



PRELIMINARY SURVEY VISIT

AREA II:

FACULTY

G. SALARIES, FRINGE BENEFITS AND INCENTIVES

G.1 POLICIES AND GUIDELINES ON SALARIES, BENEFITS AND PRIVILEGES, INCLUDING THE SYSTEM OF AVAILMENT

Document outlining the university policies and guidelines on salaries, benefits, and privileges to ensure clarity and consistency in faculty and staff compensation and entitlements.

 REPUBLIC OF THE PHILIPPINES DEPARTMENT OF BUDGET AND MANAGEMENT GENERAL SOLANO STREET, SAN MIGUEL, MANILA	
BUDGET CIRCULAR	No. <u>2024 - 1</u> Date: <u>April 4, 2024</u>
TO :	Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy; State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs), Chief Executives of Local Government Units (LGUs); and All Others Concerned
SUBJECT :	Updated Rules and Regulations on the Grant of the Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel

1.0 Background

Section 58 of the General Provisions of Republic Act (RA) No. 11975 or the Fiscal Year (FY) 2024 General Appropriations Act (GAA) authorizes the payment of the U/CA not exceeding **Seven Thousand Pesos (P7,000)** per annum for each qualified government employee, subject to the guidelines, rules, and regulations issued by the Department of Budget and Management (DBM).

2.0 Purpose

This Circular is issued to prescribe the updated rules and regulations on the grant of the U/CA to civilian personnel.

3.0 Coverage

These Circular covers civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on full-time or part-time basis.

4.0 Exclusions

The following are excluded from the coverage of this Circular:

- 4.1 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and the uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government, Philippine Coast Guard under the Department of Transportation, Bureau of Corrections under the Department of Justice, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources.
- 4.2 Foreign service personnel of the Department of Foreign Affairs and of other departments/agencies who are stationed abroad;
- 4.3 *Barangay* officials and employees paid monthly honoraria; and
- 4.4 Those hired without employer-employee relationships and funded from non-Personnel Services appropriations/budgets, as follows:
 - 4.4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
 - 4.4.2 Laborers hired through job contracts (*pakyaw*) and those paid on piecework bases;
 - 4.4.3 Student laborers and apprentices; and
 - 4.4.4 Those whose services are engaged through job orders, contracts of service, and others similarly situated.

5.0 Rationale of the Grant of U/CA

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work.

In general, such uniforms or clothing are intended to:

- 5.1 Identify the employees with their mother agencies and to convey emblem of authority; and
- 5.2 Provide protective or working clothing, especially for maintenance, workshop, and farm personnel.

6.0 Rates of the U/CA

- 6.1 For FY 2024, the U/CA for full-time service of government personnel shall not exceed **P7,000** per annum.

For each subsequent year, the U/CA shall not exceed the amount authorized under the pertinent general provision in the annual GAA.

- 6.2 The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service.

For example, the U/CA for part-time service in FY 2024 shall be computed as follows:

$$U/CA \text{ (Part-Time Service)} = (P7,000) \times \frac{\text{(hours of part-time service/day)}}{8 \text{ hours of full-time service}}$$

- 6.3 If funds in GOCC or LGU budgets are not sufficient to implement fully the U/CA authorized for the fiscal year, the U/CA may be granted at lower but at uniform rates for all qualified personnel.

7.0 Forms and Other Details of the U/CA

- 7.1 The U/CA may be granted in the following forms:

7.1.1 In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as regulation caps and belts for incumbents to positions like Special Police and Security Guard, etc.;

7.1.2 In the form of textile materials and cash to cover sewing/tailoring costs, as has been adopted by very large departments; and

7.1.3 In cash form, for incumbents to executive positions who may not be required to wear the prescribed uniforms, or for those who will purchase their own uniforms according to set conditions.

- 7.2 As far as practicable, such uniform/clothing shall use Philippine tropical fibers pursuant to RA No. 9242¹, s. 2004.

- 7.3 Shoes shall be on the personal accounts of officials/employees, unless provided for by law.

¹ An Act Prescribing the Use of the Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes dated February 10, 2004

8.0 Government Service Requirement

- 8.1 Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.
- 8.2 The six (6)-month service requirement does not apply to those who are required to wear uniforms at all times while performing their duties such as Security Guard, Special Police, medical and allied medical staff in hospitals, and others in similar situations.

9.0 Grant of the U/CA Due to Various Personnel Actions/Engagements

9.1 Newly Hired Employee

A newly hired employee may qualify for the grant of the U/CA after rendering six (6) months of service.

9.2 An Employee on Detail

The U/CA of an employee on detail to another government agency shall be borne by the mother agency.

9.3 Transferred Employee

9.3.1 An employee who transferred to another agency and was not granted U/CA by the former agency shall be granted U/CA by the new agency, subject to the submission of a certification to that effect.

9.3.2 An employee who transferred to another agency within the year but was earlier granted U/CA by the previous agency shall no longer be granted U/CA by the new agency.

9.3.3 An employee who has already received U/CA from his previous agency may be granted U/CA by the new agency if required to wear a uniform at all times, subject to the approval of the new agency head.

9.4 Employee on Study Leave or Study/Training/Scholarship Grant

9.4.1 An employee on study leave or on study/training/scholarship grant, whether locally or abroad, shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service

in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

- 9.4.2 If an employee is on study/training/scholarship grant for the entire year, whether locally or abroad, and is not required to report for work, he/she is not entitled to the U/CA.

Annex A presents illustrative examples of various scenarios involving the grant of the U/CA.

10.0 Fund Sources of the U/CA

- 10.1 For National Government Agencies (NGAs), including SUCs:

10.1.1 **Agency Specific Budgets** – For the requirements based on the previous rate of ₱6,000 per employee; and

10.1.2 **Miscellaneous Personnel Benefits Fund (MPBF)** – For the ₱1,000 additional requirement per employee.

- 10.2 The amount earmarked for the U/CA under the agency specific budgets are covered by **GAA as an allotment order**.

On the other hand, the ₱1,000 additional requirement per employee shall be covered by a **Special Budget Request** to be submitted by the agency to the DBM.

The DBM shall release to the NGAs concerned the computed difference between the actual agency requirements and the amount already provided in the agency-specific budgets under the FY 2024 GAA, which will be charged against the FY 2024 MPBF.

- 10.3 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets.

- 10.4 For LGUs, the amount required shall be charged against their respective local government funds.

11.0 Personnel Services Limitation in LGUs

The grant of the U/CA in LGUs shall be subject to the Personnel Services limitation in LGU budgets under Sections 325(a) and 331(b) of RA No. 7160 or the "*Local Government Code of 1991*."

