	2	1.25
GE 2	Readings in Philippine History	3	1.75
WSTP 1a	Civic Welfare Training I	3	2.25
BSECS 222	Anthology of Measurement and Performance	3	2.00
GE 5	Purposive Communication	3	2.00
BSECS 112	Philosophical and socio- anthropological foundation of physical education	3	1.75
GWA: 1.70			

Second Year: (Academic Year 2022-2023)

First Semester

Course No.	Course Description	Units	Final Grade
PE 3	Recreational Activities Individual and Dual Sports	2	1.50
WSTP 1a	Wika at kultura sa magsasaka	3	2.00
GE 8	Ethics	3	1.75
GE 9	The life and work of Jesus	3	2.00
BSECS 213	Swimming and aquatics	3	1.75
BSECS 212	Principles and procedures of exercise and physical education	3	1.25
BSECS 111	Strength and Conditioning	3	2.00
BSECS 211	Principles of Marketing	3	2.00
GWA: 1.75			

Third Year: (Academic Year 2023-2024)

First Semester

Course No.	Course Description	Units	Final Grade
BSECS 310	Team Sports: Any of soccer, Football, basketball, volleyball	3	2.25
BSECS 311	Sports and Exercise Physiology	3	2.00
BSECS 313	Engagement and Retention	3	2.50
BSECS 316	Fundamentals of management	3	2.25
BSECS 314	Macro economics	3	1.75
WSTP 1a	Literature of the world	3	2.25
PE 3	Team Sports: Any of volleyball, basketball, soccer, tennis, badminton, etc.	3	1.75
GWA: 1.84			

Fourth Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

First Year: (Academic Year 2021-2022)

Second Semester

Course No.	Course Description	Units	Final Grade
GE 3	Science Technology and Society	3	1.50
BSECS 123	Business and Ethics Law	3	2.00
Soc Sci 1	Society and culture	3	2.50
BSECS 122	Principles, notations, control and learning of exercise	3	2.25
BSECS 121	Physiology of exercise and physical activity	3	2.50
GE 6	Art Appreciation	3	2.50
GE 4	Mathematics in modern world	3	2.00
PE 2	Rhythmic Activities	2	2.00
WSTP 2a	Civic Welfare Training II	3	1.75
GWA: 2.16			

Second Year: (Academic Year 2022-2023)

Second Semester

Course No.	Course Description	Units	Final Grade
BSECS 220	Musculoskeletal Fitness	3	2.00
Soc Sci 2	Peace & Development	3	2.50
BSECS 221	Individual Dual Sports	3	2.25
PE 4	Team Sports	2	1.25
LIT 11A	Literature of the 19th	3	2.00
BSECS 222	Individual Dual Sports II	3	2.00
BSECS 224	Principles of Finance	3	2.25
STAT 210	Applied Statistics	3	2.75
GWA: 2.16			

Third Year: (Academic Year 2023-2024)

Second Semester

Course No.	Course Description	Units	Final Grade
BSECS 321	Principles of Accounting	3	1.75
BSECS 322	Cardiorespiratory Fitness	3	1.75
BSECS 327	Undergraduate Thesis A	3	2.00
BSECS 327	Contemporary Issues in Physical Education	3	1.75
BSECS 324	Assessment of fitness and sports performance	3	1.75
BSECS 320	Outdoor and Adventure	3	1.25
BSECS 326	Operations Management	3	2.50
GWA: 1.82			

Fourth Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

INDIVIDUAL STUDENT RECORD

(Kindly **PRINT** legibly all the information)

PERSONAL AND FAMILY DATA



Name: (Family) BORRER (First) ROSE (Middle) HERDOUNGO
Permanent address: Purok 3A Malapag, Carmen, North Cotabato
Complete address while staying in USM: Bating St. Osias, Kabacan, North Cotabato
Age: 23 Date of Birth: 9/13/99 Place of Birth: Malapag, Carmen, North Cotabato
Sex: () Male (☒) Female Civil Status: (☒) Single () Married Tribe: Longob/Leban Religion: Roman Catholic
Do you have physical handicap? (☒) No () Yes If yes, please specify _____

Contact Numbers

09317329347
09363330441

E-mail Address

Roseborres507@gmail.com
Rhborres@usm.edu.ph

Contact Number of Parents /Guardians

09658920110

Name of Parents

Father: Danilo D. Borres
Mother: Gertrudes H. Borres

Educational Status

Highschool Level
Highschool grad.

Occupation

Farmer (tenant)
Housewife

Parent Marital Status: (☒) Living Together () Separated () Widowed () Single Parents () OFW/Working Abroad
Family Annual Income: (☒) 50,000 & below () 51,000 to 150,000 () 151,000 to 250,000 () 251,000 to 500,00

EDUCATIONAL DATA

	NAME OF SCHOOL	ADDRESS	YEAR GRADUATED	HONORS RECEIVED
High School	<u>Osias high school</u>	<u>Osias, Kabacan, Cotabato</u>	<u>2010-2014</u>	<u>3rd Honorable Mention</u>
Elementary	<u>Malapag, elementary school</u>	<u>Malapag, Carmen, Cotabato</u>	<u>2011-2012</u>	<u>Special Awards</u>

USMCEE Result: Percent Score: 48 Percentile Rank: _____

Course enrolled at USM: BACHELOR OF SCIENCE IN EXERCISE & SPORTS SCIENCE School Year Enrolled: 2021-2022

How will you support yourself in college?

(☒) Parents () Scholarship () Working Student () Others, please specify _____

What subject/s do you like best? _____

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

What subject/s do you find difficult? _____

What are your special talents and abilities? _____

Special Skills: _____ Favorite Sports: BADMINTON

Hobbies: _____

Is there anything you would like us to help you with? ☐ Yes ☒ No If yes, please check the area indicated below:

- | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|
| ☐ Personal | ☐ Social | ☐ Family | ☐ Financial |
| ☐ Emotional | ☐ Spiritual | ☐ Academic | ☐ Others, specify _____ |

Do you feel the need to see and talk to your University/College Guidance Counselor? ☐ Yes ☒ No

HOUSING DATA

(Residence while enrolled at USM)

Name of Lodging/Boarding House: Beling St. Ormas, Kabacan, Cotabato

Name of Landlord or Landlady: DOMINGA DOCTOR

Your relationship with the Landlord or Landlady: NONE

Do you board or lodge? Yes Do you cook your own food? Yes

VOCATIONAL

What life occupation do you like? BFP (Bureau of Fire Protection)

What talents do you have?

- | | | | |
|------------------------------------|----------------------------------|----------------------------------|---|
| ☐ Dramatics | ☐ Musical | ☐ Dancing | ☒ Singing |
|------------------------------------|----------------------------------|----------------------------------|---|

What are your interests?

- | | |
|--|---|
| ☐ Literary | ☐ Vocational |
| ☐ Science | ☐ Politics |
| ☐ Business | ☒ Dramatics |
| ☒ Sports | ☐ Arts |
| ☐ Mechanical | ☐ Computation |
| ☐ Musical | |

Please state others not mentioned _____

February 28, 2023
Date of Application

[Signature]
Signature of Student

USM-REG-F22

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
INDIVIDUAL STUDENT RECORD	

DO NOT FILL-UP THIS PORTION

PSYCHOLOGICAL TEST RESULTS

1. Filipino Intelligence Test (FIT)

Raw Score	T-Score	Percentile Rank	Verbal Description

2. Career Competency Scale for College Students (CCS-CS)

Subscales	Stanine	Description
Knowledge and Skills		
Attitude		
Behavior		
Concept of Success		
Attitude towards Change		

3. Manchester Personality Questionnaire (MPQ)

Subscales	Sten	Description
Creativity		
Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

ACADEMIC PERFORMANCE

First Year: (Academic Year 21-22)

First Semester

Course No.	Course Description	Units	Final Grade
GE 3	THE CONTEMPORARY WORLD	3	1.50
GE 1	Understanding the Self	3	1.00
PE 1	PHYSICAL FITNESS and SELF-TESTING ACTIVITIES	2	1.25
GE 2	Reading in Philippine History	3	1.50
NSIP 1A	CWTS 1	3	1.00
BSSESS 113 FM	ANATOMY OF HUMAN MOVEMENT and PERFORMANCE	3	2.00
GES	Purposive Communication	3	1.75
BSSESS 112 BM	Physiological and Sociopsychological Foundation of Physical Education and Sports	3	1.50

Second Year: (Academic Year 22-23)

First Semester

Course No.	Course Description	Units	Final Grade
PE 3	RECREATIONAL ACTIVITIES (INDIVIDUAL & DUAL SPORTS)	2	1.75
FIL 1a	WIKI AT KULTURA SA MATAWING LIPUNAN	3	1.75
GE 5	ETHICS	3	2.00
GE 9	THE LIFE AND WORKS OF RIZAL	3	2.00
BSSESS 213	SWIMMING & AQUATICS	3	1.75
BSSESS 212	PREVENTION AND MANAGEMENT OF INJURY & SPORTS RELATED INJURIES	3	1.75
BSSESS 211	STRENGTH & CONDITIONING	3	1.25
BSSESS 211	PRINCIPLES OF MARKETING	3	1.75

Third Year: (Academic Year 23-24)

First Semester

Course No.	Course Description	Units	Final Grade
BSSESS 312 BM	TEAM SPORTS I	3	2.25
BSSESS 311	" SPORTS & EXERCISE BEHAVIOR	3	1.75
BSSESS 315	" ERGONOMICS & HEALTHY POSTURE	3	1.50
BSSESS 316	" FUNDAMENTALS OF MOTOR BEHAVIOR	3	1.50
BSSESS 319	" MACROECONOMICS	3	1.50
LIT 121	LITERATURES OF THE WORLD	3	1.75
BSSESS 313 BM	TEAM SPORTS II	3	2.25

