



# PRELIMINARY SURVEY VISIT

## AREA II: FACULTY

### E. Faculty Development

## **E.1. COPY OF THE FACULTY DEVELOPMENT PROGRAM**

A copy of the Faculty Development Program outlining key initiatives designed to strengthen faculty competencies, expand knowledge, and support continuous professional growth.

University of Southern Mindanao

### **Faculty Development Program**

2022 – 2031

#### **Introduction**

Faculty Workforce is the core human resource component of the university. To date, the University has 532 positions (516 for Higher Education and 16 for Advanced Education Services). These faculty members are expected to facilitate teaching and learning of undergraduate students, conduct high-impact research, socially relevant extension and public service engagement, and generate intellectual assets and products that propel growth of the industry and society.

This faculty development program intends to plot a comprehensive menu of services and chart the direction of actions to achieve the strategic goals. This institutional development program serves as a guide for the colleges to craft its unit faculty development program contextualized in its circumstances. The

#### **Goals**

By 2031:

- a) 20% faculty members have professorial ranks
- b) 50% of the faculty members have doctoral degrees
- c) 90% of the faculty members have at least very satisfactory teaching effectiveness evaluation
- d) 40% of the faculty members are actively involved in any research, extension, and production activities
- e) 10% of the faculty members have received any reward and recognition

#### **Recruitment, Selection, Placement**

*Instituting a data-driven candidates assessment system*

The university shall institute data-driven candidate assessment system that account the performance and potential of a candidate for recruitment and promotion. This selection system is digitally connected to the university's Enhanced Daily Time Record, learning and competency journals. This candidate assessment system shall also serve as Talent Bank with real-time assessment scores for easy retrieval once vacancy occurs.

*Aggressive recruitment of faculty members with advanced degrees and necessary competencies*

Recruitment of new faculty members will give preference to those with at least masters degree. To make the recruitment aggressive and competitive, candidates shall be subject to a learning boot camp to observe and for the candidate to demonstrate his/her competencies. The entry position of the candidate will depend on the outcome of the competency assessment.

#### Institutional Promotion via competency-based assessment

Promotion will be subject to the data-driven candidates assessment system. This assessment system assess the candidate’s potential and performance. Performance is dependent on the Individual Performance Commitment Rating (IPCR) dissected into strategic and routine assessment and individual’s contribution to the university performance. Exemplary performance is also assess as evidenced by awards. Potential of the candidates is dependent on the aspiration, engagement, and ability of the candidate. Data derived from EDTR, learning journals serves as input to the assessment of potential.

#### *Instituting a local professorial accreditation system*

Once the new CHED-DBM guidelines is in effect, we shall institute an institutional professorial accreditation system to replace the old CCE point system. We intend to use a Differentiated Career Pathways like the Malaysian Higher Education System (AKEPT). In this way, we envision that the CHED-DBM guidelines shall accredit a generic professor while our merit selection shall accredit professors based on identified professorial career pathways (teaching, research, extension, leadership, etc.).

For the next ten years, the university need to accredit steadily more professors to ideally cope with the expected increased of faculty members.

|                       | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|-----------------------|------|------|------|------|------|------|------|------|------|------|------|
| Academic              | 532  | 727  | 780  | 780  | 780  | 780  | 780  | 790  | 800  | 820  | 915  |
| Ideal Professor Ratio | 106  | 145  | 156  | 156  | 156  | 156  | 156  | 158  | 160  | 164  | 183  |

This strategy is proposed to harmonize with CHED and DBM directions while strengthening the strategic advantage of the university.

## Performance Management

### *Review of performance management system to support reclassification*

The university will provide the activities of the candidates so we will be able to have better chances for reclassification under the new CHED-DBM guidelines. This means our performance management system should jive with the requirements of the said reclassification guidelines. We are now on the process of improving our performance management system to support the desires of CHED and DBM.

### *Development of Real-Time IPCR*

A web-based IPCR shall be developed to ensure that faculty are abreast of their performance real-time. This shall be linked to the EDTR platform.

## Learning and Development

### *SINTIDO – Progressive Layering Workplace L&D*

A learning and development shall be implemented based on progressive layering approach – System Initiative for Nurturing Teaching and Learning Innovation and Development of Knowledge (SINTIDO). This L&D is embedded in the workplace, to wit:

| <b>SINTIDO Type</b>   | <b>Intended Faculty</b>                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------|
| SINTIDO 1.0 Boot Camp | intended for prospective applicants, contract of service faculty, and neophyte faculty members. |
| SINTIDO 2 Series      | intended for Instructors and Assistant Professors                                               |
| SINTIDO 3 Series      | intended for Assistant and Associate Professors                                                 |
| SINTIDO 4 Series      | intended for Associate and Full Professors                                                      |

### *Strategic Graduate Programs*

Graduate Program Scholarships are screened by the Faculty Training and Development Committee taking into account the performance of the graduate school and expected skills needs of the academic program.

## Rewards and Recognition

Through the Gawad Uliran sa Serbisyong Mahusay Gawad USM PRAISE system, faculty members are regularly monitored with their performance as gleaned from EDTR, learning journals, and IPCR.