12.0 Responsibilities of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular.

- 12.1 Agencies shall establish internal guidelines for granting the U/CA, such as determining the form of its grant, selecting uniform/clothing designs, scheduling payment to qualified employees, etc.
- 12.2 Agencies shall also issue internal guidelines on the prescribed uniform or clothing for specific or special employee groups, modified uniforms as may be required due to religious affiliations or creed, physical disabilities, or legitimate health reasons, and monitor compliance with established guidelines for wearing uniforms and appropriate attire.
- 12.3 Agencies shall be held liable for any U/CA granted not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess or undue payments.

13.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

14.0 Repealing Clause

This Circular repeals Budget Circular No. 2018-1 dated March 8, 2018.

15.0 Effectivity

This Circular shall take effect on January 1, 2024.



Digitally signed
by Amenah F.
Pangandaman

AMENAH F. PANGANDAMAN
Secretary



Illustrative Examples

1. Mr. Juan Dela Cruz, after more than four (4) years of government service, tenders his resignation effective May 1, 2024.

He is no longer entitled to the U/CA in FY 2024 as he will not be able to complete the six (6) months of service required for the year.

2. Ms. Juana Dela Cruz will reach the mandatory retirement age on June 1, 2024, after thirty (30) years of government service.

As a Nurse, Ms. Dela Cruz is required to wear a uniform while performing her duties.

While Ms. Dela Cruz will not be able to complete the six (6) months of service required for the year, she may be granted the U/CA for FY 2024 as she is required to wear a uniform at all times while performing her duties.

3. Mr. Juan Pedro's assumption to duty is on April 1, 2024.

Pursuant to Section 31, Chapter 8, Book I of Executive Order No. 292 (*Administrative Code of 1987*) on the definition of legal periods², one (1) month equals 30 days, six (6) months equals 180 days, and twelve (12) months equals 360 days.

Assuming that Mr. Pedro will not incur any leave of absence without pay until December 31, 2024, he will have completed 275 days of actual service. Accordingly, Mr. Pedro is entitled to the U/CA for FY 2024.

<i>April = 30 days</i>	<i>July = 31 days</i>	<i>October = 31 days</i>
<i>May = 31 days</i>	<i>August = 31 days</i>	<i>November = 30 days</i>
<i>June = 30 days</i>	<i>September = 30 days</i>	<i>December = 31 days</i>

4. Ms. Juana Pedro was hired on a contractual basis for a period of six (6) months, beginning July 1, 2023. Thereafter, she was appointed to a regular position, effective January 1, 2024.

She is entitled to the U/CA for FY 2024.

² "Section 31. Legal Periods. – "Year" shall be understood to be twelve calendar months; "month" of thirty days, unless it refers to a specific calendar month in which case it shall be computed according to the number of days the specific month contains; "day," to a day of twenty-four hours; and "night," from sunset to sunrise."

5. Mr. Juan San Miguel was appointed to a regular position and assumed his post on January 12, 2024. He eventually resigned after just more than five (5) months of service, effective June 15, 2024.

He is no longer eligible for the U/CA in FY 2024.

6. Ms. Juana San Miguel occupied the same regular position in an agency for more than five (5) years.

Her study leave application was approved from February 1, 2024 to September 31, 2024 to allow her to complete her dissertation paper for her post-graduate study.

She is no longer eligible for the U/CA in FY 2024 because she will be unable to complete the six (6)-month service requirement.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



BUDGET CIRCULAR

No. 2017 - 2
May 8, 2017

TO : All Heads of Departments, Agencies, State Universities and Colleges (SUCs) and other Offices of the National Government, including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), and Government-Owned or -Controlled Corporations (GOCCs); Heads of Local Government Units (LGUs); and All Others Concerned

SUBJECT : Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter

1.0 Purpose

This Circular is issued to prescribe the rules and regulations on the grant of the Mid-Year Bonus to government personnel for FY 2017, and years thereafter, pursuant to Executive Order (EO) No. 201, s. 2016, entitled "*Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel*," and Section 57 of the General Provisions under Republic Act (RA) No. 10924 or the FY 2017 General Appropriations Act (GAA).

2.0 Coverage

This Circular shall apply to the following positions and personnel:

- 2.1 All positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs covered by the Compensation and Position Classification System (CPCS) under RA No. 6758, as amended by Congress Joint Resolution No. 1, series of 1994, and No. 4, series of 2009, and in LGUs; and,

- 2.2 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology of the Department of the Interior and Local Government; Philippine Coast Guard of the Department of Transportation; and National Mapping and Resource Information Authority of the Department of Environment and Natural Resources.

3.0 Exclusions

The following are excluded from the coverage of this Circular:

- 3.1 Government personnel from agencies, including GOCCs, that are exempted from RA No. 6758, as amended, as expressly provided in their respective enabling law or charter, and are actually implementing their respective CPCS approved by the President of the Philippines;
- 3.2 Government personnel from GOCCs covered by the CPCS established by the Governance Commission for GOCCs and approved by the President of the Philippines pursuant to RA No. 10149; and
- 3.3 Those hired without employee-employer relationships and funded from non-Personnel Services appropriations/budgets, as follows:
 - 3.3.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
 - 3.3.2 Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
 - 3.3.3 Student workers and apprentices; and
 - 3.3.4 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

4.0 Definition of Terms

For purposes of this Circular, the succeeding terms used herein shall have the following meanings:

- 4.1 **Monthly basic pay** shall refer to the monthly salary for regular and contractual civilian personnel; the total daily wages for the twenty-two (22) working days a month for casual personnel (equal to the monthly salary of a regular personnel); the monthly base pay for the military and

uniformed personnel; and the monthly honoraria for *non-salaried barangay* officials and employees.

- 4.2 The ***total or aggregate service*** required from government personnel for purposes of the grant of the Mid-Year Bonus shall include all actual services rendered, whether continuous or intermittent, while occupying a regular, contractual, or casual position in the national and/or local government, including leaves of absence with pay.

5.0 Guidelines on the Grant of the Mid-Year Bonus

- 5.1 The **Mid-Year Bonus** equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel **not earlier than May 15** of the current year, subject to the following conditions:
 - 5.1.1 Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
 - 5.1.2 Personnel remains to be in the government service as of May 15 of the current year; and
 - 5.1.3 Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under Item 5.1.1 hereof is complied with.
- 5.2 Those who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.
- 5.3 The Mid-Year Bonus of personnel hired on part-time service in one or more agencies shall be in direct proportion to the number of hours/days of part-time services rendered.
- 5.4 The Mid-Year Bonus of those on detail to another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.
- 5.5 The Mid-Year Bonus of personnel who transferred from one agency to another shall be paid by the new agency.

