



PRELIMINARY SURVEY VISIT

AREA X ADMINISTRATION

B. ACADEMIC ADMINISTRATION

B.2. Evidence of Participatory Administration in the College/Institute



Republic of the Philippines
**UNIVERSITY OF SOUTHERN
 MINDANAO**
 Kabacan, Cotabato



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**COLLEGE OF VETERINARY
 MEDICINE**

MEMORANDUM No. 03
 Series of 2026

To: ALL FACULTY
 Subject: meeting
 Date: 05 February 2026

You are all required to attend our meeting
 on 06 February 2026 at 10 AM at the
 Accommodation Room.
 Thank you.

Elizabeth C. Molina
 DR. ELIZABETH C. MOLINA
 Dean, CVM

DVM FACULTY

_____ Dr. AP Warren P. Adamat
 On-Leave _____ Dr. Mark Steven A. Estefania
 _____ *AA* Dr. Roland Y. Fajardo
 _____ *Josephine R. Flores* Dr. Josephine R. Flores
 _____ *Vrenelie II D. Flores* Dr. Vrenelie II D. Flores
 _____ *Rolando J. Garduque* Dr. Rolando J. Garduque
 _____ *Khan L. Junatas* Dr. Khan L. Junatas
 _____ *Garry D. Lasaga* Dr. Garry D. Lasaga
 _____ *Elizabeth C. Molina* Dr. Elizabeth C. Molina
 _____ *Lilian A. Lumbao* Dr. Lilian A. Lumbao
 _____ *Jan Clyden B. Tenorio* Dr. Jan Clyden B. Tenorio

DVM PART-TIME:

_____ Dr. Elsa A. Gonzaga
 _____ Dr. Eliezer M. Bauzon
 _____ Dr. Freniemer Dacaya
 _____ Dr. Jan Irving Bibay
 _____ Dr. Charmaine Gomintong

VET. TECHNOLOGY FACULTY

_____ *Precious Amor B. Ferrer* Ms. Precious Amor B. Ferrer
 _____ *Fleurmina Eula C. Usop* Ms. Fleurmina Eula C. Usop
 _____ *Carl Jonas D. Gocotano* Mr. Carl Jonas D. Gocotano
 _____ *Deserie Jane V. Olivar* Ms. Deserie Jane V. Olivar

COS FACULTY

_____ *Sherie Lee Drapiza* Ms. Sherie Lee Drapiza
 _____ *Sittie Alma Kumpa* Ms. Sittie Alma Kumpa
 _____ *Spencer S. Panes* Mr. Spencer S. Panes
 _____ *Michael Angelo Lumantao* Mr. Michael Angelo Lumantao

STAFF:

_____ *Maricar A. Dela Peña* Ms. Maricar A. Dela Peña
 _____ *Analisa R. Evangelista* Ms. Analisa R. Evangelista
 _____ *Ariel P. Arrogante* Mr. Ariel P. Arrogante

UTILITY:

_____ *Sammy D. Kadingilan* Mr. Sammy D. Kadingilan
 _____ *Francis S. Panansalan* Mr. Francis S. Panansalan
 _____ *Jose Aglutay Jr.* Jose Aglutay Jr.

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





UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

COLLEGE OF VETERINARY MEDICINE

Name of Office

February 06, 2026/10:00 AM

Date/Time

CVM Accreditation Room

Venue

Attendance:

Present:

1. Elizabeth C. Molina
2. Josephine Flores
3. Rolando J. Garduque
4. Lilian A. Lumbao
5. Precious Amor B. Ferrer
6. Vrenelie II. D. Flores
7. Jan Clyden B. Tenorio
8. Khan L. Junatas
9. Garry D. Lasaga
10. AP Warren P. Adamat
11. Deserie V. Olivar
12. Fleurmina Jane Usop
13. Sherrie Lee Drapiza
14. Sittie Aima Kumpa
15. Carl Jonas Gocotano
16. Spencer S. Panes

1. Call to Order

The meeting was called to order by the College Dean, Elizabeth C. Molina at 10:00 AM.

2. Adoption of the Agenda

Dr. Molina read the agenda of the meeting as follows. These were adopted by the body.

- a. External Audit
- b. Risk Registry Evaluation
- c. Thesis Concerns



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MINUTES OF MEETING

- d. Other Matters
 - d.1 Follow-up on laboratory supplies
 - d.2 AACCUP Preliminary Visit for BS Vet Tech
 - d.3 Faculty Development Plan
 - d.4 Local Review for board takers
 - d.5 Vet Tech Extension Coordinator

3. Matters Arising from the Minutes :

a. External Audit

Dr. Molina informed the body that the external audit is scheduled on February 25-27, 2026.

b. Risk Registry Evaluation

The Risk Registry was evaluated. The risk is the low performance of graduates. Monitoring scheme is annually. Because of the latest result of the licensure examination (October 2025) during which the College was awarded as the Top 3 Performing School, the body found the action to be Effective. For the significant action, it was decided to place Compensate.

c. Thesis Concerns

The Dean announced that DVM has a new Department Research Coordinator in the person of Dr. Jan Clyden B. Tenorio.

Dr. Tenorio informed the body that to streamline the processes for theses checking, studies will be divided among the three department chairpersons.

Dr. Garduque stated that the policies concerning theses must be strictly implemented. As such, it was decided that the outline presentations must be done two weeks before the final examination. Dr. Junatas said that the write-ups must be given to the panel members at least 2-3 days before the scheduled presentation.