## E.2. SUMMARY OF FACULTY WHO WERE GRANTED SCHOLARSHIP, FELLOWSHIP. ETC.

Vet Tech faculty members who have been granted scholarships, /academic opportunities

| FACULTY                 | TITLE OF SCHOLARSHIP/ACADEMIC OPPORTUNITIES                    | DATE OF PROGRAM    |
|-------------------------|----------------------------------------------------------------|--------------------|
| Precious Amor B. Ferrer | International Training on Cage-Free Innovation and Welfare Hub | July 09-15, 2023   |
| Roland Y. Fajardo       | Master of Science in Animal Husbandry Engineering              | Sep 2021-June 2023 |

Scholarship for Graduate Studies Abroad and International Relations  
CHED K to 12 Transition Program

International Continuing Professional Education (ICPE) Grant  
Faculty/Staff Nomination Form

| Faculty/Staff Profile (Provide complete information on the faculty/staff)                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                       |            |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------|-----------|
| Name of Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Precious Amor A. Beso                                                                                 |            |           |
| ICPE Grant Applying For                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Leveling-Up Philippine Higher Education Institutions in Agriculture, Fisheries, and Natural Resources |            |           |
| Delivering Institution of ICPE Grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)               |            |           |
| Name and Address of Sending HEI                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | University of Southern Mindanao- Poblacion, Kabacan, Cotabato                                         |            |           |
| Employment Duration in Sending HEI                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3 years and 7 months                                                                                  |            |           |
| Employment Status in Sending HEI                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Permanent                                                                                             |            |           |
| Highest Degree Attained                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Master of Science in Animal Science                                                                   | Graduated  | June 2019 |
| Teaching Discipline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Veterinary Technology                                                                                 |            |           |
| Graduate Degree Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Doctor of Philosophy in Agricultural Science                                                          | Expected   | June 2023 |
| Currently Taking (if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Major in Animal Science                                                                               | Completion |           |
| Delivering HEI where Graduate Degree Program will be obtained/completed                                                                                                                                                                                                                                                                                                                                                                                                                              | University of Southern Mindanao                                                                       |            |           |
| Justification (Rationale for nominating applicant)                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                       |            |           |
| Guide Questions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                       |            |           |
| 1. How long has the applicant been with your department?                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                       |            |           |
| 2. How has the applicant performed as a faculty member in your department?                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       |            |           |
| 3. How will the applicant's participation in this training program contribute to the importance and value to (1) your institution, (2) regional and national development, and (3) his/her discipline or profession?                                                                                                                                                                                                                                                                                  |                                                                                                       |            |           |
| Note: Please answer all three (3) questions in 250 words or less.                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                       |            |           |
| The applicant is a faculty member of the Veterinary Technology Department of the College of Veterinary Medicine. She had served the University for almost 5 years, teaching major and minor courses in veterinary technology and animal science. Her graduate studies and current research mainly focused on poultry production utilizing plant-based formulation. In addition, she has National Certificate II for Animal Health Care and Management, Animal Production (poultry and ruminant), and |                                                                                                       |            |           |



Ref. No. GBG23-0969

03 May 2023

Ms. Precious Amor A. Beso  
Instructor I  
University of Southern Mindanao  
Email: paabeso@usm.edu.ph

Dear Ms. Beso:

Under the Commission on Higher Education (CHED)-funded project titled Leveling-Up Philippine Higher Education Institutions in Agriculture, Fisheries, and Natural Resources (LevelUPHEI AFAR), the Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA), together with the Southeast Asian University Consortium for Graduate Education in Agriculture and Natural Resources (UC), is pleased to inform you that you have been accepted for a grant to attend the International Training on Cage-Free Innovation and Welfare Hub organized by Universitas Gadjah Mada in Yogyakarta, Indonesia from 09-15 July 2023.

Your participation in the program is being funded by CHED through the International Continuing Professional Education (ICPE) Grants, with the understanding that you commit to actively and fully participate in the program activities. For this grant, the LevelUPHEI AFAR project will cover the following:

1. Roundtrip economy class air ticket between home and host institution;
2. Cost of stay to cover all local costs (accommodation, food, local travel, communication, and other related expenses as approved by the CHED ICPE grant); and
3. University Consortium participation cost, bench/research fees, or registration fee at the university.

Attached herewith is the Information Note to guide you in completing further requirements from CHED and preparing for the program. Should you need clarifications, please contact Ms. Paula Grace M. Mayco, Program Specialist, Graduate Scholarship and Institutional Development Unit, Education and Collective Learning Department, at mobile (+63 915) 9705278; or e-mail [pgmm@searca.org](mailto:pgmm@searca.org) (cc: [gsid@searca.org](mailto:gsid@searca.org)).

Kindly indicate your acceptance of the terms of offer by signing on the conforms space provided and returning a copy to us.

We look forward to your active participation in the program.

Truly yours,



Glenn B. Gregorio  
Director

I hereby certify that I have read and understood and accept the terms and conditions of this grant.

PRECIOUS AMOR A. BESO

HEAD OF INSTITUTION

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Attachments: as stated

CC: Prof. Dick Quatern, Dean of the Faculty of Animal Science, and UC Executive Officer, UGM  
Dr. Hanaa Suryana, Head, Center of Academic Innovation and Studies, and UC Coordinator, UIM  
Dr. Francisco Gil N. Garcia, President, USM



## LETTER OF ACCEPTANCE

Hereby I certify that **Fajardo, Roland Yap** (SH ID: 447181; country of citizenship: Philippines; born on 1994-02-06 in Antipas, Cotabato) has been admitted to the [MSc] **Animal Husbandry Engineering** program at the University of Debrecen for the first semester of the academic year **2021/2022**. The semester starts in **September 2021**.

The student has the necessary language knowledge (English) to be able to complete his/her studies successfully. The student's former studies are in accordance with the course's entrance requirements.

The student is offered accommodation at the **Veres Péter Student Dormitory** (140 Bószörmény út, Debrecen, 4032, Hungary), and is guided through acquiring a permanent place of residence and the process of registration at the **Office of Immigration and Asylum**.