- 5.6 A compulsory retiree, whose services have been extended, may be granted Mid-Year Bonus, subject to the pertinent provisions of this Circular.
- 5.7 Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment: Provided, that:
 - 5.7.1 Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.
 - 5.7.2 If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.

6.0 Mid-Year Bonus for Personnel of Covered GOCCs

The grant of the Mid-Year Bonus to personnel of covered GOCCs shall be determined by their respective governing boards, subject to the following considerations:

- 6.1 The provisions on the entitlement/non-entitlement of personnel to the Mid-Year Bonus under Item 5.0 hereof shall be strictly observed.
- 6.2 If funds are insufficient, the Mid-Year Bonus may be granted at lower rates but at a uniform percentage of the monthly basic pay as of May 15 of the current year.

7.0 Mid-Year Bonus for Personnel of LGUs

The grant of the Mid-Year Bonus to personnel of provinces, cities, municipalities and barangays shall be determined by their respective *sanggunian*, subject to the following considerations:

- 7.1 The provisions on the entitlement/non-entitlement of personnel to the Mid-Year Bonus under Item 5.0 hereof shall be strictly observed.
- 7.2 The Personnel Services limitation in LGU budgets under Sections 325(a) and 331(b) of RA No. 7160 or the Local Government Code of 1991, shall be complied with.
- 7.3 If funds are insufficient, the Mid-Year Bonus may be granted at lower rates but at a uniform percentage of the monthly basic pay as of May 15 of the current year.

8.0 Fund Sources

- 8.1 The amounts required for the grant of FY 2017 Mid-Year Bonus to personnel of National Government Agencies (NGAs) shall be charged against the agency-specific allocation for the payment of Mid-Year Bonus under the FY 2017 GAA.
 - 8.1.1 The funding requirement for the FY 2017 Mid-Year Bonus has been comprehensively released to the agencies through the GAA as Allotment Order pursuant to National Budget Circular No. 567 dated January 3, 2017. Likewise, the corresponding Notice of Cash Allocation (NCA) to cover the Mid-Year Bonus of agency personnel has been included in the comprehensive release of NCAs covering the first semester cash requirements.
 - 8.1.2 For succeeding years, the amounts shall be included in the respective agency budgets, and released, subject to applicable budgeting rules and regulations.
- 8.2 The amounts required for the payment of Mid-Year Bonus to casual and contractual personnel in NGAs whose salaries and wages are drawn from the lump-sum appropriations for non-itemized positions shall be sourced from the said agency lump-sum appropriations. If funds are insufficient, the deficiency may be charged against the Miscellaneous Personnel Benefits Fund, subject to the submission of Special Budget Request which includes the list of DBM-authorized contractual and casual positions and other information in the prescribed form attached as Annex "A".
- 8.3 For covered GOCCs, the amounts required to implement the Mid-Year Bonus shall be charged against their approved corporate operating budgets (COBs), provided that the national government shall not release funds for compensation adjustment or any related expenditures, provided further that the GOCCs shall not resort to borrowings for the purpose, and provided furthermore, that the performance targets in their DBM-approved COBs are met and their programs/projects for the year are not adversely affected.
- 8.4 For LGUs, the amounts required to implement the Mid-Year Bonus shall be charged against their respective local government funds, subject to the Personnel Services limitation in LGU budgets pursuant to Sections 325 (a) and 331(b) of RA No. 7160.

9.0 Responsibility of Agencies

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment of Mid-Year Bonus not in accordance with the provisions of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

10.0 Resolution of Cases

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

11.0 Effectivity

This Circular shall take effect immediately.


BENJAMIN E. DIOKNO
Secretary







List of Authorized Casual and Contractual Personnel
entitled to the Mid-Year Bonus

Annex A

Department:		Agency:		Particulars: ☐ Contractual ☐ Casual	
Position Title	Salary Grade	Monthly Salary	Incumbent	Date of Appointment	Performance Rating
Prepared by:		Approved by:		Date:	
Personnel Officer		Head of Agency			



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BUDGET CIRCULAR

No. 2024-3
October 22, 2024

TO : All Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy; State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs); Local Government Units (LGUs); and All Others Concerned

SUBJECT : AMENDING SECTION 6.1 OF BUDGET CIRCULAR (BC) NO 2016-4¹ ON PAYMENT OF YEAR-END BONUS AND CASH GIFT

1.0 Background

- 1.1 Section 8 of Republic Act (RA) No. 11466² stipulates that the existing Year-End Bonus equivalent to one (1) month basic salary and Cash Gift of Five thousand pesos (P5,000.00), which are categorized under the Standard Allowances and Benefits component of the Total Compensation Framework, shall be given in November of every year.
- 1.2 Section 68 of the General Provisions of the FY 2024 General Appropriations Act states that the Year-End Bonus equivalent to one (1) month basic salary and additional Cash Gift of Five thousand pesos (P5,000) provided under RA No. 6686³, as amended by RA No. 8441⁴, shall be given in November of each year pursuant to RA No. 11466.
- 1.3 Relatedly, BC No. 2016-4 provides the updated rules and regulations for the grant of the Year-End Bonus and Cash Gift.

¹ Updated Rules and Regulations on the Grant of the Year-End Bonus and Cash Gift for FY 2016 and Years Thereafter

² An Act Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits, and For Other Purposes

³ An Act Authorizing Annual Christmas Bonus to National and Local Government Officials and Employees Starting CY 1988

⁴ An Act Increasing the Cash Gift to Five Thousand Pesos (P5,000), Amending for the Purpose Certain Sections of Republic Act Numbered Six Thousand Six Hundred Eight-Six, and For Other Purposes

Under Item 6.1 thereof, the Year-End Bonus and Cash Gift shall be given to entitled government personnel not earlier than November 15 of the current year, subject to the prescribed conditions.

- 1.4 It has been observed that government personnel continue to experience delays in receiving bonuses and cash gifts, affecting their morale, motivation and level of job satisfaction.

Corollary, the streamlining of the payroll process of each agency will mitigate the internal and external causes of delay in the payment of the benefits. A streamlined process will increase productivity and efficiency, ensuring that the Year-End Bonus and Cash Gift will be granted on schedule.