The body also agreed that students will not be allowed to enrol in Thesis II if they have not completed Thesis I.

- The Dean said that the said concerns will be relayed to the ARO Director.



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d. Other Matters

d.1 Follow-up on laboratory supplies

Dr. Garduque inquired about the laboratory supplies. The Dean informed the body that the College Clerk has already followed-up the procurement office about this.

d.2 AACCUP Preliminary Visit for BS Vet Tech

Dr. Ferrer informed the body that there will be a preliminary visit by AACCUP for BS Vet Tech on April 20-24, 2026. She asked all faculty to assist the Vet Tech faculty in the preparation of the documents. With this, the following faculty were assigned in the following areas:

Faculty – Drs. Ferrer and Lumbao
Curriculum – Miss Drapiza, Miss Kumpa, and Dr. JR Flores
Research – Ms. Usop, Dr. Tenorio, Dr. JR Flores
Students – Miss Olivar, Dr. VD Flores, Dr. Garduque
Extension – Mr. Gocotano, Mr. Panes, Dr. Adamat

Dr. Ferrer also informed that the first visit of AACCUP will be in November 2025

d.3 Faculty Development Plan

Dr. Junatas stated that there is a need for a faculty development plan in which there should be faculty to be handling the different specialized fields in veterinary medicine. With this, it was agreed that the college will request the management for the hiring of three new faculty per department taking into consideration that there are two senior faculty who will be retiring in 2027.

d.4 Local Review for board takers

Dr. VD Flores informed the body that there are faculty who have agreed to conduct voluntary review for the coming board takers. Dr. Garduque requested that the review should focus only on specific topics rather than reviewing the whole coverage of the courses. Other faculty have also signified their willingness to conduct a review.

The review will be done after the graduation.



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d.5 Vet Tech Extension Coordinator

Dr. Adamat requested that there should be an extension coordinator for Vet Tech. With this, Mr. Gocotano was recommended for the position. A Special Order for him will later be issued by the Dean.

All those present agreed to the matters/minutes that arose during the meeting.

e. Adjournment

The meeting was adjourned at 12:00 PM.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Elizabeth C. Molina'.

ELIZABETH C. MOLINA
Dean











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Kabacan, Cotabato
Philippines

MINUTES OF MEETING

Department of Veterinary Technology
Name of Office

CVM Annex Building, Faculty Office
Venue

Attendance:

Present:

1. Precious Amor. B. Ferrer, PhD
2. Fleurmina Eula C. Usop
3. Deserie Jane V. Olivar
4. Carl Jonas D. Gocotano
5. Sherrie Lee Drapiza
6. Sittie Aima Kumpa
7. Spencer S. Panes

1. Call to Order

The meeting was called to order at 10:00 AM by Dr. Precious Amor B. Ferrer, Department Chairperson.

2. Adoption of the Agenda

The agenda was presented and unanimously adopted without revisions.

3. Confirmation of Minutes of the Previous Meeting

The minutes of the previous meeting held on March 3, 2026 were reviewed and approved without corrections.

4. Matters Arising from the Minutes

- Follow-up on incomplete documents for Area II (Faculty), Area III (Curriculum), Area IV (Support to Students), Area V (Research – D.2 and D.4), and Area VI (Extension) is still ongoing.
- Submission of faculty credentials for Area II has been partially completed, with remaining documents under compliance.
- Syllabi for Area III (Curriculum) are still being finalized and reviewed



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MINUTES OF MEETING

5. New Business

- I. Status of Compliance per AACUP Area
 - Area I, VII, VIII, IX, and X: Documents are nearing completion and ready for packaging, subject to the submission of remaining lacking documents specific to the program.
 - Area II (Faculty): lacking updated trainings/seminars, updated PDS
 - Area III (Curriculum): Syllabi are still being finalized and reviewed
 - Area IV (Support to Students): Ongoing consolidation of records.
 - Area V (Research):
 - D.2 – Needs updated list of disseminated research
 - D.4 – Lacking MOAs for research linkages
 - Area VI (Extension): Ongoing consolidation of extension services conducted by the College; documentation and supporting evidence are currently being gathered and organized for compliance.
- II. Documentation and File Organization
 - Standardized file naming conventions were agreed upon.
 - All documents must be uploaded to the official Google Drive repository

6. Other Matters

The body was encouraged to develop and submit research proposals aligned with the identified study, in line with AACUP requirements on research productivity and funding. Faculty members were advised to meet the deadline of the research call and pursue external or institutional funding to strengthen the department's research profile and compliance.

7. Summary of Agreements

- General Compliance: All Areas to complete and submit remaining program-specific lacking documents prior to final packaging.
- Area II: Submit updated trainings/seminars and PDS.
- Area III: Finalize and review all syllabi for compliance.
- Area IV & VI: Continue consolidation of records and supporting documents.
- Area V: Update D.2 (Research dissemination) and secure MOAs for D.4 (research linkages).
- Areas I, VII, VIII, IX, X: Proceed with packaging upon completion of minor deficiencies.
- Documentation: Adopt standardized file naming and ensure all files are uploaded to the official Google Drive repository.
- Research Compliance: Faculty to prepare and submit research proposals within the research call deadline to support AACUP requirements on research productivity and funding.



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8. Adjournment

The meeting was adjourned at 12:00 PM.

Prepared by:

FLEURMINA EULA C. USOP

Attested by:

PRECIOUS AMOR B. FERRER, PhD
Chairperson, Department of Veterinary Technology