Fourth Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

First Year: (Academic Year 21-22)

Second Semester

Course No.	Course Description	Units	Final Grade
BSSESS 121	PHYSIOLOGY OF EXERCISE AND PHYSICAL ACTIVITY	3	2.50
GE 6	ART APPRECIATION	3	2.00
GE 4	MATHEMATICS IN THE MODERN WORLD	3	2.00
PE 2	RHYTHMIC ACTIVITIES	2	2.25
NSIP 2A	CWTS 11	3	1.75
GE 7	SCIENCE, TECHNOLOGY AND SOCIETY	3	1.25
BSSESS 123	BUSINESS ETHICS AND LAW	3	1.50
Soc Sci 1	SOCIETY AND CULTURE	3	2.00
BSSESS 122	PRINCIPLE OF MOTOR CONTROL AND VERIFICATION OF SPECIFIC SPORTS AND DANCE	3	1.75

Second Year: (Academic Year 22-23)

Second Semester

Course No.	Course Description	Units	Final Grade
BSSESS 220 FM	BIOMECHANICAL FITNESS AND PACE TRAINING METHOD	3	1.50
Soc Sci 2	PERCE & DEVELOPMENT	3	2.00
BSSESS 221 FM	INDIVIDUAL DUAL SPORTS	3	2.25
PE 4	TEAM SPORTS	2	1.25
LIT 11A	LITERATURES OF THE PHILIPPINES	3	1.75
BSSESS 222 BM	INDIVIDUAL & DUAL SPORTS	3	1.50
BSSESS 229 BM	PRINCIPLES OF FINANCE	3	2.00
STAT 210a	APPLIED STATISTICS	3	2.25

Third Year: (Academic Year 23-24)

Second Semester

Course No.	Course Description	Units	Final Grade
BSSESS 320 BM	PRINCIPLES OF ACCOUNTING	3	1.25
BSSESS 322	" CARDIORESPIRATORY FITNESS	3	1.50
BSSESS 321	" UNDERGRADUATE THESIS A	3	
BSSESS 323	" CONTEMPORARY ISSUES IN EX.	3	1.50
BSSESS 324	" ASSESSMENT OF FITNESS & SPORTS	3	1.50
BSSESS 323	" OUTDOOR AND ADVENTURE EX.	3	1.25
BSSESS 326	" OPERATIONS MANAGEMENT	3	2.00

Fourth Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

INDIVIDUAL STUDENT RECORD

(Kindly **PRINT** legibly all the information)

PERSONAL AND FAMILY DATA



Mary Mae C. Conde

Name: (Family) CONDE (First) MARY MAE (Middle) CARIAGA
Permanent address: CENTRA DINGANEN BULDON MAGUINDANAO
Complete address while staying in USM: USM AVENUE ROBLACION KABACAN NORTH COT.
Age: 20 Date of Birth: 12-03-22 Place of Birth: SIPAWAI, ZAMBOANGA DEL NORTE
Sex: () Male (✓) Female Civil Status: (✓) Single () Married Tribe: ILONGGO Religion: CATHOLIC
Do you have physical handicap? (✓) No () Yes If yes, please specify _____

Contact Numbers

09362939622

E-mail Address

DINGANEN BULDON MAGUINDANAO

Contact Number of Parents /Guardians

09055352384

09265599335

Name of Parents

Father: Florencio P. CONDE

Mother: ANALYN B. CARIAGA

Educational Status

High School Graduate

High School Graduate

Occupation

Driver

House Wife

Parent Marital Status: (✓) Living Together () Separated () Widowed () Single Parents () OFW/Working Abroad

Family Annual Income: (✓) 50,000 & below () 51,000 to 150,000 () 151,000 to 250,000 () 251,000 to 500,00

EDUCATIONAL DATA

	NAME OF SCHOOL	ADDRESS	YEAR GRADUATED	HONORS RECEIVED
High School	PIGCAWAYAN NATIONAL HIGH SCHOOL	PIGCAWAYAN NORTH COT.	2020 - 2021	WITH HONOR
Elementary	CENTRAL EDUC. ELEM. SCHOOL	DINGANEN BULDON MAGUINDANAO	2014 - 2015	WITH HONOR

USMCEE Result: Percent Score: 39% Percentile Rank: _____

Course enrolled at USM: BSESS (FSM) School Year Enrolled: 2021

How will you support yourself in college?

(✓) Parents () Scholarship () Working Student () Others, please specify _____

What subject/s do you like best? BSESS 212 FSM Prevention and Management of Exercise and Sport Related Injury

USM-REG-F22



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

What subject/s do you find difficult? APPLIED STATISTICS

What are your special talents and abilities? DRAWING, PAINTING

Special Skills: DRAWING and PAINTING

Favorite Sports: TABLE TENNIS

Hobbies: WATCHING MOVIE

Is there anything you would like us to help you with? ☒ Yes ☐ No If yes, please check the area indicated below:

☐ Personal

☐ Social

☐ Family

☒ Financial

☐ Emotional

☐ Spiritual

☐ Academic

☐ Others, specify _____

Do you feel the need to see and talk to your University/College Guidance Counselor? ☐ Yes ☐ No

HOUSING DATA

(Residence while enrolled at USM)

Name of Lodging/Boarding House: Peters Boarding House

Name of Landlord or Landlady: Jonathan Castillo

Your relationship with the Landlord or Landlady: _____

Do you board or lodge? board

Do you cook your own food? yes

VOCATIONAL

What life occupation do you like? BUSINESS WOMEN

What talents do you have?

☒ Dramatics

☐ Musical

☐ Dancing

☐ Singing

What are your interests?

☐ Literary

☐ Vocational

☐ Science

☐ Politics

☒ Business

☐ Dramatics

☐ Sports

☒ Arts

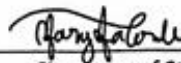
☐ Mechanical

☐ Computation

☐ Musical

Please state others not mentioned _____

Date of Application


Signature of Student

USM-REG-F22

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
INDIVIDUAL STUDENT RECORD	

DO NOT FILL-UP THIS PORTION

PSYCHOLOGICAL TEST RESULTS

1. Filipino Intelligence Test (FIT)

Raw Score	T-Score	Percentile Rank	Verbal Description

2. Career Competency Scale for College Students (CCS-CS)

Subscales	Stanine	Description
Knowledge and Skills		
Attitude		
Behavior		
Concept of Success		
Attitude towards Change		

3. Manchester Personality Questionnaire (MPQ)

Subscales	Sten	Description
Creativity		
Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

ACADEMIC PERFORMANCE

First Year: (Academic Year 2021-2022)

First Semester

Course No.	Course Description	Units	Final Grade
GE 3	The Contemporary World	3	1.75
GE 1	Understanding the Self	3	1.25
PE 1	Physical Fitness	2	1.75
BSESS 112	Philosophical and Socio	3	1.75
NSTP 1A	Civic	3	1.25
BSESS 11	Anatomy	3	1.25
GE 5	Purposive Communication	3	2.00
GE 2	Reading in Philippine History	3	1.50
		23	

Second Year: (Academic Year 2022-2023)

First Semester

Course No.	Course Description	Units	Final Grade
PE 3	Recreational Activities	2	1.25
Fil 3a	Wika at Kultura	3	1.75
GE 8	Ethics	3	2.00
GE 9	The life and work of Rizal	3	2.00
BSESS 213	Swimming and Aquatics	2	1.00
BSESS 212	Prevention and management	3	1.25
BSESS 211	Strength and Conditioning	3	1.25
BSESS 211	Principle of Marketing	3	2.00
		23	

Third Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade
BSESS 312	Team Sports 1	3	2.25
BSESS 311	Sports and Exercise Psych	3	2.25
BSESS 315	Biogenic and Healthy	3	2.00
BSESS 316	Fundamental Management	3	2.10
BSESS 314	Macroeconomics	3	1.75
BSESS 313	Team Sports 2	3	2.00
Lit 121	Literature of the World	3	2.50

Fourth Year: (Academic Year _____)

First Semester

Course No.	Course Description	Units	Final Grade

First Year: (Academic Year 2021-2022)

Second Semester

Course No.	Course Description	Units	Final Grade
GE 7	Science, Technology and Society	3	1.75
BSESS 123	Business Ethics and Law	3	1.75
Soc Sci 2	Society and Culture	3	2.50
BSESS 122	Principle of Motor Control	3	1.75
BSESS 121	Physiology of Exercise	3	2.50
GE 6	Art Appreciation	3	1.50
GE 4	Mathematics in the Modern	3	2.25
PE 2	Rhythmic Activities	2	1.50
NSTP 2A	Civic Welfare Training	3	1.75

Second Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade
BSESS 223	Musculoskeletal Fitness Raci..	3	1.75
Soc Sci 1	Peace and Development	3	2.50
BSESS 221	Individual and Dual Sports	3	2.50
PE 4	Team Sports	2	2.25
Lit 111A	Literature of Phil.	3	2.00
BSESS 222	Individual and Dual Sports	3	1.50
BSESS 224	Principle of Finance	3	2.25
BSESS 212a	Applied Statistics	3	2.50

Third Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade
BSESS 325	Principle of Accounting	3	1.50
BSESS 322	Cardiorespiratory Fitness/Rea	3	2.00
BSESS 321	Undergrad Thesis P	3	2.00
BSESS 327	Contemporary Issues in Ex.	3	1.00
BSESS 324	Assessment of Fitness and Ex.	3	1.50
BSESS 323	Outdoor and Adventure Edu	3	1.75
BSESS 326	Operation Management	3	2.50

Fourth Year: (Academic Year _____)

Second Semester

Course No.	Course Description	Units	Final Grade

USM-REG-F22



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.3. POLICIES ON THE CONFIDENTIALITY OF STUDENT RECORDS



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
COUNSELING AND CAREER DEPARTMENT



GUIDANCE SERVICES

The Counseling and Career Department assists the academic community and student related services in promoting academic and social growth of students. The Office seeks to attain its goals through the following services and programs:

1. Individual Student Record Service

This service keeps the individual student records and reports to be utilized for counseling and planning of students' educational and vocational programs and for administrative purposes.