- 2.0 Section 6.1 of DBM BC No. 2016-4 is hereby amended, as follows:

"6.0 Guidelines on the Grant of the Year-End Bonus and Cash Gift

- 6.1 *The **Year-End Bonus** equivalent to one (1) month basic pay as of October 31 and **Cash Gift** of P5,000 shall be given to entitled government personnel **simultaneously with the first agency payroll for the month of November of the current year**, subject to the following conditions:*

xxx"

3.0 **Repealing Clause**

All issuances, rules and regulations or parts thereof relating to the grant of the Year-End Bonus and Cash Gift that are inconsistent with this Circular are hereby repealed or modified accordingly.

4.0 **Effectivity**

This Circular shall take effect immediately.


AMENAH F. PANGANDAMAN
Secretary





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: boardsec@usm.edu.ph



Management
System
ISO 9001:2015



BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 153rd REGULAR MEETING OF THE USM GOVERNING BOARD ON 26 OCTOBER 2023 AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY AND VIA ZOOM TELECONFERENCE

**Resolution No. 55-C
Series of 2023**

PROPOSED AMENDMENTS TO THE POLICY GUIDELINES ON GRANT/AWARD OF INCENTIVES TO PAPER PUBLICATION

WHEREAS, the University shall pursue excellence in all scholarly works by developing mechanisms for monitoring and rewarding performance;

WHEREAS, as a gesture of recognition and promotion of such initiatives, the Board of Regents approved, through BOR Resolution no. 088 series of 2016, the guidelines on publication incentives which awards P50,000 cash incentive as Publication Award for faculty and researchers who publish an article in an international peer-reviewed journal (i.e., indexed by Scopus/Thomson Reuters) and P20,000 cash incentive for journals of other legitimate publications (i.e. now defined in BOR Resolution no. 143, series of 2022),

WHEREAS, the University, through BOR Resolution no. 143, series of 2022, recognizes quality research publication as a means towards the development of faculty, staff, and students, and a factor in gaining accreditation and recognition for the University;

WHEREAS, students write publications under the mentorship of USM faculty members who provide guidance in addressing comments by peer reviewers;

WHEREAS, the undergraduate and graduate students, and/or their advisers who publish research in legitimate scholarly publications contribute to the status and productivity research and development of the University;

WHEREAS, in consideration of the above justifications, it is proposed that USM students and their USM faculty co-authors be granted monetary incentives for legitimate publications in the amount of PhP30,000 for legitimate articles published in journals indexed by Web of Science or Scopus or PhP15,000 for other legitimate publications, following the allocation of awards among co-authors as stated in Resolution No. 93 series of 2017, provided that (1) the student lists "University of Southern Mindanao" as an affiliation in the paper, (2) the research data upon which the publication is based should have been gathered while the student was enrolled in USM, (3) the student submits evidence that the article was submitted during the time that the student was enrolled in USM, (4) the students and their USM co-authors adhere to criteria for authorship set by the International Committee of Medical Journal Editors (ICMJE), and (5) all co-authors indicated their percentage contribution in the publication (which will be proportionate to their incentive).

page 1 of 2

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

G.2. LIST OF PRIVILEGES, FRINGE BENEFITS AS WELL AS INCENTIVES

LIST OF PRIVILEGES, FRINGE BENEFITS AS WELL AS INCENTIVES

1. Performance Based Bonus (PBB) This is under E.O. 80 S. 2012 which is supposed to arrive on Feb. to March. This consists of 50-60% of the Basic Salary of teachers.
2. Clothing Allowance This comes in the amount of Php 10,000.00 and is bound to arrive every April of the year.
3. Mid-Year Bonus This is under DBM No. 546 and is equal to 1 month basic salary. We will wait for this every May.
4. Year-end Bonus This is equal to 1 Month Basic Salary and is due on November.
5. Leave Privileges Maternity Leave, Paternity Leave and Study Leave
6. GSIS Benefits Retirement and Life Insurance Premiums
7. Phil Health Benefits Hospitalization and Annual Physical Examination

G.3 COPY OF THE PLANTILLA

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 313 - 324 of 558
Page 27 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao							
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		STEP	AREA		L I V I N G	P I P / A T T R I B U T I O N	NAME OF INCUMBENT	SEX	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	STATUS	CIVIL SERVICE ELIGIBILITY	
		AUTHORIZED	ACTUAL		TECHNICAL	NON-TECHNICAL											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
HIGHER EDUCATION SERVICES																	
5.0000																	
Total Positions: 568 405,105,468 334,103,172																	

Total Positions:	568	405,105,468	334,103,172
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USMB-AP3-13-2022	ASSISTANT PROFESSOR III - 17	566,964	566,964	1	120	R	T	310100100002000	AMBROCIO, GLADYS PEARL	F	09/09/82	402890318000	09/01/11	12/16/22	P	LET
									OGATIS							

Subtotal	No. of Filled Positions:	8	4,681,704	4,750,908
	No. of Unfilled Positions:	4	2,267,856	0

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PS/POP are the incumbents of the positions.

AKMAD J USMAN REGIONAL DIRECTOR	NERISSA G. DELA VINA Human Resource Management Officer	JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 169 - 180 of 568
Page 15 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		S T E P	A R E A L C O D E	P I P I A A T T R I B U T I O N	N A M E O F I N C U M B E N T (10)	S E X (11)	D A T E O F B I R T H (12)	T I N (13)	D A T E O F O R I G I N A L A P P O I N T M E N T (14)	D A T E O F L A S T P R O M O T I O N (15)	S T A T U S (16)	C I V I L S E R V I C E E L I G I B I L I T Y (17)		
		AUTHORIZED	ACTUAL													
		(3)	(4)	(5)	(6)	(7)	(8)	(9)								
5.0000	HIGHER EDUCATION SERVICES															
Total Positions:		568	405,105,468	334,103,172												

USMB-APRO2-4-2012	ASSOCIATE PROFESSOR II - 20	755,604	766,104	2	120	R	T	310100100002000	ARIAS, ELPEDIO AMPOON	M	02/28/65	119604581000	06/20/91	12/01/20	P	PRET
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Subtotal	No. of Filled Positions:	12	9,236,362	9,246,852
	No. of Unfilled Positions:	0	0	0

Department of Budget and Management AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions. NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year - 2025

Record No. 181 - 192 of 568
Page 16 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		S T O P E E L (5)	A R E A L C T O Y V D I P E E L E L (7) (8)	P I P / A A T T R I B U T I O N (9)	NAME OF INCUMBENT (10)	S E X (11)	DATE OF BIRTH (12)	TIN (13)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION (15)	S T A T U S (16)	CIVIL SERVICE ELIGIBILITY (17)		
		AUTHORIZED (3)	ACTUAL (4)													
5.0000 HIGHER EDUCATION SERVICES																
Total Positions:		568		405,105,468		334,103,172										