Debrecen, 08.07.2021

## FELVÉTELI HATÁROZAT

Igazolom, hogy **Fajardo, Roland Yap** (SH azonosító: 447181; Philippines állampolgára; szül. dátum: 1994-02-06, hely: Antipas, Cotabato) felvételt nyert a Debreceni Egyetem [MSc] **Animal Husbandry Engineering** képzésére, a **2021/2022** -es tanév első félévére. A félév 2021. szeptemberében veszi kezdetét.

A hallgató megfelelő angol nyelvtudással rendelkezik a szak sikeres elvégzéséhez, korábbi tanulmányai megfelelnek a szak által támasztott bemeneti követelményeknek.

Egyetemünk fent nevezett hallgató részére szállást biztosít (Veres Péter Kollégium, 4032 Debrecen, Bószörmény út 140.), továbbá igény szerint segíti a lakásszerzésben, illetve gondoskodik a lakcímbeljelentésről.

Kelt: Debrecen, 2021-07-08

  
Prof. Dr. Jenői Anna  
Director / igazgató



P81 E 006807

Certificate Number: 200/2023/MT  
Institution Identification Number: F117198  
HQF Level: 7  
EQF Level: 7



# DEGREE CERTIFICATE

It is hereby certified that

**Roland Yap Fajardo**

(born Roland Yap Fajardo, on 6 February 1994 in Antipas Cotabato, Philippines) having completed an approved master's degree programme and fulfilled the academic requirements of the

**University of Debrecen**

was duly admitted to the degree of Master of Science in Animal Husbandry Engineering and has qualified as an

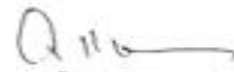
**Animal Husbandry Engineer.**

The duration of the programme of study was 4 semesters.

Overall classification of the qualification: with honours.

Debrecen, 14 June 2023



  
Rector

**Clause:** The bearer of this certificate completed the programme of study and took the examinations in the English language.

Debrecen, 14 June 2023



  
Rector



## E.3. FILE COPIES OF SCHOLARSHIP/FELLOWSHIP TRAINING CONTRACT

Copy of scholarship contract/academic privileges granted for faculty.

### GRANT AGREEMENT INTERNATIONAL CONTINUING PROFESSIONAL EDUCATION (ICPE)

KNOW ALL MEN BY THESE PRESENTS:

This Grant Agreement ("Agreement") is made and entered into this day, 23<sup>rd</sup> day of May, 2023, in Quezon City, Philippines by and among:

The COMMISSION ON HIGHER EDUCATION, a government regulatory agency established under R.A. 7722, with principal office address at the Higher Education Development Center (HEDC), C.P. Garcia Ave., UP Campus, Diliman, Quezon City, represented herein by, J. PROSPERO E. DE VERA III, DPA, in his capacity as Chairperson, hereinafter referred to as the "CHED";

The University of Southern Mindanao, a higher education institution with principal office at Poblacion, Kabacan, Cotabato, represented herein by, Dr. Francisco Gil N. Garcia, in his capacity as University President, hereinafter referred to as the "Sending Higher Education Institution" or "SHEI";

- and -

Precious Amor A. Beso of legal age, Filipino and residing at Purok Beso, Barangay Buenafior, Tacurong City, Sultan Kudarat, hereinafter referred to as the "GRANTEE".

### WITNESSETH

WHEREAS, Republic Act (RA) No. 7722 provides that it is the responsibility of the State to (1) protect, foster and promote the right of all citizens to affordable quality education at all levels, and (2) take appropriate steps to ensure that education shall be accessible to all. Republic Act (RA) No. 7722 further mandates CHED to (1) formulate and recommend development plans, policies, priorities and programs on higher education and research, and (2) identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development;

WHEREAS, pursuant to this mandate, CHED seeks to upgrade the academic qualifications of higher education faculty during the period of transition to the K to 12 system.

WHEREAS, CHED approved CHED Memorandum Order No. 03, s. 2016 entitled "Guidelines on Graduate Education Scholarships for Faculty and Staff Development in the K to 12 Transition Period." which sets forth the procedures, priorities, and regulation of scholarships awarded to grantees beginning in the K to 12 Transition Period;

WHEREAS, CHED approved the "Guidelines for International Continuing Professional Education (iCPE) Grants as an Additional Component of CMO No. 25, series of 2016" amending CMO No. 25, s. 2016 through Commission en Banc (CEB) Resolution No. 784 - 2020, which aims to support lifelong learning by providing short-term trainings to higher education faculty and staff, provided by local and international institutions/organizations.

WHEREAS, under the CMO approved through CEB Resolution No. 890 - 2020, the Commission en Banc approved the partnership between the CHED and the Southeast Asian Regional Center For Graduate Study And Research In Agriculture (SEARCA), hereinafter referred to as the "Delivering Institution", to establish the Leveling-Up Higher Education Institutions in Agriculture, Fisheries, and

   1

Natural Resources, hereinafter referred to as the "ICPE Program", through CEB Resolution No. 784 - 2020;

**WHEREAS**, the ICPE Program, established through the Memorandum of Agreement between CHED and the Delivering Institution, is described as:

**A. Description of the ICPE Program**

CHED and the Delivering Institution agree to implement a **one (1) week short training** program according to the parties' roles and obligations outlined in this document for up to 633 representatives from State Universities and Colleges, and the CHED.