Objectives

1. To help individual understands himself/herself to become more capable of making career decisions, achieving self-direction, maintaining healthy social relationship and becoming self-actualized person.
2. To help parents, teachers, counselors and administrators understand the learner and be prepared to create and maintain the kinds of environment needed to reinforce healthy growth and development of the individual.

Policies

- Records must be kept in a secured filing cabinet
- Records must be accessible to counselors concerned
- Information must be kept in strict confidentiality
- Unauthorized persons are not allowed to borrow nor look at the cumulative folders or records of students. Parents/guardians who send them to school, teachers involved in their academic needs, and administrators are considered authorized persons.
- The records cannot be brought out from the office except by the authorized persons
- The college-based guidance counselors should interpret records whenever necessary.
- Records must be utilized properly especially in guidance for the maximum benefits of students.

For proper Disposition of the Cumulative Record

- When a student changes or transfers to other schools the Cumulative folder should be labeled as "dropped out"
- When a student finishes or transfers to other schools the records shall be kept for five (5) years, after which it can be destroyed or shredded.

Utilization of Cumulative Record

The record should be examined first:

1. Before the student is called for individual interview and academic follow-up
2. To discover students of exceptional talents such as arts, music, sports or creative thinking.
3. To help counselors in making referrals or recommendations
4. For teachers who need to have adequacy of significant information about each student for effective instruction.

(excerpt from the OSA-CCD Guidance Manual)

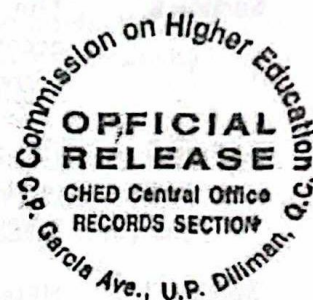
**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**

USM-SYS-F70-Rev.2.2023.12.29





Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 09

Series of 2013

SUBJECT: ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act No. of 1994", Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines on Student Affairs and Services, which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

ARTICLE I
GUIDING PRINCIPLES

- Section 1** The 1987 Philippine Constitution declares that the State shall protect and promote the rights of all Filipino citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.
- Section 2** The State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and society.

ARTICLE II
STATEMENT OF POLICIES

- Section 3** The CHED is mandated to promote quality education; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.
- Section 4** An educational institution seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. Higher Education Institutions must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as Student Affairs and Services.

Student Affairs and Services

- 10.2 Student Development Services refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.
- 10.3 Institutional Student Programs and Services – refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school.

ARTICLE VI MANAGEMENT AND ADMINISTRATION OF STUDENT AFFAIRS AND SERVICES

Section 11 Higher Education Institution must ensure that there is an office to manage the Student affairs and Services.

- 11.1 The HEI must ensure an adequate number of student services personnel to serve the student population.
- 11.2 The HEI must ensure that the student services personnel are qualified, and competent.

Section 12 **Student Services Funds** - The HEI must ensure that any Student Affairs and Services fees collected must be judiciously disposed for Student Affairs and Services. There shall be a mechanism to ensure transparency and accountability in the usage of the fund.

ARTICLE VII STUDENT WELFARE

These are basic services that are necessary to serve the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook development.

Section 13 **Information and Orientation Services** – refer to informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

13.1 Information and Orientation Services

13.1.1 The Institution shall have Information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.

13.1.2 There shall be a regular comprehensive orientation program held for new and continuing students responsive to their needs, including

Policies and Guidelines



Student Affairs and Services

14.4.1 There shall be adequate and appropriate Follow-up and Referral Schemes known to students and concerned parties.

14.5 Referral – refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

Section 15 Career and Job Placement Services – refer to the assistance provided for vocational and occupational fitness and employment.

15.1 The Higher Education Institution shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of student placement conducted on regular basis.

15.2 The Higher Education Institution shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.

15.3 Informative materials in accessible formats on career and job opportunities shall be provided and skills development programs shall be made available.

15.4 There shall be regular career seminars and job placement services available for the students.

15.5 There shall be mechanisms to institutionalize the link with industries.

15.6 The students must be informed of the timelines for the concerned HEI's assistance in seeking career and job placement at least until a specified period of time.

Section 16 Economic Enterprise Development – refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings. If in case the HEIs opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

16.1 The HEI may establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

Section 17 Student Handbook Development

17.1 There shall be mechanisms to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information, and guidance of students and university stakeholders.

17.2 There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same. ✓

Policies and Guidelines



Student Affairs and Services

- 21.2 The HEI must ensure transparency in the development/revision of guidelines and procedures for the student council/government.

Section 22 **Student Discipline** – refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

- 22.1 The HEI shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside the HEIs.

- 22.2 A discipline committee shall be established in all HEIs to ensure due process in dealing with student misconduct.

- 22.3 There shall be timely mechanisms to address student grievance.

Section 23 **Student Publication/Year Book** – refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.

- 23.1 The HEI shall support the establishment and implementation of student publication as provided for in R.A. 7079, otherwise known as "Campus Journalism Act of 1991" and other media forms preferably within the framework of self-management.

- 23.2 There shall be mechanism to ensure that the provisions under this Act are complied with.

- 23.3 There shall be mechanism to encourage other media and yearbook production.

ARTICLE IX INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for Students with Special Needs and other programs such as: culture and arts, sports, social and community involvement.

Section 24 **Admission Services** – refer to services that take care of the processing of students' entrance and requirements.

Policies and Guidelines



Student Affairs and Services

- 27.2 There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies.
- 27.3 There shall be mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities, and no smoking and drinking of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside the school premises.
- 27.4 The school shall provide policy and environment to enable the practice of healthy lifestyle.
- 27.5 There shall be compliance with the relevant and existing health and related laws, rules and regulations.

Section 28 Safety and Security Services – refer to the provision of a safe and secure environment and that of the members of the academic community.

- 28.1 There is safe, accessible (for persons with disabilities) and secure environment, buildings and facilities shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.
- 28.2 There shall be mechanisms to address disaster risk, reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010".
- 28.3 There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.
- 28.4 There should be a contingency plan for each campus of each HEI in compliance with R.A. 10121.
- 28.5 There shall be an established mechanism for the students to help in crime prevention, safety and security of the concerned HEI.

Section 29 Student Housing and Residential Services – refer to the assistance provided to ensure access to accommodation that is safe and conducive to learning.

- 29.1 The school must provide mechanism, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.

Section 30 Multi-faith Services – refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

Policies and Guidelines



Student Affairs and Services

33.2 There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies.

33.3 The HEI shall provide an Office for Culture and the Arts.

Section 34 Sports Development Programs – are programs designed for physical fitness and wellness of students.

34.1 The HEI shall provide opportunities for physical fitness and well-being of students.

34.2 There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. Example: arnis (national), sports for persons with disabilities, and sipa (cultural).

34.3. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

Section 35 Social and Community Involvement Programs – refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building.

35.1 The HEI shall ensure opportunities for meaningful socio-civic involvement of students which include among others volunteerism, environment protection, etc.

35.2 The HEI shall ensure that the students are insured in their field work days.

Section 36 Other Related Programs and Services - refer to those that include other institutional programs that might be established by the institutions.

36.1 There shall be appropriate mechanisms established to inform the students and stakeholders regarding the other related programs and services not cited in this CHED Memorandum Order.

ARTICLE X RESEARCH ON STUDENT AFFAIRS AND SERVICES

Section 37 The Higher Education Institution shall be encouraged to conduct research on Student Affairs and Services Programs. The students may be involved in the research.

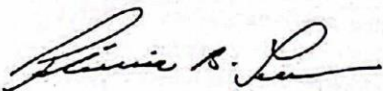
Section 38 Research results and outputs shall be disseminated and utilized.

Student Affairs and Services

program must strictly adhere to these Enhanced Policies and Guidelines on Students Affairs and Services.

ARTICLE XV APPROVAL AND EFFECTIVITY

Section 45 This set of Policies and Guidelines is hereby approved and shall take effect Academic Year 2013-2014.



PATRICIA B. LICUANAN, Ph. D.
Chairperson

Issued on April 19, 2013.

Enclosure: Appendix A – List of References





PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.4. A COPY OF THE TESTING PROGRAM

ACORN NATIONAL APTITUDE TESTS
For Secondary Schools, Colleges, and Industry
ACADEMIC APTITUDE TEST
(Verbal Intelligence)

M.A.	_____
C.A.	_____
I.Q.	_____

By ANDREW KOBAL Ph.D., Lt. Col. U.S. Army, Formerly Psychologist, Colt's Patent Fire Arms Mfg. Co., Hartford
J. WAYNE WRIGHTSTONE, Ph. D., Assistant Director, Bureau of Reference, Research and Statistics, Division of
Tests and Measurements, Board of Education, New York City
and
KARL R. KUNZE A.M., Employment Manager, Lockheed Aircraft Corp., Burbank, Calif.,
Formerly Instructor of Industrial Psychology, Stevens Institute of Technology
Edited by MAJOR A. J. MACLEURY, B.S., D.S.O., formerly attached to Royal Air Force

NAME _____		SCHOOL OR PLANT _____		Male-Female (Cross out one)
AGE: Years _____	Months _____	Grade _____	INSTRUCTOR _____	
CITY _____	STATE _____		DATE _____	
Put a circle around the highest school grade you have completed: 5, 6, 7, 8, 9, 10, 11, 12, college years 1, 2, 3, 4.				
If employed, what is your job? _____		How long have you been employed on this job? _____ Yrs. _____ mos.		