USMB-APRO2-42-2024	ASSOCIATE PROFESSOR II - 20	755,604	755,604	1	120	R	T	310100100002000	DAGOC, PRISCILLA PATALINGHUG	F	01/16/67	119605906000	07/10/89	03/11/24	P	PBET
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Subtotal	No. of Filled Positions:	11	8,311,644	8,332,644
	No. of Unfilled Positions:	1	755,604	0

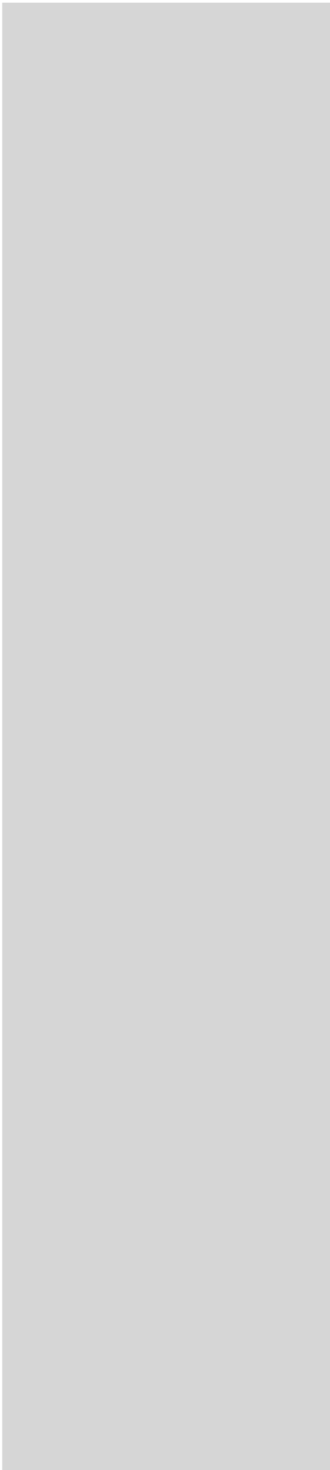
Department of Budget and Management	AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.	NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

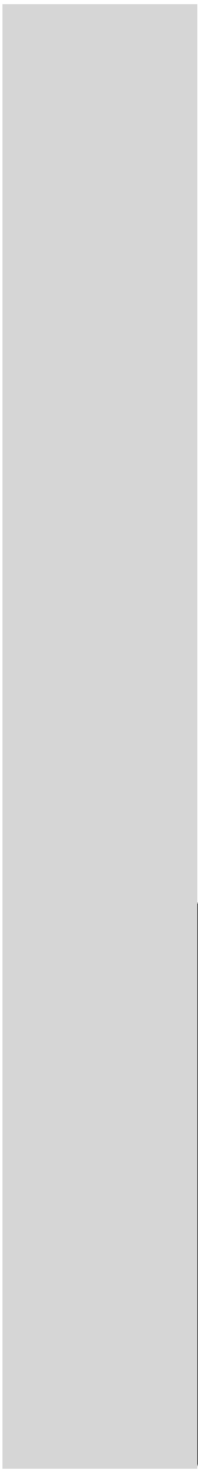
Record No. 289 - 300 of 568
Page 25 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		AREA			P/A ATTRIBUTION (9)	NAME OF INCUMBENT (10)	S E X (11)	DATE OF BIRTH (12)	TIN (13)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION (15)	S T A T U S (16)	CIVIL SERVICE ELIGIBILITY (17)	
		AUTHORIZED	ACTUAL	S T E C T O R Y	E D P E L	L (8)										

Total Positions: 568 405,105,468 334,103,172



USMB-AP4-89-2024 ASSISTANT PROFESSOR IV - 18 615,648 615,648 1 120 R T 310100100002000 CALIXTRO, MARICHU ANDAGAN F 070382 936110288000 06/10/08 03/12/24 P LET



Subtotal	No. of Filled Positions: 12	7,387,776	7,387,776	0
	No. of Unfilled Positions: 0	0	0	0
Department of Budget and Management		I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.		
AKMAD J USMAN REGIONAL DIRECTOR		NERISSA G. DELA VINA Human Resource Management Officer		
		APPROVED BY: JONALD L. PIMENTEL Head of Agency		

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 553 - 564 of 568
Page 47 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		AREA			PI/A ATTRIBUTION	NAME OF INCUMBENT	SEX	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	STATUS	CIVIL SERVICE ELIGIBILITY	
		AUTHORIZED	ACTUAL	S	C	T										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
00000	HIGHER EDUCATION SERVICES															

Total Positions: 568 405,105,468 334,103,172

USMB-INST-113-2009	INSTRUCTOR I - 12	386,940	404,424	6	120	R	T	31010010002000	BUISAN, JESSA SAN JOSE	F	03/24/86	308685721000	11/23/09	P	LET
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Subtotal	No. of Filled Positions:	12	4,643,280	4,762,344
	No. of Unfilled Positions:	0	0	0

Department of Budget and Management	AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.	APPROVED BY:
		NERISSA G. DELA VINA Human Resource Management Officer	JONALD L. PIMENTEL Head of Agency

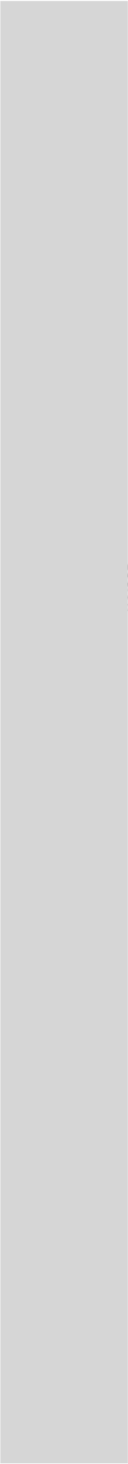
Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 565 - 568 of 568
Page 48 of 48 pages

Department: State Universities and Colleges				Bureau/Agency: University of Southern Mindanao												
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		S T E P	AREA C T O Y V D P E L			PI/PA A T T R I B U T I O N (9)	NAME OF INCUMBENT (10)	S E X (11)	DATE OF BIRTH (12)	TIN (13)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION (15)	CIVIL SERVICE E L I G I B I L I T Y (16)	S T A T E S (17)
		AUTHORIZED (3)	ACTUAL (4)		(5)	(6)	(7)									
5.0000	HIGHER EDUCATION SERVICES															