**B. Objectives of the ICPE Program**

The ICPE Program aims to upgrade the institutional capacities of the 75 State Universities and Colleges – Association of Colleges of Agriculture in the Philippines, Inc. (SUC-ACAP) members through Short-term Training Programs and Cross-Visits, and participation in University Consortium Activities. The project will also establish institutional linkages between SUC-ACAP and the Southeast Asian University Consortium for Graduate Education in Agriculture and Natural Resources (University Consortium). Specifically, the project will:

1. Build the research and development (R&D) and leadership and management capacities of Philippine HEIs in AFNR in consideration of the thrust of the ASEAN Work Plan on Education (AWPE) and relevance to global challenges asserted by the United Nations Sustainable Development Goals (SDGs);
2. Provide for the participation of qualified constituents of three selected COEs and PHEIs in AFNR activities facilitated by SEARCA for the University Consortium; and
3. Facilitate the establishment of academic exchanges and collaboration between SUC-ACAP and the UC.

**WHEREAS**, the SHEI is in need of improving the qualifications of its faculty teaching in the identified priority fields, and hence, has allowed the **GRANTEE** to undertake the ICPE Program offered by the Delivering Institution, from **09 July – 15 July 2023**;

**WHEREAS**, the **GRANTEE** is ready, willing and able to undertake the ICPE Program offered by the Delivering Institution, and by acceptance of this grant, **GRANTEE** agrees to comply with relevant laws, rules, regulations, policies and procedures of CHED and SHEI.

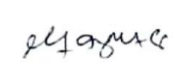
**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties involved agree, as they do hereby agree, to fulfill the following terms and conditions of the aforementioned ICPE Grant:

**A. International Continuing Professional Education (ICPE) Grant**

CHED hereby awards to the **GRANTEE** an INTERNATIONAL CONTINUING PROFESSIONAL EDUCATION (ICPE) GRANT to complete her/his certificate program/short training course entitled, "Leveling-Up Higher Education Institutions in Agriculture, Fisheries, and Natural Resources" offered by the Delivering Institution, from **09 July – 15 July 2023**, unless there occurs any unforeseeable and exceptional circumstances, beyond her/his control and not caused by her/his fault or negligence, preventing the **GRANTEE** to fulfill her/his obligations.

**B. GRANTEE's Representations and Warranties**

- a. **GRANTEE** is currently employed either full-time/part-time at a CHED-recognized



- higher education institution in the Philippines;
- b. **GRANTEE** holds at least a bachelor's degree;
- c. **GRANTEE** is in good health and of good moral character;
- d. **GRANTEE** has no pending criminal charges and has not been convicted for violation of any Philippine Law.
- e. **GRANTEE** is committed to return to their SHEI after completion of the ICPE Program; and
- f. **GRANTEE** fulfills all the Terms and Conditions of the Grant Agreement and Return Service Agreement.

**C. GRANTEE's Obligations and Responsibilities**

- a. **GRANTEE** shall abide and fulfill the terms and conditions indicated in his/her CHED-approved Grant Agreement and Return Service Agreement, pertinent CHED policies, and all the terms and conditions as may be set forth by the **Delivering Institution**;
- b. **GRANTEE** shall participate in all grant-related activities necessary for the success of the engagement;
- c. **GRANTEE** shall fully disclose to **CHED** all other benefits received in order to ensure that there is no duplication of grant benefits;
- d. **GRANTEE** shall conduct him/herself in such a manner as to uphold his/her good name and that of the Philippines;
- e. **GRANTEE** shall finish his/her engagement within the time frame specified by the **CHED** and/or **Delivering Institution**.
- f. **GRANTEE** shall ensure timely submission of required documents, and other necessary documents that the **CHED** and/or **Delivering Institution** may request, to the delivering institution. **CHED** shall not be liable for any delay brought about by late or erroneous submissions;
- g. **GRANTEE** shall seek written clearance from the **CHED** before traveling abroad for personal or official reasons during the period that the Grant Agreement or Return Service Agreement is in force;
- h. **GRANTEE** shall render return service on the semester immediately following the completion of his/her **ICPE Program** in his/her **SHEI**. Return service shall be in the form of teaching, research or extension, based on mutually agreed-upon terms between the **GRANTEE** and the **SHEI**;
- i. **GRANTEE** shall render return service based on the duration and location of the **ICPE Program**:
  - i. Without travel abroad
    - 1. For one (1) day to six (6) months of training, a Certificate of Clearance will be issued by **CHED** upon completion of the six (6) months rendered return service and the completion of the grantee-participant's Re-Entry Action Plan.
    - 2. For six (6) months to one (1) year of training, a Certificate of Clearance will be issued by **CHED** upon completion of the one (1) year rendered return service and the completion of the grantee-participant's Re-Entry Action Plan.
  - ii. With travel abroad
    - 1. For one (1) day to six (6) months of training, a Certificate of Clearance will be issued by **CHED** upon completion of the one (1) year rendered return service and the completion of the grantee-participant's Re-Entry Action Plan.
    - 2. For six (6) months to one (1) year of training, a Certificate of Clearance will be issued by **CHED** upon completion of the two (2) years rendered return service and the completion of the grantee-participant's Re-Entry

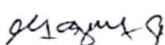
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Action Plan.

- j. **GRANTEE** acknowledges that work rendered prior to the completion of the program pursued shall not be counted towards completion of his/her return service obligation.
- k. **GRANTEE** shall reimburse **CHED** the total assistance released to him/her, in case of willful abandonment of the grant, gross misconduct and noncompliance with the terms and conditions stipulated in this **AGREEMENT**;
- l. **GRANTEE** shall seek to use his/her education to directly further higher education in the Philippines by contributing to the body of knowledge and/or to the practice of his/her profession in the country; and
- m. **GRANTEE** shall participate in any grant-related activities which may come in the form of added responsibilities, as indicated in the Memorandum of Agreement (MOA) between **CHED** and the **DELIVERING INSTITUTION**.