GENERAL DIRECTIONS: This booklet contains a group of three tests: (1) Information, (2) Mental Alertness, and (3) Comprehension of Relations. The three tests consist of eight parts, each of which is different in subject matter. A time limit is set for each of the three tests. Stop when you reach the end of test 1, and close the booklet. Begin Test 2 when you are told to do so, and close the booklet again when you complete Test 2. Begin Test 3 when told to do so.

Examine all answers to each question or statement, and check **ONE ANSWER ONLY**. If you check more than one answer to any questions, your check marks will not be counted.

Waste no time, ask no questions, and use your best judgment.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

Test	Maximum Score	Test Score	Percentile Rank
1. GENERAL INFORMATION			
Score Test 1.	40		
2. MENTAL ALERTNESS			
Sec. A. Comprehension	15		
Sec. B. Judgment	20		
Sec. C. Arithmetic reasoning	10		
Score Test 2.	45		
3. COMPREHENSION OF RELATIONS			
Sec. A. Logical Selection	20		
Sec. B. Analogies	15		
Sec. C. Classification	20		
Score Test 3.	55		
Total Score	140		

PSYCHOMETRIC AFFILIATES
1420 EAST MAIN STREET
MEMPHIS, TN, 37102
Copyright 1964

NON - VERBAL

ACORN NATIONAL APTITUDE TESTS
For Secondary Schools, Colleges, and Industry

ACADEMIC APTITUDE TESTS
(Non-Verbal Intelligence)

By ANDREW KOBAL Ph.D., Psychologist, Colt's Patent Firearms Manufacturing Co., Hartford Conn.
J. WAYNE WRIGHTSTONE, Ph. D., Assistant Director, Bureau of Reference, Research and Statistics, Division of
Tests and Measurements, Board of Education, New York City
and
KARL R. KUNZE A.M., Personnel Representative, Lockheed Aircraft Corp., Burbank, Calif.,
Formerly Instructor of Industrial Psychology, Stevens Institute of Technology
Edited by MAJOR A. J. MACLEUROY, B.S., D.S.O., formerly attached to Royal Air Force

NAME _____ SCHOOL OR PLANT _____ Male-Female
(Cross out one)
AGE: Years _____ Months _____ Grade _____ INSTRUCTOR _____
CITY _____ STATE _____ DATE _____

Put a circle around the highest school grade you have completed: 5, 6, 8, 9, 10, 11, 12, college years 1, 2, 3, 4.
If employed, what is your job? _____ How long have you been employed on this job? _____ Yrs. _____ Mos.

GENERAL DIRECTIONS: This booklet contains a group of three tests: (1) Non-Verbal Test of Spatial Relations, (2) Comprehension of Physical Relations, and (3) Graphic Relations. A time limit is set for each of the three tests. Stop when you reach end of test 1, and close the booklet. Begin Test 2 when you are told to do so, and close the booklet again when you complete Test 2, Begin Test 3 when told to do so.

Waste no time, ask no questions, and use your best judgment.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

	MAXIMUM SCORE	SCORE	PERCENTILE RANK
1. NON- VERBAL TEST OF SPATIAL RELATIONS	20		
2. COMPREHENSION OF PHYSICAL RELATIONS.	17		
3. GRAPHIC RELATIONS	20		
TOTAL SCORE	57		

PSYCHOMETRIC AFFILIATES
Box 807
Murfreesboro, TN 37133-0807

No. 101

040201

Career Competency Scale

Form for Students

*Vicentita M. Cervera, Ed.D.
and
Verma Abanilla-Sapalo, M.A.*

Distributed by:



MAVEC Specialists Foundation, Inc.
13 Miller Street, San Francisco del Monte
Quezon City, 1105 Philippines
Telefax No.: (632) 373-3715; Telephone: (632) 374-8320
E-mail: mavec@pacific.net.ph; mavec@tri-isys.com

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001

MANCHESTER
PERSONALITY
QUESTIONNAIRE *fv 14*

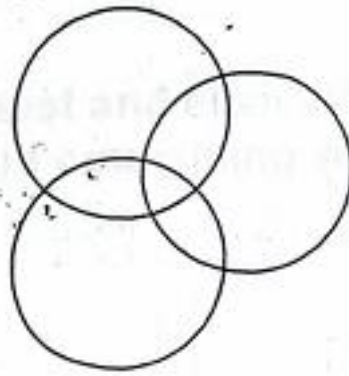
Questionnaire Booklet



00!
030377
Student Edition

Work Habits, Attitudes and Productivity Scale (WHAPS)

Vicentita M. Cervera, Ed.D.



Distributed by



MAVEC Specialists Foundation, Inc.
13 Miller Street, SFDM, 1105 Quezon City, Philippines
Telefax : (632) 373-3715; E-mail: maveco@tri-isys.com
maveco@pacific.net.ph



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.5. LIST OF TESTS AND EVALUATE TOOLS USED IN GUIDANCE AND COUNSELING SERVICES



LIST OF PSYCHOLOGICAL TEST MATERIALS AND SCREENING TOOLS
A.Y. 2025-2026

Name	Purpose	Author/s	Administered to
Filipino Intelligence Test (FIT)	To estimate the aptitude and potential of individuals in schools, business and industry and in different other types of environments where one's capability for doing a given task becomes an issue and needs assessment. Serve as basis for screening, classifying and identifying needs that will enhance the learning process.	Aurora R. Palacio, Ed.D. Vicentita M. Cervera, Ed.D., RGC (2007)	First-year students & Transferees
Career Competency Scale for College Students (CCS-CS)	To gather baseline data on the competencies students of an educational institution has acquired at certain levels of education and training. For career pathing and career counseling.	Vicentita M. Cervera, Ed.D. (2004)	Second- year students
Manchester Personality Questionnaire (MPQ)	To identify and explore the implications of personality dimensions which is likely to have a high potential impact on behavior at work.	Alan P. Cameron (1996)	Third-year students
Work Habits, Attitudes and Productivity Scale (WHAPS) for College Students	To measure a student's work habits and attitudes, as well as the factors that may contribute to his/her productivity.	Vicentita M. Cervera, Ed.D. (2002)	Fourth-year students

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Intake Tests (for CCD Use Only)

Name	Purpose
Depression, Anxiety, Stress Scale - 21	A self-report measure designed to assess the severity of general psychological distress and symptoms related to depression, anxiety, and stress in adults older adolescents (17 years +).
WHO-5 Well-being Index	A short self-reported measure of current mental wellbeing.
Brief Resilience Scale	Assesses the ability to bounce back or recover from stress.
Major Depression Inventory (ICD-10)	Assesses the presence of depressive symptoms in individuals over the course of two weeks prior to assessment.

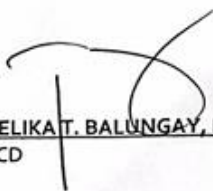
Prepared by:


ROCELLE JEAN J. YONGQUE, Rpm
Psychometrician

Checked by:


SHEILA ROSE P. NICOR, RGC
Testing In-Charge

Noted by:


MARIA ANGELIKA T. BALUNGAY, MSPsy, Rpm
Unit Head, CCD

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

USM-SYS-F70-Rev.2.2023.12.29





PRELIMINARY SURVEY VISIT

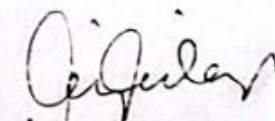
AREA IV:

SUPPORT TO STUDENTS

C.6. LIST OF STUDENTS WHO AVAILED THE COUNSELLING SERVICES

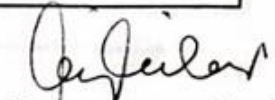
COUNSELING RECORD; January 2025- April 2025

Code	Department		Name of the Client	Home Address	Contact Details	CONCERNS/ ISSUES
2025.ISPEAR.01.07	ISPEAR	Referred		Alamada, Cotabato		grief/security concern/sole witness death of her lolo
2025.ULS.01.23	ULS	Referred		Kabacan, Cotabato		excessive worrying/academic difficulty/risk of failing
2025.CEIT.01.24	CEIT	Referred		Aringay, Kabacan, Cot.		suicidal thoughts, academic difficulties/ ES anxiety
2025.ULS.02.20	ULS	Referred		Poblacion Kabacan, Cot.		suicidal thoughts/extreme sadness/ES Depression
2025.CSM.02.27	CSM	Referred		Pob. Kabacan, Cot.		Excessive worrying/family concern/severe depression
2025.CEIT.03.04	CEIT	Referred		Pob. Kabacan, Cot.		Excessive worrying/suicidal thoughts/Severe dep.symp
2025.CED.03.07	CED	Referred		Makilala, Cotabato		trauma/fear of earthquake
2025.ISPEAR.3.13	ISPEAR	Referred		Pob. Kabacan, Cot.		bullying/ES,anxiety/ES, stress/sexual harassment