Total Positions: 568 405,105,468 334,103,172

USMB-INST1-120-2009 INSTRUCTOR I - 12 386,940 386,940 01/30/99 384026956000 11/09/24 11/09/24 T LET



Subtotal	No. of Filled Positions:	4	1,324,392	1,324,392
	No. of Unfilled Positions:	0	0	0
Grand Total	No. of Filled Positions:	471	332,282,424	334,103,172
	No. of Unfilled Positions:	97	72,823,044	0
	No. of Itemized Positions:	568	405,105,468	334,103,172

Remarks:

***** NOTHING FOLLOWS*****

Department of Budget and Management AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions. NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 421 - 432 of 568
Page 36 of 48 pages

Department: State Universities and Colleges				Bureau/Agency: University of Southern Mindanao												
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		S T E P E L	A R E A	L	P I P I A	T R I B U T I O N	N A M E O F I N C U M B E N T	S E X	D A T E O F B I R T H	T I N	D A T E O F O R I G I N A L A P P O I N T M E N T	D A T E O F L A S T P R O M O T I O N	S T A T U S	C I V I L S E R V I C E E L I G I B I L I T Y
		AUTHORIZED	ACTUAL													
		(3)	(4)													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
HIGHER EDUCATION SERVICES																
5.0000																
Total Positions:		568	405,105,468	334,103,172												

USMB-INST3-141-2024 INSTRUCTOR III - 14 444,288 444,288 1 120 R T 310100100002000 JANITO, CHEEZE RABAGO F 09/07/87 294-204983000 08/28/19 03/11/24 P LET

Subtotal	No. of Filled Positions:	9	3,998,592	3,998,592
	No. of Unfilled Positions:	3	1,332,864	0

Department of Budget and Management I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

AKMAD J. USMAN
REGIONAL DIRECTOR

NERISSA G. DELA VINA
Human Resource Management Officer

APPROVED BY:

JONALD L. PIMENTEL
Head of Agency

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 145 - 156 of 568
Page 13 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER <																

Total Positions: 568 405,105,468 334,103,172

USMB-APRC03-30-2024	ASSOCIATE PROFESSOR III - 21	840,156	840,156	1	120	R	T	310100100002000	ORFRECIO, MARLENE EVANGELIO	F	05/15/79	898110979000	07/01/08	03/12/24	P	LET
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USMB-APRC03-32-2024	ASSOCIATE PROFESSOR III - 21	840,156	840,156	1	120	R	T	310100100002000	JAVA, MORENO BOCLARAS	M	03/31/73	172585961000	01/02/96	03/25/24	P	PBET
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Subtotal No. of Filled Positions: 12 10,081,872 10,083,716
No. of Unfilled Positions: 0 0 0

Department of Budget and Management AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions. NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao							
ITEM NUMBER	(1)	POSITION TITLE and SALARY GRADE	(2)	ANNUAL SALARY		S T O P P E L	A R E A	L C T O Y D E L	P I A / A T T R I B U T I O N	N A M E O F I N C U M B E N T	S E X	D A T E O F B I R T H	T I N	D A T E O F O R I G I N A L A P P O I N T M E N T	D A T E O F L A S T P R O M O T I O N	S T A T U S	C I V I L S E R V I C E E L I G I B I L I T Y
				A U T H O R I Z E D	A C T U A L												
				(3)	(4)	(5)	(6)	(7)	(8)	(9)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
5.0000		HIGHER EDUCATION SERVICES															
		Total Positions:		568	405,105,468	334,103,172											

USMB-APRO4-13-2024	ASSOCIATE PROFESSOR IV - 22	937,944	937,944	1	120	R	T	310100100002000	MARTINEZ, NORGE DAGAMAC	F	08/17/71	180653720000	06/05/95	03/12/24	P	PBET
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USMB-APRO4-15-2024	ASSOCIATE PROFESSOR IV - 22	937,944	937,944	1	120	R	T	310100100002000	LOPEZ, HELEN GRACE DUMLAO	F	12/04/66	119606079000	07/24/90	03/12/24	P	NONE
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Subtotal	No. of Filled Positions:	11	10,317,384	10,317,384
	No. of Unfilled Positions:	1	937,944	0

Department of Budget and Management	AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.	APPROVED BY: JONALD L. PIMENTEL Head of Agency
	NERISSA G. DELA VINA Human Resource Management Officer		

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 265 - 276 of 568
Page 23 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		S T O D P E L	A R E A (7)	L E V E L (8)	P I / I A A T T R I B U T I O N (9)	NAME OF INCUMBENT (10)	S E X (11)	DATE OF BIRTH (12)	TIN (13)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION (15)	S T A T E S (16)	CIVIL SERVICE ELIGIBILITY (17)	
		AUTHORIZED	ACTUAL													
		(3)	(4)													
5.0000	HIGHER EDUCATION SERVICES															
Total Positions:		568	405,105,468	334,103,172												

USMB-AP4-19-2019	ASSISTANT PROFESSOR IV - 18	615,648	615,648	1	120	R	T	310100100002000	MANCERA, MARLON AMANAN	M	05/17/84	281051615000	09/01/11	10/18/24	P	LET
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Subtotal	No. of Filled Positions:	12	7,387,776	7,419,456
	No. of Unfilled Positions:	0	0	0

Department of Budget and Management	AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.	NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2025

Record No. 121 - 132 of 568
Page 11 of 48 pages

Department: State Universities and Colleges										Bureau/Agency: University of Southern Mindanao						
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		S T O P E E L	A R E A	P I / A T T R I B U T I O N	N A M E O F I N C U M B E N T	S E X	D A T E O F B I R T H	T I N	D A T E O F O R I G I N A L A P P O I N T M E N T	D A T E O F L A S T P R O M O T I O N	S T A T U S	C I V I L S E R V I C E E L I G I B I L I T Y		
		A U T H O R I Z E D	A C T U A L													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
HIGHER EDUCATION SERVICES																
Total Positions:		568		405,105,468		334,103,172										

USMB-APPRO-26-2024 ASSOCIATE PROFESSOR IV - 22 937,944 937,944 1 120 R T 310100100002000 TAGARE, RUBEN LAGUNERO M 06/04/84 470153667000 01/03/19 03/22/24 P LET

Subtotal	No. of Filled Positions:	12	11,255,328	11,322,456
	No. of Unfilled Positions:	0	0	0