**D. CHED's Obligations and Responsibilities**

- a. **CHED**, together with the **SHEI**, shall be responsible for the collection/deduction of a **GRANTEE's** payment obligation, in cases of non-completion or termination of Grant. The terms for the payment of obligation shall be evaluated and decided upon by **CHED**;
- b. **CHED**, in coordination with the **SHEI**, shall conduct the necessary monitoring and evaluation, by any means necessary, of the status of the **GRANTEE** to ensure full compliance and achievement of objectives;
- c. **CHED** shall set the standards for the implementation of the Re-Entry Action Plan of the **GRANTEE**, should it be necessary;
- d. **CHED** shall receive the monitoring reports issued by the **SHEI** showing the status of **GRANTEE's** return service. Likewise, **CHED** shall receive written notice from the **SHEI** regarding **GRANTEE's** completion of his/her return service;
- e. **CHED** shall issue a "Clearance Certificate", relieving the **GRANTEE** of all grant obligations and responsibilities once all the following conditions have been met: received "Certificate of Completion" from **Delivering Institution**, submitted required deliverables, and rendered agreed upon return service as indicated in the Return Service Agreement;
- f. **CHED** reserves the right to adjudicate special cases and may impose rules and return service by the **GRANTEE** under each grant type;
- g. **CHED**, as represented by the IAS Director, shall decide on special cases that do not merit any additional cost, such as, but not limited to, the following:
  - i. Request for written clearance before traveling abroad for personal or official reasons during the period that the Grant Agreement or Return Service Agreement is in force.
  - ii. Request for withdrawal, termination, or revocation of grantees under the following circumstances:
    - 1. Poor health, death, or analogous circumstances;
    - 2. Non-compliance with the post-award procedures, requirements, and Terms and Conditions of CMO approved through CEB Resolution No. 784 - 2020;
    - 3. Willful abandonment or withdrawal from the grant prior to the commencement of training;
    - 4. Any violation under the provisions stated under approved through CEB Resolution No. 784 - 2020, Article VI, Section IIB (4) titled Termination of the Grant.
- h. **CHED** shall demand faithful compliance by the **SHEI** and the **GRANTEE** with the Terms and Conditions under CMO approved through CEB Resolution No. 784 - 2020; and



- i. **CHED** reserves the right to terminate the Grant of the **GRANTEE** and/or impose the appropriate sanctions against the **GRANTEE** in accordance with the provisions in the **AGREEMENT**.

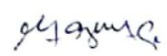

**E. SHEI's Obligations and Responsibilities**

- a. **SHEI** shall allow the **GRANTEE** to pursue the **ICPE Program**;
- b. **SHEI** shall coordinate with **CHED** in monitoring the progress of the **GRANTEE** under the **ICPE Program**;
- c. The **SHEI**, together with the **GRANTEE**, shall agree on a Re-Entry Action Plan for the **GRANTEE** upon completion of his/her **ICPE Program**;
- d. **SHEI** shall honor and faithfully comply with the provisions of the Return Service Agreement, including, but not limited to the implementation of **GRANTEE's** Re-Entry Action Plan, provided, said Re-Entry Action Plan shall comply with the standards set by **CHED**, if any;
- e. **SHEI** shall be in charge of monitoring the return service and shall inform **CHED** of the status of the same. Upon completion, **SHEI** shall send **CHED** a written notice affirming the **GRANTEE's** completion of the obligation, after which **CHED** shall issue a Certificate of Completion to **GRANTEE** and relieve him/her of all obligations under the grant;
- f. **SHEI** has the right to recommend the termination of the Grant of the **GRANTEE** should the grounds in Section F of this **AGREEMENT** arise;
- g. **SHEI** shall reimburse **CHED** the total financial assistance released to the **GRANTEE** in case it recalls the latter without valid reasons and prior notice to **CHED**.
- h. **SHEI**, on behalf of **CHED**, shall be responsible for the collection/deduction of a **GRANTEE's** payment obligation, subject to evaluation and approval by **CHED** of the terms for the payment of obligation;
- i. **SHEI** shall extend full cooperation to **CHED** to ensure smooth implementation and coordination between both parties;
- j. **SHEI** undertakes that during the period of the Grant award, the **GRANTEE's** tenure/years of service shall still be continuing and his/her availment of the grant shall not result in a break in service.
- k. **SHEI** shall fulfil all the Terms and Conditions of the grant as indicated in relevant **CHED** policies and this Agreement; and
- l. **SHEI** shall faithfully abide with all **CHED** rules and regulations already issued and will be issued in the future.

**F. Grounds for Termination of Grant**

**CHED** reserves the right to terminate the **GRANTEE's** Grant, upon recommendation of the **SHEI**, under any of the following circumstances:

- a. **GRANTEE** fails to meet the program standards set by **CHED**, the **SHEI**, or the delivering institution;
- b. **GRANTEE** fails to complete the **ICPE** program within the specified time;
- c. **GRANTEE** willfully fails to submit all grant-related requirements required of him/her on time;
- d. **GRANTEE** commits any act which is not representative of the proper decorum becoming of a member of the academe such as immorality, drunkenness, dishonesty, foul language, gross disrespect, unprofessionalism and any form of misconduct;
- e. **GRANTEE** violates any policies of the **SHEI**;
- f. **GRANTEE** actively searches for employment during the grant period;
- g. **GRANTEE** commits other acts as may be considered by **CHED** as inimical to the interest of the government of the Republic of the Philippines;



h. **GRANTEE** is convicted of any crime by a court or a competent administrative body

The grant/scholarship shall also be terminated on the following grounds:

- i. Non-availability or exhaustion of funds,
- j. Other justifiable grounds which prove the inability of the **GRANTEE** to complete his/her degree (e.g. poor health of **GRANTEE** as certified by a government physician, etc.);
- k. Death of the **GRANTEE**.