 MARIA D. SILAO, RGC
 Univ. Guidance Counselor

COUNSELING RECORD; January 2024- December 2024

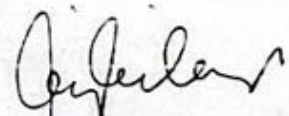
Code	Department		Name of the Client	Home Address	Contact Details	CONCERNS/ ISSUES
2024.CMAHS.01.12	Medicine	Referred		Polomok, South Cotabato		Anxiety/she had prev. test results from outside testing
2024.CED.02.15	CED/BEED	Referred		Kayaga, Kabacan, Cotabato		DASS, ES/WHO 5, 32%, extreme sadness, suicidal thoughts
2024.CASS.02.15	CASS	Referred		Dagupan, Kabacan, Cot.		suicidal thoughts/extreme severe anxiety
2024.ULS.02.15	ULS	Referred		Osias, Kabacan, Cotabato		DASS, MSM/Who 5, 56%, grief, extreme sadness , fam concerns
2024.CED.02.24	CED/BEED	Referred		F. Cajelo, Pres. Roxas, NC		DASS, S ES S/WHO 5, 44%, Withdrawn, relationship concerns
2024.NTP.03.04	NTP	Walk-in		not known		air out issues and concerns related to work family
2024.Parents.03.08	P	Call-in		Lika, Mlang, Cot.		case conference with the CGC of the referred student
2024.CMAHS.01.12	Medicine	Referred		Polomolk, South Cotabato		Anxiety/she had prev. test results from outside testing
2024.CASS.06.29	CASS	Referred		Tacurong, Sultan Kudarat		Broke up in a relationship
2024. ULS.9.4	ULS	Referred		not stated		excessive worrying/identity crisis/family concerns
2024.CMAHS.09.06	Nursing	Referred		Antipas, Cot.		depression/brought with her psych tests
2024.CA.12.06	CA	Referred		Pigcawayan, Cotabato		suicidal thoughts/extreme severe anxiety


 MERVIA D. SILAO, RG
 Univ. Guidance Counselor

COUNSELING RECORD: 2022-2023

Code	Department		Name of the Client	Home Address	Contact Deta	CONCERNS/ ISSUES
2023.CSM.12.13	1/BSCHEM	Referred		Bagumbayan, Sultan Kud		father problem; DASS, ES ES M/ WHO5,32%
2023.CHEFS.11	2/BSHM	Referred		Lika, Mlang, Cotabato		suicidal thoughts, bullying/DASS, S ES ES/WHO5, 4%
2023. CEIT.1.18	2/BSECE	Referred		Carmen, Cotabato		DASS-Moderate/Mild
2023.CSM.1.20	1/BSAM	Referred		Lebak, Sultan Kudarat		video-taking (BH)
2023.CEIT.2.2	3/BSCS	Referred		Kidapawan City		fam concerns, suicidal thoughts/DASS, ES
2023.CBDEM.2.	1/BSAccty	Walk-in		Pigcawayan, Cot.		trust issues to parents
2023.CEIT.3.2	3/BSCE	Referred		Presbitero, Pigcawayan		DASS, ES; WHO 5 12%, excessive worrying
2023.CHEFS.3.7	2/BSTM	Referred				excessive worrying
2023.CEIT.3.8	4/BSCE	Referred		S.Manuangan, Pigcaway		excessive worrying/DASS, MSS
2023.CED.3.24	Faculty	Referred				Anxiety/ family concerns
2023.CEIT.3.28	2/BSInfoSys	Referred		P.6 Pob. Carmen		Family separation/DASS, ESS/WHO 5-48%
2023.CEIT.3.28	4/BSECE	Referred		Poblacion Kabacan		DASS, MESES/ WHO5, 32%/ Emotional & Acad
2023.CHEFS.3.3	2/BSTM	Referred		Pikit, Cotabato		went to a Specialist and provided management plan
2023.CEIT.4.25	3/BSCS	Referred		Ginatilan, Kidapawan City		DASS, ES ES S; WHO5, 12%
2023.CTI.5.5	4/BTVTED	Referred		Kayaga, Kabacan		DASS, ES ES S/WHO5,16%

2022.CVM. 09.03/VetTech	Walk-in		Tulunan, Cot.	adopted child, academic difficulties
2022. CED.10.201/BSE	Referred		Brng Kiaring, Banisilan	visited a specialist, with meds
2022. CASS.10.02/BSCrim	Referred		Ranzo, Carmen, NC	suicidal thoughts , sexual harassment
2022.ULS.10.12	Grade 9	Referred	Malvar St, Kabacan	dysfunctional family, traumatic experience
2022. CSM. 11.01/BSMicrobio	Walk-in		Rangayen, Alamada	acad & financial difficulties,DASS, ES/WHO5, 40%
2022. CED. 10.11/BSE	Referred		Mercado St. Kabacan	atmptd suicide, DASS21, ES ES S/WHO5, 20%
2022. CEIT. 11.11/BSCE	Referred		South Cotabato	suicidal thoughts, bullying/DASS, ES/WHO5, 18%
2022. CSM. 11.12/BSChem	Referred		Lebak, SK	visited a specialist, with meds
2022. CASS. 12.01/PolSci	Referred		Isulan, SK	DASS, S M N/WHO5,, 44%/ Bullying
		by GAD& OSA		
2022. CSM. 10.13/BSBiology	Referred		Pikit, Cot.	suicidal thoughts, family concerns
2022. CTI. 9.12	1/BSIT	Referred	Pigcawayan, Cot.	living on their own/dysfunctional fam


 Mervia D. Silado, RGC
 Univ. Guidance Counselor



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.7. SAMPLE COUNSELLING REFERRAL FORM

UNIVERSITY OF SOUTHERN MINDANAO
COUNSELING & CAREER DEPARTMENT
OFFICE OF STUDENT AFFAIRS

COUNSELING NOTES FOR SY 2017-2022

(Referrals that were academic in nature were referred back to the College Guidance Facilitator)

Year	College/Program	Code	Case Description	Action Taken	Remarks
2017	CHS	2017.CHS.03.27	Attempted to commit suicide because of so many factors: parents are separated; mother is an OFW; she did not attend to her classes; failing grades; money sent by her mother were not paid at the cashier's office at school.	The student was given a call slip through the CGF; On 03.16.27 the student came at the UGC for counseling and narrated the factors why she behaves that way. A follow-up counseling were done on March 30 and Sept. 4, 2017. Her aunt and grandmother were also called for a case conference. The college guidance facilitator monitored this case every now and then.	Case/c'ling terminated
2017	CVM	2017.CVM.07.23	The counselee was referred by the college guidance facilitator. The counselee lacks interest and focus on his studies manifested by having many class absences.	A call slip was given and had our 1st c'ling session. Given her tips on time management and how to study effectively. Let her make a plan on how to make use of her time more productive. Another 2 sessions were done.	Case, counseling terminated
2017	CBDEM	2017.CBDEM.06.01	The student/counselee has formally made a letter of complaint submitted to the college guidance facilitator. Her husband who is also a student of USM is accused of seeing someone (a female	A case conference was called on June 01, 2017 at the Dean's Office with the two College guidance facilitators. On June 7, 2017, the parents were called to inform	Case terminated

			student) after she gave birth to their first child.	them of their childrens' situation and also the female student was also present in the meeting to settle the case. Another meeting was set with the OSA Director to inform them of the policies and rules stipulated in the Student Handbook which they will follow and abide.	
Year	College/Program	Code	Case Description	Action Taken	Remarks
2018	CHS	2018.CHS.03.15	The counselee was physically hurt by the wife of her ex-boyfriend at a public place. The wife is also a student of USM.	The parents of the counselee were called for a meeting. They wanted to settle the case of their daughter because they were worried of what will happen again. They want protection and safety of their daughter. Another meeting was called with the presence of the OSA Director, the parents, the college guidance facilitator and the university guidance counselor. The following week, I had 2 counseling sessions with the counselee and the female student.	Case was terminated
2019	CTI	2019.CTI.8.28	The counselee was referred to the office by the college guidance facilitator because she has history of stealing money and this was revealed by her classmates.	The counselee was given call slip but she <i>did not appear</i> at the UGC on the date and time specified. It was referred back to the CGF for possible ways to reach and meet the student.	The counselee drop school
2019	CTI	2019.CTI.8.29	The counselee did not go home for 8 days. He was scolded by his mother because he goes	A call slip was given but the student did not appear to the date and time	Case was terminated. Referred back to the

			home late and he does not answer phone calls	specified. A home visit was done together with the CGF and 1 staff from the UGC. We have the chance to talk with his mother but her son was not there. She lamented about her son's behavior and she was so worried and disappointed of him. This case was referred back to the CGF for monitoring but the student was always absent. After two weeks, the student appeared at the guidance office and shared that he is living with his Aunt's house and they had already a heart to heart talk with his mother. He draws some plans to change his behavior.	CGF for monitoring
Year	College/Program	Code	Case Description	Action Taken	Remarks
2019	CED	2019.CED.8.13	Suicide attempt; parents are separated	I visited him at the hospital when he had attempted to end his life at the boarding house. When he was already well, he visited the UGC together with his boardmate and friend. Eight sessions were made including chats and calls. Contacted his parents who are already separated to inform them on their son's issues and concerns	The student has successfully graduated. C'ling terminated
2019	CHS	2019.CHS.11.15	When her father died, that was the onset of mother-daughter relationship problem.	The counselee was referred to me by the college guidance facilitator. I met her and counseled her, but first, building rapport with the counselee is always done. Knowing where and what family she came	Case terminated Referred back to the CGF for monitoring