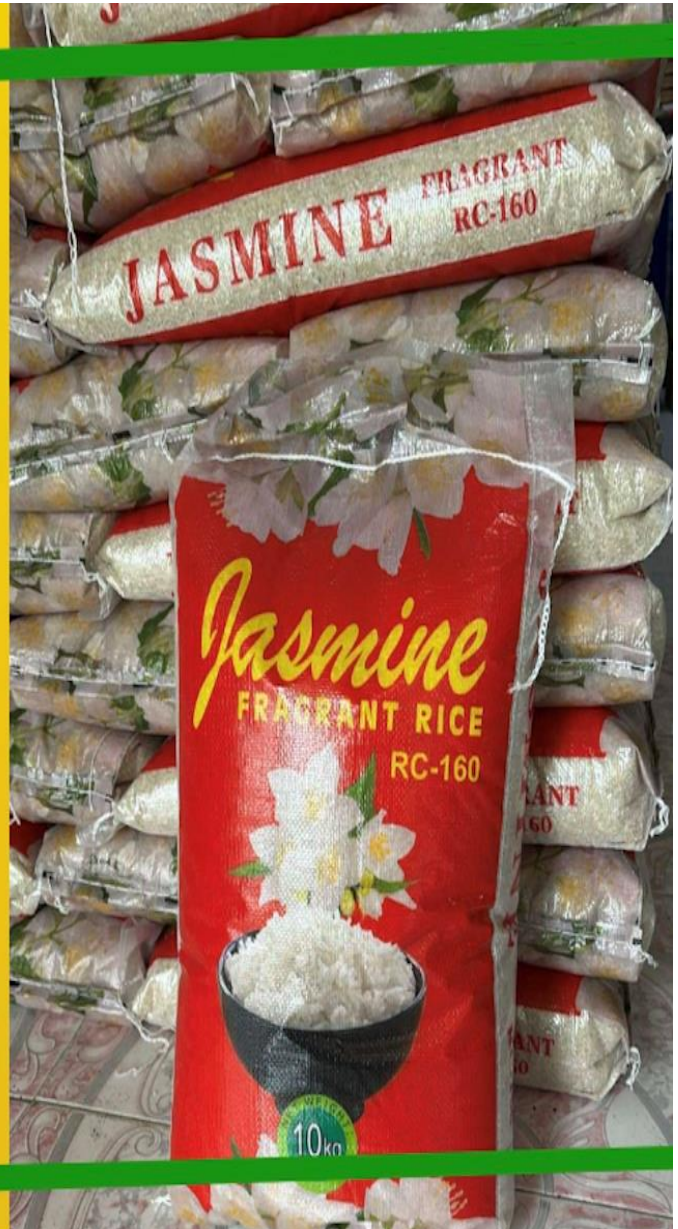
Department of Budget and Management	AKMAD J. USMAN REGIONAL DIRECTOR	I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.	NERISSA G. DELA VINA Human Resource Management Officer	APPROVED BY: JONALD L. PIMENTEL Head of Agency
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G.4. EVIDENCE/S THAT FRINGE BENEFITS AND INCENTIVES ARE PROVIDED TO THE FACULTY

RICE SUPPLY FOR USM-FACULTY ASSOCIATION MEMBERS IS NOW AVAILABLE.

Note:

Ma'am, Sir, pakikuha nalang po USM-FAI Office ang inyong share for the 1st cropping for 2025. Salamat!





G.5. DESCRIPTION OF THE FACULTY PERFORMANCE EVALUATION SYSTEM, INCLUDING THE INSTRUMENT/S USED

USM Faculty Performance Evaluation Report
 2024-2025 1st Semester

Name: **ARIAS, ELPEDIO, A**
 Questionnaire: **LABORATORY**

Rating: **4.63 - Very Satisfactory**

Criteria	ESS 10: Form	ESS 10: Form	ESS 10: Form	ESS 10: Form
	Standard / Performance	Standard / Performance	Standard / Performance	Standard / Performance
	N: 44	N: 46	N: 90	
Clarity (30%)	4.61	4.65	4.63	1.39
Enthusiasm and Intellectual Stimulation (30%)	4.61	4.69	4.65	1.40
Feedback & Accessibility (20%)	4.57	4.65	4.61	0.92
Rapport & Respect (20%)	4.56	4.67	4.61	0.92
TOTAL RATING				4.63

Comments and suggestions from students

- none
- So much learnings from this subject. Thankyou sir!
- No changes
- none, okay po si sir sa lahat

Attested by: _____

LOTIS D. CUBIN
 Performance Management Coordinator, HRMDO

Legend: Below 1.99: Poor / 2.00 - 2.99: Unsatisfactory / 3.00-3.99: Satisfactory / 4.00-4.99 Very Satisfactory / 5.0: Outstanding

This is a system generated report from fpe.usm.edu.ph

USM Faculty Performance Evaluation Report
2024-2025 1st Semester

Name: **CALIXTRO, MARICHU, NONE**

Rating: **4.77 - Very Satisfactory**

Questionnaire: **LABORATORY**

Criteria	PGS 13: Applied Major Cases and Learning of Financial Review	Average	Weighted Average
	N: 75	N: 75	
Clarity (30%)	4.81	4.81	1.45
Enthusiasm and Intellectual Stimulation (30%)	4.78	4.78	1.44
Feedback & Accessibility (20%)	4.76	4.76	0.95
Rapport & Respect (20%)	4.72	4.72	0.95
TOTAL RATING			4.77

Comments and suggestions from students

- None
- none
- I just want to say thank you so much maam for being our professor wala po talaga kayong pagkukulang. Grabe saludo kaau ko sa teaching styles nmo maam and sorry for being stubborn always.
- N/o
- No comment
- Sorry sa mga stress na nagawa ng aming batch ma'am, hopefully hindi kana makaka experience sa susunod ng ganon ma'am.
- None
- Our final performance is one of the best thing that I have experienced in my collegiate life.
- She is very nice teacher at ang galing nyang magturo, tumatak talaga sa amin lahat yung sinasabi nya na "OKAY NICE TRY 2 PONT5"

Attested by:

LOTIS D. CUBIN

Performance Management Coordinator, HRMDO

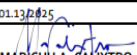
UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARICHU A. CALIXTRO**, ASSISTANT PROFESSOR IV of the **ISPEAR** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July to December 2024**.