#### G. Other Sanctions

Other than the foregoing termination, **GRANTEE** shall also be subject to the following sanctions should the corresponding circumstances occur, thus:

- a. All financial support extended to **GRANTEE** shall be repaid to **CHED**, without need of demand, except when the program is terminated due to lack of funds, other justifiable grounds which prove the inability of the **GRANTEE** to complete his/her program, or due to death of the **GRANTEE**;
- b. When **GRANTEE** fails to fulfill his/her service obligation, he/she is required to pay back to the concerned institution/s, without need of demand, all the privileges enjoyed and the money value of the service obligation based on his/her salary equivalent at the time of transfer or resignation, unless there is a showing that **GRANTEE**'s failure is not due to his fault or negligence. The refund of the **GRANTEE**'s monetary privileges, which were received while on leave from the program, may be waived due to serious health reasons, provided a medical certificate duly endorsed by the **SHEI** is submitted to the **DELIVERING INSTITUTION** and **CHED**;
- c. Failure to fulfill the obligations herein stated shall result in administrative or criminal action, and shall disqualify the **GRANTEE** from any other further **CHED** grant.

#### H. Waiver of Accountabilities

Upon successful completion of the **ICPE Program**, including completion of return service and submission of all required documents, the **GRANTEE** shall be relieved of all accountabilities under the Grant Agreement and the program.

#### I. Administration of the Program

**CHED** shall administer the **ICPE Program** Grant in accordance with **CHED**'s rules and regulations; and such other related issuances/revisions/amendments of the same for proper and effective implementation of the **ICPE Program** Grant.

The **GRANTEE** hereby understands that this Agreement is subject to the rules and regulation, orders and memoranda issued and to be issued by the **CHED** for the proper and effective implementation of the scholarship grant, and that he/she shall abide by any or all rules of **CHED**.

#### J. Non-Waiver

The failure of **CHED** to insist upon the strict performance of any terms, conditions and covenants hereof shall not be deemed a relinquishment of waiver of any subsequent breach or default of such terms and conditions and covenants.

#### K. Litigation and Venue

The parties agree that the venue of court action shall be exclusively in the proper courts of



Quezon City.

**L. Execution in Counterparts**

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

**M. Effectivity**

This Agreement shall take effect upon its execution and shall be in full force and effect until the completion of **GRANTEE'S ICPE Program** until sooner terminated for causes provided for in this Agreement and CHED Guidelines.

(Signature page as follows)



grace a



IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this [Date] day of [Month], [Year], Quezon City, Philippines.

CHED

\_\_\_\_\_  
J. PROSPERO E. DE VERA III, DPA  
*Chairperson*  
*Commission on Higher Education*

SIGNED IN THE PRESENCE OF:

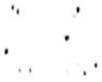
\_\_\_\_\_  
[Full Name of Witness]  
[Position]

CERTIFIED AS TO AVAILABILITY OF FUNDS:



*Elisabeth*







IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this 23<sup>rd</sup> day of May, 2023, Quezon City, Philippines.


**SHEI**

**GRANTEE**

  
\_\_\_\_\_  
FRANCISCO GIL N. GARCIA, RPAE, PhD  
University President

  
\_\_\_\_\_  
PRECIOUS AMOR A. BESO  
Instructor 1

**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
GEOFFRAY R. ATOK, PhD  
Vice President for Academic Affairs

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) s.s

BEFORE ME, a Notary Public for and in [Name of City/Municipality] on [Date] [Month] [Year] ,  
personally appeared the following, to wit:

| Name                        | Valid ID / Passport Number | Date and Place Issued                         |
|-----------------------------|----------------------------|-----------------------------------------------|
| Dr. FRANCISCO GIL N. GARCIA | P2691644B                  | 08/01/2019-DFA-DAVAO CITY                     |
| PRECIOUS AMOR A. BESO       | MO7-21-202633              | 09/23/2021- LTO-TACURONG CITY, SULTAN KUDARAT |

KNOWN TO ME to be the same persons who executed the foregoing Grant Agreement consisting of \_\_\_ pages including this page and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this \_\_\_ day of MAY 29 2023, 202\_.

Doc No. 121  
Page No. 25  
Book No. IV  
Series of 2023



**MARIO M. BELLO, JR.**  
Notary Public for the Province of Cotabato  
Valid Until December 31, 2023  
PTR No. 2081414/01-03-23/Amas, Kidapawan City  
PS No. 291764/01-20-23/North Cotabato Chapter  
Roll No. 81958

*[Handwritten signatures and initials]*

## SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the BUREAU OF ANIMAL INDUSTRY represented by DR. REILDRIN G. MORALES with principal office address at VISAYAS AVENUE, DILIMAN QUEZON CITY hereinafter referred to as the GRANTOR; DR. BOLAND Y. FAJARDO of legal age, Filipino, single, presently residing at 5 DANB ST., VASRA, QUEZON CITY, hereinafter called the GRANTEE; and MRS. REGINA Y. FAJARDO of legal age, Filipino, married, presently residing at PUROK 1-B, MAGSAYSAY, ANTIPAS, COTABATO, hereinafter called the GUARANTOR.