				from, the why's of all the behaviors manifested, her present situation and how she copes with her problem. Three follow-up sessions were made to finally say the	
				counselor has taken actions to improve mother-daughter relationship.	
2019	ULS	2019.ULS.11.20	The referred student finds difficulty sleeping, has lost her appetite because of social media addiction. Her parents are separated.	I had the first c'ling session with the counselor but she seldom talks. She just stares and bows her head. I let her draw for awhile and that's when she tells how she interprets her work of art. I give her an assignment to make. A Daily Schedule of her activities at home and in school. Feedbacking and monitoring was done regularly. Got her mobile# for easy monitoring. Second counseling session was done and she talks about problems related to her subjects. She draws plans on how she will accomplish the needed requirements.	On-going follow-up tele counseling C'ling terminated 03.12.2020
Year	College/Program	Code	Case Description	Action Taken	Remarks
2021	CBDEM	2021.CBDEM.12.01	The counselor's family was broken at the age of 11. His mother has a live-in partner now and children with her new partner. The counselor has encountered financial problem.	The counselor voluntarily came into the office for counseling. He no longer know what to do with the problems surrounding him. I let him fill-in the necessary forms before the counseling session starts to better know him. While narrating his story he can't control his emotions, he cried. I just listened and sometimes	On-going follow-up tele counseling C'ling terminated

				interjects and clarifies about his lifestory.	
				Gave him 4 possible options to decide	
				what course to take. i get his mobile #	
				for follow-up.	
2022	CEIT	2022.CEIT.01.29	The counselee was referred by the GCF because she was observed having signs that she might need further help.	I let the counselee fill-in the Client history form, data privacy consent form and Informed consent form. Had initial interview and scheduled follow-up counseling session.	On-going follow-up tele/ f2f counseling C'ling terminated
2022	ULS	2022.ULS.02.07	The counselee is referred by her Guidance Facilitator because of absenteeism, risk of failing, withdrawn and excessive worrying.	Let her fill-in the forms needed before the start of the c'ling session, building rapport and giving her options on what to do. I gave her an assignment on how to use her time productively at home and in school. Got her mobile # and scheduled a meeting with her mother. Had 2 sessions; 1 with the mother and 1 follow-up counseling with the counselee	On-going follow-up tele or f2f counseling Referred back to her Guidance Fac for ff-up and monitoring
Year	College/Program	Code	Case Description	Action Taken	Remarks
2022	CA	2022.CA.02.08	A referred student by the CGF. Parents are separated when she was still 5 years old. Her father has another family. Her mother work as a househelp in Manila. She has an older sister whom she stayed with in their Lola's house.	She filled-in the important forms before the c'ling session. Getting to know the client by letting her narrate her story and how she copes with her situation, how she was able to enrol at USM, her friends and all. Two succeeding c'ling sessions were done	On-going follow-up tele counseling
2022	CBDEM	2022.CBDEM.02.09	A referred client by her CGF. She wants to stop school because of risk of failing because she cannot	She fills-in the forms needed. Had given her alternatives to take and for her to	Counseling terminated

			cope with all the requirements. She also has financial and personal problems.	decide. After the first session, another two counseling sessions were done.	
2022	ULS	2022.ULS.03.24	The student was referred by her CGF. She is sick for more than a week that hinders her studies. Her parents are separated. Has difficulties to cope with the challenges she encountered especially finances.	Has initial interview after she has done the necessary protocol before the counseling session. Draws alternatives after hearing her story, she decides what course to take and scheduled another session with the mother.	On-going follow-up tele and f2f counseling
2022	CASS	2022.CASS.04.19	A walk-in client. He wants to stop school to help his family's finances	Let him fill-in the necessary forms before the counseling session starts. The reasons why he wants to stop school. He is confused between his family's needs and his studies. After giving some options the client chose to stay school and not stop.	Counseling terminated
Year	College/Program	Code	Case Description	Action Taken	Remarks
2022	CASS	2022.CASS.04.27	It has a referral from the CGF and attached to it a medical record from her previous consultation with a specialist. She also cannot sleep because of excessive worrying and family concerns.	Has done protocols before the counseling session. Told her to continue taking the medicines prescribed by her doctor. She needs to share her medical findings to her parents as they are not aware of her condition. Scheduled another c'ling sessions thru chat or tele counseling.	On-going follow-up tele counseling Case terminated on 06.6.22
2022	CASS	2022.CASS.05.11	A referred client by the OSA Director. She has manifestations of anxiety	The client was given time to nap because she has headache. After 15 minutes, the counseling session started after the client felt okay. It was in the 2nd session that we went to the USM hospital for physical check-up. She was further advised to undergo	On-going follow-up tele counseling Counseling terminated on 7.18.22

				lab tests to verify the reasons behind her ailments. Practical self-care tips was also given to the client. A virtual meeting with the mother was also done.	
2022	CHEFS	2022.CHEFS.05.19	The client was referred by the CGF because of cyber-bullying.	After filling out important documents, the c'ling session started. Options later were presented and the client opted to talk with the aggrieved party for settlement. Second session followed for feedbacking of the steps she decided to take. Follow-up chat was done to know the update of the case.	Case terminated
Year	College/Program	Code	Case Description	Action Taken	Remarks
2022	CSM	2022.CSM.11.25	A walk-in client. She decided to stop schooling because of lack of financial support and family problem.	Had done preliminaries. The client narrated her story and how she copes with it. After listening to her pains and worries, options were presented, she decided what action she will take.	On-going follow-up tele counseling; let her file leave of absence at the ARO. Case terminated
2022	CEIT	2022.CEIT. 06.20	The walk-in client complained about lack of focus and concentration to his studies due to physical exhaustion manifested by having back pain, appetite change and weakness.	After preliminaries, the client shared the reasons why he felt weak and exhausted. He helps her father in the carpentry and in the farm. He is the eldest son and he supports his family in the farm. After some discussions & recommendations to the client, he decided to let his parents know about his problems. On the 2nd counseling session,	Case ended; still I made follow-up chat and text to the client if he has filed his leave of absence at the ARO



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

REFERRAL FORM

(Internal Referral)

Name: _____ Yr/Cr/Sec: _____ Date: _____

Client No.: _____ Contact No.: _____

Reason/s for referral: (Put a check if observed)

Emotional/Personal:	Social:	Academic:	Misbehavior	Physical:
☐ grief	☐ bullying	☐ absenteeism	☐ aggression	☐ lack of appetite
☐ excessive worrying	☐ family concerns	☐ career choice	☐ cheating	☐ low energy
☐ extreme sadness	☐ relationship concerns	☐ risk of failing	☐ disrespectful	☐ lack hygiene
☐ identity crisis	☐ peer concerns	☐ tardiness	☐ destruction of property	☐ lack of sleep
☐ suicidal thoughts	☐ withdrawn	☐ teacher problem	☐ indecent acts	☐ self-harm
Others: _____	Others: _____	Others: _____	Others: _____	Others: _____

Others/Additional Observation/s:

Referred by (name & sign.): _____ Contact #: _____

Relationship (to referred individual): _____ Referred to: _____

Date Received: _____

Priority:

- ☐ Emergency (NOW!)
☐ High (as soon as possible)
☐ Low (schedule when available)

Guidance Counselor/College Guidance Coordinator
License Number: _____ (if applicable)
Expiry Date: _____ (if applicable)

USM-CCD-F22-Rev.0 2022. 12.20

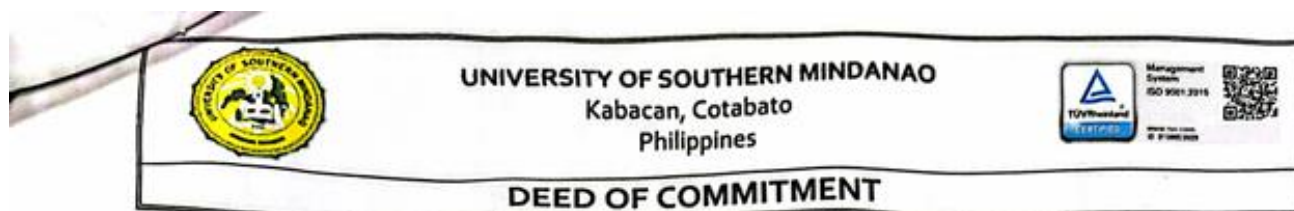


PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.8. LIST OF PROSPECTIVE EMPLOYERS OF GRADUATES OF A PARTICULAR PROGRAM



I, Priscilla P. Dagoc, the designated as Instructor for the Institute of Sports, Physical Education and Recreation hereby depose and say:

That I shall supervise closely the implementation of the Internship of the Department of Bachelor of Science in Exercise and Sports Science, Institute of Sports, Physical Education and Recreation, in the most efficient manner in accordance with the terms and conditions set forth and agreed upon by the University of Southern Mindanao (USM) and the "The Boris Gym", the Cooperator;

That I shall ensure that the tour to be conducted is in line with the student's field of discipline / specialization and that the Tour Work Plan is observed properly;

That I shall be responsible in the screening of the students who shall undergo the as an integral part of the Academic Curriculum of the students pursuing the course leading to the degree of Bachelor of Science in Exercise and Sports Science.

That I shall support, supervise, and assist the students in the implementation of the Internship activities

That I shall ensure the adherence of the Cooperating Agency / Company to the provisions of the Memorandum of Agreement governing the Internship Program;

That I shall closely monitor and evaluate the implementation of the student work plan;

That I shall be responsible in promoting the welfare and safety of the students;

That I shall encourage student-trainees to integrate systematically with common sense the knowledge gained from their fields of endeavor, including their acts and behavior while on training;

That I shall visit and monitor the physical and health condition of the students and assess the cause(s) or reason(s) for any inevitable absences of the student from the training;

That I shall see to it that the purpose and objectives of the Internship Program are satisfactorily met by both the student and cooperating agency or company;

That I shall orient and inform the students of the required prerequisites for the tour in line with their fields of specialization as well as the requirements and to adhere to administrative policies, rules, standards, schedules and practices of the institution;

That I shall objectively evaluate the performance of the students based on a given set of criteria;

That I shall ensure that the name and honor of the University shall not be smeared with any form of abuse, misdemeanor, misbehavior and immoral or illegal acts while undergoing the Internship and;

Last but not the least, that I shall do my duties and responsibilities to the best I can and that I shall abide by the OJT guidelines of the University, CHED and the Cooperating Company /agency, without any mental reservation.