Submitted by: 		01.13.2025		Compiled by: 		01.13.2025		Rating Scale	
MARICHU A. CALIXTRO		PRISCILLA P. DAGOC		NERISSA G. DELA VIÑA, PhD				5 - Outstanding	
ASSISTANT PROFESSOR IV		Department Chairperson		Director, HRMDO				4 - Very Satisfactory	
								3 - Satisfactory	
								2 - Unsatisfactory	
								1 - Poor	

CODE	MFO/OO	WEIGHT	Success Indicator (Target + Measures)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
CORE FUNCTIONS (must be 80%)			80.0%						
1. Instruction (10% - 60%)			60.0%	(At least 3 Indicators)					
INS-AS4-004	To provide quality learning experience and opportunities	10.0%	Develop new syllabi or update existing ones, which must be approved two (2) weeks before the start of the semester.	100% of subjects handled have updated syllabus and approved 1 week before the start of semester	5		4	4.50	
INS-AS4-005	To provide quality learning experience and opportunities	25.00%	All contents in the syllabi for every subject are delivered in the set timeframe.	All (100%) of the contents were delivered and completely delivered within 18 weeks	5		5	5.00	
INS-AS4-006	To provide quality learning experience and opportunities	25.00%	At least very satisfactory (VS) performance in the student evaluation.(required)	Very Satisfactory rating in the student's evaluation	4			4.00	
2. Research (10-20%)			10.00%	(At least 2 Indicators for either Research, Extension, or Resource Generation)					

[illegible]

5.2 Research Services Designation									
5.2 Extension Services Designation									
Support & Other Functions (20%)		20.00%	(11 Indicators required)						
6. Commitment & Purpose		17.00%							
SUP-AS4-003	Membership to special committees (either)	3.00%	Designated as member to committee for a special purpose and short duration	member to more than 3 committees	5			5.00	
SUP-AS4-004	Attendance to University-wide activities (as defined in CNA) (required)	2.00%	Attendance to University-wide activities (as defined in CNA)	100% attendance	5			5.00	
SUP-AS4-005	Attendance to college convocations & activities (required)	3.00%	100% attendance to weekly college/unit convocations, flag raising and retreat & activities	100% attendance	5			5.00	
SUP-AS4-006	Attendance to college council/ faculty meetings (required)	3.00%	100% attendance to college council/ faculty meetings	100% attendance	5			5.00	
SUP-AS4-007	Submission of required FDTR	3.00%	Submit attested FDTR before the fifth working day of the month	submitted before the third working day of the month			5	5.00	
SUP-AS4-013	Submission of required ILDP	1.00%	Submit accomplished Individual Development Plan (ILDP) to HRMDO on or before November 30	submitted on November 30			3	3.00	

SUP-AS4-014	Submission of required IPCR	2.00%	Submit IPCR accomplishments after the end of the rating period.	Less than 15 days after the rating period				5	5.00	
7. Professional Development		3.00%								
SUP-AS4-010	Membership to professional organizations/societies	1.00%	Membership to at least 1 professional organization	membership to 1 professional organization	4				4.00	
SUP-AS4-008	Attendance to seminars and trainings	1.00%	Submit authenticated copies of certificates of participation/ completion of training/ seminar to HRMDO within 7 days after the event	100% of trainings and submitted within 5 days	5			4	4.50	
SUP-AS4-009	Attendance to seminars and trainings	1.00%	Submission of training effectiveness three months after the event	submitted 3 days after 3 months	5				5.00	
BONUS: Untargeted Accomplishments		5.00%	(Optional Indicator)							
	Coach in Dancesport during MASTS Games 2024	5.00%	2 golds		5				5.00	
Final Average Rating										
CORE FUNCTIONS		80.00%								
	Instruction	60.00%							4.50	Very Satisfactory
	Research	10.00%							4.00	Very Satisfactory
	Extension	10.00%							5.00	Excellent
	Production	0.00%							0.00	
	Administrative	0.00%							0.00	
Support and Other Functions		20.00%								
	Commitment & Purpose	17.00%							4.88	Very Satisfactory
	Professional development	3.00%							4.50	Very Satisfactory
Total Overall Rating		100.00%							4.57	Very Satisfactory
Bonus Untargeted Accomplishments		5.00%							5.00	Excellent
Final Average Rating										4.82
					Adjectival Rating		Very Satisfactory			

Reviewed by:	Date	Approved by:	Date
 PRISCILLA F. DAGOC	01-09-2025	 NORGE D. MARTINEZ, EdD	01-13-2025
Department Chair		Dean	
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average			
HRMDO RECOMMENDATIONS			
LEARNING AND DEVELOPMENT			NERISSA G. DELA VIÑA, PhD Director, HRMDO Date
REWARDS AND RECOGNITION			

G.6. LIST OF FACULTY GIVEN RECOGNITION/ AWARD/CREDITS FOR OUTSTANDING PERFORMANCE AND PRODUCTION OF SCHOLARLY WORKS



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University of Southern Mindanao
Cotabato, Philippines



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CERTIFICATE OF PRESENTATION

This Certificate is Awarded to

Ruben Jr Tagare

In Recognition of the Presentation at the 8th IOHSK International Conference, held
May 27-30, 2025, at the University of California, Berkeley, USA, under the theme
"Innovating Physical Activity, Exercise, and Sport Sciences: Bridging Research, Education,
Coaching, and Technology for Global Impact."

Dr. Hosung So
CEO & President, IOHSK
Professor, California State University,
San Bernardino, USA

Dr. Thomas L. McKenzie
Lifetime Honorary President, IOHSK
Professor Emeritus, San Diego State
University, USA

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Suminguit, J.N., Tagare, R.L., Jr., Janito, C R., & Orfrecio, M.E. (2025). It's hard to quit: The exploration of the reasons for trouble withdrawal with smoking habits among Filipino early adult men. *Health and Addictions/Salud y Drogas*, 25(1), 106–121.

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These are students that have published papers on scholarly journals and have already received, or are due to receive, publication incentives of the university. These research efforts from undergraduate students address the different thematic areas, with innovations in science, engineering and technology as the extensively studied domain.

The University of Southern Mindanao, especially the Research, Development, and Extension unit, hopes that this will inspire more students to actively engage in meaningful research, pursue publication opportunities, and contribute to the growing body of knowledge that addresses real-world challenges. By fostering a culture of academic excellence and innovation, the university envisions a future where student research continues to make a lasting impact within and beyond the academic community. These studies serve not only as contributions to institutional repositories but have also been published in scholarly journals to reach a broader academic audience. Because of these inputs, along with the university researches, USM has been named as the top performing university in region XII for research production in 2024 based on Scopus data compiled by Global Health Focus (GHF). To date, USM made 58 Scopus and Web of Science indexed publications from the year 2024 to May 2025, which not only brings honor to the university but also reinforces its commitment to academic excellence, research impact, and global visibility.