### WITNESSETH:

That the pursuant to the provision of E.O. 129 as amended and in consideration of the grant and acceptance by the GRANTEE of a scholarship award to undergo on official time to pursue Master of Science in Animal Husbandry Engineering granted by the University of Debrecen under the Stipendium Hungaricum Scholarship Program in Hungary during the Academic Year 2021/2022 to 2022/2023 from 24 August 2021 to 31 July 2023, the GRANTEE hereby agrees to fulfill the following terms and conditions:

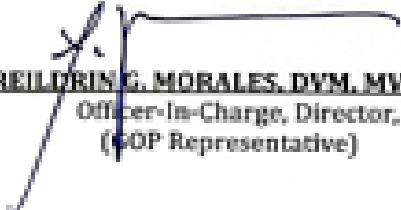
1. That the Grantee shall keep up with the standards of scholarship award;
2. That the Grantee shall conduct himself in a manner as not to bring disgrace or dishonor to himself and his country;
3. That the Grantee shall submit to the head of his Office and to the Special Committee on Scholarships (SCS) at the end of each term, his official transcript of grades, certificate of performance or its equivalent;
4. That, if there is sufficient reason for the extension of the Grantee's scholarship award, he shall submit a formal request to his agency, with justification and recommendation from his Program Advisor;
5. That the Grantee shall return immediately to the Philippines and report to his office upon the completion or termination of his scholarship grant;
6. That the Grantee shall submit to his office, SCS and to other concerned office a completion report on his scholarship within sixty (60) days after his return;
7. That the Grantee shall serve his office or any other government office or instrumentality as the exigencies of the service may require, for the specified period of four (4) years or 2 years for every year of the duration of the scholarship;
8. That the Grantee accepts the value of the following to be provided by the Bureau of Animal Industry and/or the National Livestock Program:



|                                                     |                  |               |
|-----------------------------------------------------|------------------|---------------|
| a. Transportation<br>(GOP, Local and International) | P 100,000        | \$ _____      |
| b. Tuition fees and other fees                      | P _____          | \$ _____      |
| c. Allowances (GOP and Sponsor)                     | P _____          | \$ _____      |
| Clothing                                            | P _____          | \$ 400 _____  |
| Living/Stipends                                     |                  |               |
| Establishments                                      |                  |               |
| Books                                               | P 3,500          |               |
| Pre-travel Allowance                                |                  |               |
| d. Salaries, other emoluments and<br>Adjustments    | P _____          | \$ _____      |
| <b>TOTAL</b>                                        | P <u>103,500</u> | \$ <u>400</u> |

9. That should the Grantee fail to comply with the foregoing conditions through his fault of willful neglect, resignation, voluntary retirement or other causes within his control, he shall refund to his Office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 8. Proportionate refund shall be allowed, provided that the Grantee has served his Office or agency at least 75% of his total service obligation.
10. That should the study period needs to be extended for a specified duration, the grantee shall request for the approval of the BAI Director, in writing, before the end of the period originally indicated in this agreement.
11. That the Guarantor will serve as the Grantees co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should he fail to comply with the conditions set forth.

IN WITNESS THEREOF, we have set under our hands the           AUG 04 2021           day of \_\_\_\_\_ in Quezon City.

  
**REILDIN G. MORALES, DVM, MVPHMgt.**  
 Officer-In-Charge, Director, BAI  
 (GOP Representative)

  
**ROLAND V. FAJARDO, DVM**  
 Veterinarian III, BAI  
 (Grantee)

  
**REGINA V. FAJARDO**  
 Guarantor

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
METRO QUEZON CITY S.S.

BEFORE ME, a notary public for and in QUEZON CITY, personally appeared **DR. REILDRIN G. MORALES** with Passport Number PB303787A5 issued on 10 August 2018 and **DR. ROLAND FAJARDO** with PRC ID and Registration No. 0009034 issued on 07 September 2016, **MRS. REGINA Y. FAJARDO**, with Voter's Identification No. 4715-0042A-L2668RYF20000-3 issued by the Commission on Elections, all known to me to be the same persons who executed the foregoing agreement and acknowledgement to me that the same is their own free, voluntary and authorized act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this AUG 04 2021 day of \_\_\_\_\_

Doc. No. 221  
Page No. 46  
Book No. VII  
Series of 2021

**NOTARY PUBLIC**  
  
**ATTY. ALLISTER MICHAEL C. JOCOM**  
Notary Public  
Adm. Matter No. SP-054 (2020-2021)  
Until December 31, 2021  
Roll of Attorneys No. 59492  
ISPLifeLine No. 082521 / 1-16-16 / Quezon City  
PTR No. 0094704 / 1-4-21 / Quezon City  
MCLE Compliance No. VI-0023620 / 04-04-21 / Q.C.  
No. 15 Xavierite Avenue, Loyola Heights, Q.C.

## E.4. SUMMARY OF IN-SERVICE TRAINING CONDUCTED IN CAMPUS BY THE PROGRAM UNDER SURVEY, INCLUDING LIST OF FACULTY-PARTICIPANTS.

### RESEARCH TRAINING (IN-SERVICE)

The table below shows the opportunities for research development and capacity building supported by the University.

| Type of Activity (e.g., advanced studies, upgrading, retooling, etc.) | Title of Training                                                                                              | Sponsoring Agency                                                | Year Conducted | No. of Trained Faculty/Staff |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------|------------------------------|
| Upgrading                                                             | Training-Workshop on Project Design and Evaluation                                                             | USM                                                              | 2025           | 50                           |
| Upgrading                                                             | Training on Organic Coffee and Cacao Production Management                                                     | USM                                                              | 2025           | 120                          |
| Upgrading                                                             | Training-Workshop on Bookmaking                                                                                | USM                                                              | 2025           | 80                           |
| Upgrading                                                             | Traditional Language Documentation                                                                             | USM                                                              | 2025           | 70                           |
| Upgrading                                                             | Crop Protection Training Workshop                                                                              | USM                                                              | 2024           | 142                          |
| Upgrading                                                             | Impact Assessment Training                                                                                     | USM, DOST-PCAARRD                                                | 2024           | 47                           |
| Upgrading                                                             | Data Analytics Training                                                                                        | USM, UPLB                                                        | 2024           | 30                           |
| Upgrading                                                             | Training on Research Design, Extension, and Micro-credentials                                                  | USM, UPLB                                                        | 2023           | 100                          |
| Upgrading                                                             | Webinar on Outcomes-based Teaching & Learning Design & Development of Courses Adapting Flexible Delivery Modes | USM                                                              | 2020           | 50                           |
| Retooling                                                             | Seminar-Workshop on Developing Print-Based Instructional Materials                                             | Extension Services Center-USM                                    | 2020           | 30                           |
| Upgrading                                                             | Magazine Writeshop of the SOXAARRDEC knowledge Management Cluster                                              | SOCCSKSARGEN Agriculture, Aquatic and Natural Resources Research | 2020           | 1                            |