PRISCILLA P. DAGOC, MSPE
Signature over Printed Name


PRISCILLA P. DAGOC, MSPE
Department Chairperson

ATTESTED BY

JORGE D. MARTINEZ, EdD-PE
College Dean

JONALD L. PIMENTEL, PhD
University President

BY AUTHORITY OF THE PRESIDENT

EIMER M. ESTILLOS, EdD
VP for Administration and Finance

USM-DIO-F16-Rev.1.2024.02.22





UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

LIST OF HOST TRAINING ESTABLISHMENTS (HTEs) AND STUDENT INTERNS

Place of Assignment/Host Training Establishment (HTE): Kidapawan City/The Warehouse Gym

Name of Student Interns	Yr/Cr/Sec	Home Address	Boarding House	Contact Number	Duration of Internship
1. Abastillas, Ronnel S. - FSC	4BSESS-A	POBLACION, CARMEN, NORTH COT.	SINSUAT EXTENSION	09167802404	480 Hours
2. Abdullah, Norjana T. - FSM	4PSESS-B	Nasarian, Carmen, Cot.	Bulang Street	07976244525	480 hrs.
3. Bahague, Jhanel F. - FSC	4BSESS-ECA	NEW BANGALONG, NAT. COT.	SINSUAT EXTENSION		480 hours
4. Balinsayo, Army Jen C. - FSC	4BSESS-A	DURAN, MANILA, NORTH COT.	PEREZ STREET	09564466726	480 hours
5. Benson, April Joy G. - FSC	4BSESS-A	Purok 12 B, Davao, Kabacan, Cot.	Sinsuat Purok 4, Man	0914804401	480 hours
6. Bonayon, Mary Lou A. - FSM	4BSESS-FSC	Poblacion 1, Pinarayan	Poblacion 1, Pinarayan	09069002274	480 hours
7. Conde, Mary Mae C. - FSM	4BSESS-FSC	Pob 2, Pinarayan	Bulang Street	09362989422	480 hours
8. Deño, Chrisneleit B. - FSM	4BSESS-B	Comanc, Alameda, Cot.	Purok 12, Nueva	09012619952	480 hours
9. Esmino, Emelou G. - FSM	4BSESS-B	Poblacion, Juvon, Cot.	Bulang St.	09519409330	480 hours
10. Gesulga, Cherry Mae E. - FSC	4BSESS-A	Dalingaan, Pinarayan, Cot.	SINSUAT STREET	09103684843	480 hours
11. Gonzaga, Christine L. - FSC	4BSESS-A	Pikit, Cotabato	Perez Street	09467656694	480 hours
12. Guballo, Nikie P. - FSM	4BSESS-B	MUNSON, CARMEN, PROVINCE	BULONG, STREET	09519251387	480 hours
13. Jusga, Allana Marie O. - FSM	4BSESS-B	Takepan Pikit North Cotabato	Quirino Street	09771299936	480 hours
14. Mallorca, Janice B. - FSC	4BSESS-ECA	BULANG, MIDYAP, COTABATO	SINSUAT EXTENSION	0909944419	480 hours
15. Melchor, Julius John R. - FSM	4BSESS-FSC	WONKON, Pikit, Cotabato	Bulang Street	09340509943	480 hours
16. Mercado, Kristle Faith T. - FSM	4BSESS-B	Tambac, Tulunan, Cotabato	Quirino Street	09102349776	480 hrs.
17. Modesto, Juna Mae S. - FSC	4BSESS-FSC	CARMEN	Perez Street	09467656694	480 hrs / 2 hrs
18. Omar, Hanessa B. - FSM	4BSESS-FSC	Poblacion Pikit North Cotabato	Bulang Street 2	09508126326	480 hrs
19. Ondoy, Cherry Love A. - FSC	4BSESS-FSC	Takepan Pikit North Cotabato	Sinsuat Street	091799447136	480 hrs
20. Orejudos, Christian Jay D. - FSC	4BSESS-ECA	DADO, ALAMEDA COTABATO	SINSUAT EXTENSION	09668303621	480 hours



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.9. SAMPLE LETTERS OF EMPLOYERS INVITING GRADUATES OF A PARTICULAR PROGRAM TO APPLY

July 13, 2025

Norge D. Martinez
University of Southern Mindanao
Dean ISPEAR

Dear Mr. Martinez,

Greetings from The Warehauz Gym!

I am pleased to extend my invitation to the graduating students of your university namely Ms. Emelou Gonzales Esmينو, Nikie Pacheco Guballo and Hanessa Buisan Omar to apply for available opportunities at TWG. As part of my commitment to supporting and developing future professionals, I offer a range of entry-level roles and programs designed to help new graduates transition successfully from school to the workplace.

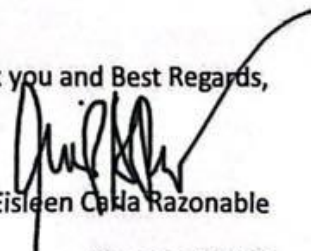
I believe that graduating students bring fresh ideas, energy, and innovation to the workforce, and I am excited to provide an environment where they can grow, learn and contribute meaningfully.

Available Opportunities:

- *Group Class Instructor
- *Female Personal Trainer
- *Female Admin (front desk and paper works)

I look forward to welcoming your students to the next stage of their professional journey with The Warehauz Gym. Thank you and God bless!

Thank you and Best Regards,


Eisleen Carla Razonable

Owner of TWG



Scanned with CamScanner

09176229645/ eisleenrazonable16@yahoo.com



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

C.10. ALUMNI DIRECTORY AND OFFICERS OF THE ALUMNI ASSOCIATION



ORGANIZATIONAL STRUCTURE

 ALUMNI AFFAIRS

OFFICERS

PRESIDENT

PAUL JOHN B. ONGCOY

VICE PRESIDENT

HANUDIN M. PAHM

SECRETARY

EDNA LUZ T. DE GUZMAN

PRO

ERASTO C. MANUEL

**EA FOR ALUMNI
ASSOCIATION**

DONNIE M. TULUD

AUDITOR

CESAR RAMIREZ

**BUSINESS
MANAGER**

REYMAN SALDIVAR

BOARD OF TRUSTEES

NELSON GALAY

MARLU P. VILLANUEVA

VIRGILIO P. OLIVA JR.

CLARK MAARAT

GEORGE E. MANUEL

DAVID DON SAURE

NORMAN ARMADA

NORJHEA SUMALUYAN

DIRECTORY FOR BATCH 2024

Show

50

▼

Search

Exercise and Sports Science

entries

	NAME	PROGRAM
1	Barro, Lhister John Anub	Bachelor of Science in Exercise and Sports Sciences
2	Lariza, Syril Jay Luganao	Bachelor of Science in Exercise and Sports Sciences
3	Princesa, Gilford Clark Telebrico	Bachelor of Science in Exercise and Sports Sciences
4	Sarip, Carl Michael Marañon	Bachelor of Science in Exercise and Sports Sciences



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

**C.11. LINKAGE/S
ESTABLISHED WITH
INDUSTRIES AND
PROSPECTIVE
EMPLOYERS**

DEPARTMENT OF LABOR & EMPLOYMENT
REGIONAL OFFICE XII
NORTH COTABATO FIELD OFFICE

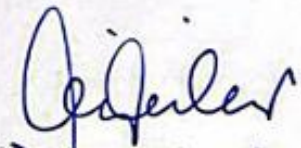
EMPLOYERS REGISTRATION FORM

JOB FAIR 2025; USM KABACAN, COTABATO

2025. 6.13

#	Name of Agency/Company	Name/s of Representative/s	Address	#/e	# of vacancies
1	PG ANG & SONS, INC.	Kweeny Orellanida	Natl. Hway, Gen. Santos City	#	9
2	Consultancy	Guy Almojuela	Digos City, Davao del Sur	#	open
3	Mercury Drug Corp.	Mary Ann S. Alror		#	open
		Thadeus Lucero			
		Irinepil Tusan	Kidapawan City	#	
		Nidalyn Ontal			
		Mark Alben Paden			
4	Dalton Pawnshop and Jewelry Inc.	Jemimah P. Lapidante			
		Aira Joy M. Deiparine	Gen. Santos City	#	30
		Jurjie Silva			
5	Sun Life of Canada (Phils.) Inc.	Genghis Khan Manero	Davao City	#	open
6	St. Peter Life Plan, Inc.	Jemaiza L. Tanutan	Kidapawan City	#	open
7	AIA Philippines	Edson Tan II	Kidapawan City	#	open
8	Sanford Marketing Corp.	Goody Aira Camille Guiwan			
		Marjorie Lawag	Bangkal, Davao City	#	
		Maria Alondra Barbon			
9	Southern Concrete Industries Inc.	Ella Mae Pedroso	Sta. Cruz	#	

		Rhaffy Gonzales			
10	Army Recruitment Office Mindanao	SSg Rulla Rey Ian E. Aponia PA	Cagayan de Oro City	#	OCC-400/CSC-
11	Jolly Management Solution, Inc.	Tarhata N. Sumael	Kabacan Cot.	#	
12	TCKI - KCC Malls	Katherine Kate Dollaga	Cotabato City	#	118
		Gabriel Raphael D. Asetre	Cotabato City		
13	Animal Doctors Veterinary Hospital	Karen Sophia Presto	Davao City	#	11
		Edel Lloyd Campana	Davao City	#	
14	Lamsan Group of Companies	Joy C. Licutol	Simuay, SK Maguindanao	#	100+
15	3ME Manpower Services	Piang, Princess Farina K.	Cotabato City	#	100
16	Southern Motors of Davao Inc.	Narciso, Girly Mae			
		Sabesaje, Johanna	Davao City	#	5
		Luayon, Mark			
17	Toyota Kidapawan City	Lovely shaine Consuegra, CHRA	Balindog, Kidapawan City	#	10


 D. SILAO, RGC
 University Guidance Counselor
 PESO Manager

Job Fair 2024



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. (064) 572-28734
email address: ugc@usm.edu.ph



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COUNSELING & CAREER DEPARTMENT

JOB FAIR REPORT 2024

Name of Partner Agencies present:

Local:

1. AIA Philippines
2. JFC group Kidapawan City
3. KCC Mall of Cotabato
4. Davao Manpower Inc.
5. Army Recruitment Office Mindanao
6. Toyota Kidapawan City
7. Mercury Drug Corp.
8. MUTI Group of Companies
9. Manulife Philippines
10. Lamsan Holdings
11. SM Save More Davao City
12. Cotabato Sugar Central Co., Inc.
13. WHCS Philippines
14. Animal Doctors Veterinary Hospital
15. Teleperformance
16. Biotech Farms

Signature
ANGEL D. SIADROG
Univ. Guidance C'lor,
PEO Manager

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



USM-SYS-F70-Rev.1.2020.07.14



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Cotabato Field Office
2F Roma Bldg., Quezon Blvd., Kidapawan City



CFO-Job Fair-Form 1

Conducting Agency: *University of Southern Mindanao, Kabacan,*
Date of Job Fair: *June 21, 2024* *Cot.*

	ACTUAL	FEMALE
Local	15	
Overseas	3	
Participating establishments/ employers		
For local placement	15	
For overseas placement	3	
Job vacancies solicited/ reported		
For local placement	1531	
For overseas placement	300	
Placement Rate		
Job applicants registered	885	558
Total applicants placed/ Hired on the spot (HOTS)	2	1
Job applicants referred		
Job Fair Permit Issued	May 24, 2024	
Job Fair Clearance Issued	May 24, 2024	
Job Applicants Qualified	215	189

DOLE Regional Office No. XII, Koronadal City
An ISO 9001:2015 Certified Organization

2F Roma Bldg., Quezon Blvd., Kidapawan City
● Cellphone No. (+63) 9850 615 480
● Email: ro12_northcotabato@dole.gov.ph
● Facebook: DOLE XII - North Cotabato
● Website: www.ro12.dole.gov.ph

Job Fair 2022



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO

Kabataan Cotabato
Tel. No. (083) 571-1073
email address: ugc@usm.edu.ph



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COUNSELING AND CAREER DEPARTMENT (Formerly University Guidance Center)

May 25, 2022

MS. MARJORIE P. LATOJA

Director II Head
North Cotabato Field Office
Department of Labor and Employment
Kidapawan City

Dear Director Latoja:

Warm greetings from the University of Southern Mindanao!

This is to inform your good office that we will conduct the **Job Fair 2022** for our college graduating students tentatively on **June 17, 2022 (Friday)** at the USM Gymnasium. The activity will facilitate the easy access of job employment for our soon-to-be job seekers, our graduating students. We are inviting local and overseas employers/agencies with your assistance to participate in this endeavor. In view of this, may we also request your presence during the said activity.

We hope that through this Job Fair, we can open employment opportunities to our college graduating students and the jobseekers in our community and nearby municipalities and be able to offer career placement to them. Ma'am, should you have knowledge of any job vacancies local and overseas please may we be provided a list of listing before the conduct of the Job Fair 2022.

Thank you very much. Mabuhay po kayo!

Sincerely yours,

MS. IMELDA D. SILAO, RGC
University Guidance Counselor/
Job Placement Officer

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COUNSELING AND CAREER DEPARTMENT (Formerly University Guidance Center)

PROPOSED LIST OF PARTICIPATING ENTITIES (Private Companies, Local and Overseas Recruitment Agencies)

LOCAL AGENCIES:

1. Del Monte Philippines
2. Pioneer Hi-Breed Phil's., Inc.
3. KCC Shopping Center
4. Sanford Marketing Corp./ SM Supermarket
5. Global Management and Consultancy Asia ROHQ
6. La Filipina Uy Gongco Group of Companies
7. Phil. Foremost Milling Corporation
8. Gaisano Grand Companies
9. Lamsan Incorporated
10. Sutherland Global Services
11. Biotech Farms Incorporated
12. San Miguel Foods, Inc.
13. San Miguel Brewery Inc.
14. HONDA
15. D'Fine Tech Solutions
16. Mediatrix Multi-Purpose Cooperative
17. Outsourcing Phil's. Inc.

May we request that you will please provide us with the list of agencies for the overseas recruitment and local agencies which are not included in the list.

Thank you very much.

IDS

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JOBFAIR TERMINAL REPORT

June 23, 2022 (Thursday)

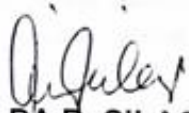
Venue: USM Gymnasium

The Office of Student Affairs through the Counseling and Career Department (OSA-CCD) had conducted the first Face-to-Face Job Fair while in pandemic period. There were a number of local and overseas agencies and companies which were invited to join the Job Fair but only eight (8) agencies made it. The following were partner agencies and or companies present: KCC Malls of Marbel, Biotech Farms, Señorita Farms of Davao, San Miguel Brewery, Inc., Gaisano Grand of Kidapawan, SM Savemore of Davao, Cotabato Sugar Central Company, Inc. (COSUCECO) and White Horse Consultancy Services.

There were 152 total applicants who registered and made their best during the job application and interview. Out of the 152, 22 males and 52 females are qualified to get the job; 13 males and 14 females are included in Manpower Pool or nearly hired; and 21 males and 30 females for further assessment/testing.

OSA Director, Prof. Yvonne V. Saliling has welcomed the University's partner agencies and companies. Meanwhile, Ms. Zarah Louise Mahinay represented the Department of Labor and Employment North Cotabato Field Office. She further emphasized the importance of good values starting from the job application, interview and especially in the workplace, if hired.

Our appreciation and thanks to the USM administration through the University President, Dr. Francisco Gil N. Garcia and to the college guidance facilitators and student peer facilitators.


IMELDA D. SILAO, RGC
USM Guidance Counselor/PESO
6-30-2022



PRELIMINARY SURVEY VISIT

AREA IV:

SUPPORT TO STUDENTS

**C.12. COPY OF THE
INSTRUMENT TO
EVALUATE THE
GUIDANCE PROGRAM**



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EVALUATION OF GUIDANCE SERVICES

Name: _____ Semester: _____ School Year: _____
College: _____ Year/Course/Section: _____

General Direction:

We would like to obtain your honest appraisal on the statements below in order to improve our guidance program and its services. Check the mark indicates the following descriptions:

O – Outstanding
VS – Very Satisfactory

S – Satisfactory
NI – Needs Improvement

NE – Not Existing

Services	O	VS	S	NI	NE
I. PHYSICAL FACILITIES					
A. University Guidance Center					
1. Accessibility					
2. Ambiance/ physical set –up					
2. Ventilation					
3. Adequacy of the Counseling Room					
4. Adequacy of the Testing Room					
5. Provision for Privacy					
B. College-based Guidance Office					
1. Accessibility					
2. Ambiance/physical set-up					
3. Ventilation					
4. Adequacy of the Counseling Room					
5. Provision for Privacy					
II. GUIDANCE SERVICES					
1. INDIVIDUAL INVENTORY					
1. Systematic gathering of students data/information					
2. Systematic filling and retrieval					
3. Usefulness of these data/information					
4. Sufficiency of Guidance Forms					
5. Confidentiality observed					
6. Accessibility of files					
7. Sufficiency of record storage					
2. INFORMATION SERVICE					
1. Adequate orientation of the Guidance Services					
2. Adequate source of information of the school's varied offices, programs, offerings & activities.					
3. Adequate bulletin board space utilized in posting different types of guidance information					
4. Adequate Information about scholarship opportunities					
5. Adequate source of any job-related information					
6. Significance of seminars/trainings/workshops conducted					
7. Awareness of the functions of the Guidance office and its staff					



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EVALUATION OF GUIDANCE SERVICES

3. COUNSELING SERVICE					
A. Individual Counseling					
1. Awareness and knowledge of my guidance counselors					
2. Observance on the ethical obligations of the counselors towards his counselees, school administration, colleagues, community and to his profession					
3. Talk with the guidance counselor about the:					
a. academic adjustments					
b. interest and career choices					
c. personality					
d. emotional adjustment					
e. others: specify:					
4. Attends to client referrals					
5. Efforts to make counseling available for those who need Assistance					
6. Competence of the guidance counsellor					
7. Assured confidentiality of the counseling session					
Group Guidance					
1. Group activities provide venue for students growth and development					
2. Adequate time for discussion and interaction					
3. Significance of the topic in focus					
4. Ability of the guidance counselors in facilitating					
5. Ability of the peer counselors to handle the GGP sessions					
5. Assistance for students to socialize and deal with others					
4. TESTING /APPRAISAL SERVICE					
1. Testing schedules					
2. Testing rooms					
3. Adequacy of tests taken					
4. Significance/usefulness of tests taken					
5. Competence of the counselor in test interpretation					
6. Confidentiality observed					
7. Usefulness of test data in making different interventions/ programs to meet the needs of students					
5. ACADEMIC FOLLOW-UP					
1. Adequacy of follow-up on students with academic difficulties					
2. Adequacy of follow-up on students with attendance problems					
3. Adequacy of follow-up on students with misbehavior cases					
4. Facilitating students needs on the following:					
a. subject sequencing					
b. no subject teachers					
c. thesis					
d. problem/conflict with subject teachers					
e. financial					