|           |                                                                                       |                                                                                             |      |     |
|-----------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------|-----|
|           |                                                                                       | and Development Consortium                                                                  |      |     |
| Upgrading | Write shop for External Funding                                                       | USM                                                                                         | 2020 | 15  |
| Upgrading | Conceptualization and Workshop for CASS Journal                                       | CASS                                                                                        | 2020 | 20  |
| Upgrading | Workshop on IEC Materials Development                                                 | University Extension Services Office                                                        | 2020 | 25  |
| Upgrading | Workshop on IEC Materials Development                                                 | University Extension Services Office                                                        | 2020 | 25  |
| Upgrading | Training-Workshop on Showcasing Your rand: Enhancing Persuasive Presentation Skills   | SOCCSKSARGEN Agriculture, Aquatic and Natural Resources Research and Development Consortium | 2020 | 1   |
| Retooling | Research Publication Workshop                                                         | Research Publication Services Office & Research And Development Office, USM                 | 2020 | 20  |
| Retooling | Writeshop on Technical and Scientific Writing                                         | Research and Development Office-USM                                                         | 2019 | 30  |
| Upgrading | Training Workshop on Plagiarism Prevention Policies                                   | USM                                                                                         | 2019 | 100 |
| Upgrading | Gender Mainstreaming in the Curriculum Seminar- Workshop                              | USM                                                                                         | 2019 | 50  |
| Retooling | Seminarr-Workshop on Outcomes-Based Education and Outcomes-ased Teaching and Learning | USM                                                                                         | 2019 | 100 |

|           |                                                                                                                                         |                                     |      |     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------|-----|
| Upgrading | Training Workshop on Plagiarism Prevention Policies                                                                                     | USM                                 | 2019 | 150 |
| Upgrading | Planning, Monitoring and Evaluation for Development Results                                                                             | CAARRDEC                            | 2019 | 100 |
| Retooling | Seminar-Workshop on Outcomes-Based Education and Outcomes-based Teaching and Learning (Syllabus Design)                                 | USM                                 | 2019 | 100 |
| Upgrading | Seminar-Training on Tourism Management                                                                                                  | Research and Development Office-USM | 2019 | 30  |
| Retooling | Online Indexing System                                                                                                                  | USM                                 | 2019 | 25  |
| Upgrading | Seminar on Harmonization, Coordination and Cooperation of Research, Extension & Publication Services in University of Southern Mindanao | Research and Development Office-USM | 2018 | 47  |
| Upgrading | Research Proposal Writeshop For Internal and External Funding                                                                           | Research and Development Office-USM | 2018 | 38  |
| Retooling | Faculty Training for the New General Education Courses (Purposive Communication)                                                        | USM                                 | 2018 | 21  |
| Upgrading | Research Proposal Writeshop                                                                                                             | Research and Development Office     | 2018 | 42  |

Prepared by:

**JOSEPHINE R. FLORES, DVM, MVS**  
 Department Chairperson, BSVT

## E.5. BUDGETARY ALLOCATION FOR FACULTY DEVELOPMENT

This document outlines the proposed budgetary allocation for faculty development within the College of Veterinary Medicine.



Republic of the Philippines  
**UNIVERSITY OF SOUTHERN MINDANAO**  
 Kabacan, Cotabato  
 budget@usm.edu.ph

**BUDGET OFFICE**

### CERTIFICATE OF AVAILABILITY OF ALLOTMENT

This is to certify that the college has corresponding budget allocations under Fund 05 for the period covered.

| COLLEGE OF VETERINARY MEDICINE |                   |                   |                     |                  |                  |                     |
|--------------------------------|-------------------|-------------------|---------------------|------------------|------------------|---------------------|
| Particulars                    | 2022              | 2023              | 2024*               | 2025             | 2026             | Total               |
| I. Faculty Development         | 58,385.01         | 11,687.54         | 1,300,000.00        | 21,250.00        | 48,675.00        | 1,439,997.55        |
| II. Curriculum Development     | 137,376.49        | 51,157.14         | 472,386.50          | 21,250.00        | 13,275.00        | 695,445.13          |
| III. Student Development       | 10,303.24         | 3,816.31          | 340,000.00          | 21,250.00        | 13,275.00        | 388,644.55          |
| IV. Facilities Development     | 137,376.49        | 62,500.00         | 2,897,169.70        | 21,250.00        | 13,275.00        | 3,131,571.19        |
| <b>Total</b>                   | <b>343,441.23</b> | <b>129,160.99</b> | <b>5,009,556.20</b> | <b>85,000.00</b> | <b>88,500.00</b> | <b>5,655,658.42</b> |

\*Budget allocations were not distributed to the respective colleges; all funds were centralized under the VPAA.

This certification is issued for **accreditation purposes only**.

  
 Digitally signed by Shereen Mae P. Villaruz  
**SHEREEN MAE P. VILLARUZ**  
 Head, Budget Office

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



