



PRELIMINARY SURVEY VISIT

AREA X ADMINISTRATION

B. ACADEMIC ADMINISTRATION

B.3. Dean's Supervisory Program



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**SUPERVISORY PLAN FOR DEAN,
COLLEGE OF VETERINARY MEDICINE**

Program of Activities (2nd sem S.Y. 2025-2026)						Remarks
	Jan	Feb	Mar	Apr	May	
I. INSTRUCTION						No revision of curricula was done
1. Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short term courses						
2. Coordinate with the office of the registrar and ICTC to monitor admission, registration and other status of undergraduate college students						Admission Officers for DVM and BSVet Tech took charge of the enrolment
3. Monitor syllabi making or revision of the course offering of the college						Coordinated with DCO re availability of syllabi; Advised Chairpersons to monitor faculty revision of syllabi
4. Supervise the curriculum review/revision of college curricular offerings						No revision within the semester
5. Spearhead the conduct of research, extension and production projects						Dr. Tenorio submitted proposals to BARM-MOST and DOST-PCAARRD
6. Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.						Internal and External Audits (Feb); Preliminary AACUP Visit (BS Vet Tech)
7. Monitor the preparation and submission of faculty load by <u>specialization</u>						Submission of final workload to DIO (January); Preparation of 1 st sem S.Y. 2026-2027 workload (May)
8. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO						Request copy of faculty performance evaluation from HRMDO
9. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference						Classroom observation will be done in April 2026 for the 4 dept chairpersons
10. Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)						Prepare list of graduating students for presentation to the college and university councils
11. Monitor attainment of the above the National Licensure passing performance						No licensure exam within this period
II. RESEARCH						
12. Spearhead the conduct of research projects						Research Coordinator and thesis advisers are monitoring conduct of theses. DOST-funded project implemented.
13. Monitors faculty attendance in research in-house/dissemination/fora						Participated in the PICRI-USMARDC anniversary celebration
14. Monitor faculty/students published articles						
III. EXTENSION						
15. Spearhead the conduct of extension projects						Extension coordinator is in-charge of the extension activities (anti-rabies vaccination; animal health mission, etc). Student organizations conduct community services (animal health)
16. Monitors faculty attendance in extension in-house/dissemination/fora						No extension in-house for a conducted within the period
17. Monitor faculty as speakers/lecturers/facilitators during seminars and trainings						Dr. Tenorio, VD Flores and RFajardo served as speakers during the 93 rd PVMA Convention and Scientific Conference in Iloilo City



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18. Monitors the critical factors of faculty/Dept. Chairpersons e.g. courtesy, stress tolerance, human relations, public relations, etc.						Faculty work attitudes will be regularly observed throughout the semester
IV. PRODUCTION						USM Vet Hospital
19. Spearhead faculty members to engage in production activities of the college						
V. OTHERS						
Supervise the monitoring of employability rate of graduates within one year after graduation						Submitted data on employability of graduates to CHED-PASUC thru VPRDE
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal						No budget preparation within the semester
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit						Dept heads collaborated in the requests for lab equipment
Monitor submission of faculty IPCR and DTR						Faculty submitted IPCRs in January; DTRs are submitted on time (5 th working day of the subsequent month)
Monitor faculty profile in the College						Hiring of COS and part-time faculty;
Cascade information to all concerned personnel						College maintains a GC where all information concerning the operation of the College are disseminated, including memoranda from other offices.
Attend to various programs and meetings related to work assignment and designations						Attended to various programs and meetings related to work assignment
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance						Dean attended USM Planning Workshop (January); Two faculty served as speaker during the PVMA Convention and Scientific Conference (February 18-20, 2016).
Recommend to the University President the designation of Department Chairpersons and other designations in the College						Requested issuance of renewal of Special Orders to the Office of the President.
Perform such other duties as maybe assigned by the President or higher authorities						Served as member of the Committee on Academic Matters and Scholarship Selection Committee
Monitor faculty/students as members of professional organizations						DVM faculty are members of PVMA; Regular faculty have active membership with USM-FA and other professional organizations
Monitor faculty/students participation in meetings/seminars/school related activities						CVM faculty and students participated in different activities

Prepared by:


ELIZABETH C. MOLINA
College Dean



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Program of Activities (1 st sem S.Y. 2025-2026)	Aug	Sept	Oct	Nov	Dec	Remarks
	I. INSTRUCTION					
1. Monitor the preparation, implementation, development and evaluation of the undergraduate curricular program as well as diploma or other short term courses						No revision of curricula was done
2. Coordinate with the office of the registrar and ICTC to monitor admission, registration and other status of undergraduate college students						Admission Officers for DVM and BSVet Tech took charge of the enrolment
3. Monitor syllabi making or revision of the course offering of the college						Coordinated with DCO re availability of syllabi
4. Supervise the curriculum review/revision of college curricular offerings						No revision within the semester
5. Spearhead the conduct of research, extension and production projects						Project proposed to DOST-12 was approved in Aug 2025. Dr. J. Flores served as the Project Leader.
6. Submit the College for Quality Assessment (e.g. accreditation, ISO, etc.						No accreditation or audits were conducted during this period
7. Monitor the preparation and submission of faculty load by <u>specialization</u> .						Dept Chairpersons submitted workload to DI; Memo given to Dept Chairpersons to prepare faculty workload for 2 nd sem 2025-2026
8. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMO						No feedback of faculty performance evaluation was given by HRMDO.
9. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the Department Chairperson and conduct post-observation conference						Classroom observation will be done in November 2025
10. Monitor graduation of students within the prescribed year (e.g. 4 years/5 years/6 years)						No graduation within the sem
11. Monitor attainment of the above the National Licensure passing performance						Performance of graduates in Oct 2025 VLE was above national passing %. The College was awarded as 3 rd performing school for Category B.
II. RESEARCH						
12. Spearhead the conduct of research projects						Research Coordinator and thesis advisers are monitoring conduct of theses. DOST-funded project implemented.
13. Monitors faculty attendance in research in-house/dissemination/fora						Some faculty attended the techno-forum of the RDE
14. Monitor faculty/students published articles						Dr. Tenorio published papers in reputable journals
III. EXTENSION						
15. Spearhead the conduct of extension projects						Extension coordinator is in-charge of the extension activities (anti-rabies vaccination; animal health mission, etc). Student organizations conducted community services (animal health)
16. Monitors faculty attendance in extension in-house/dissemination/fora						No extension in-house for a conducted within the period
17. Monitor faculty as speakers/lecturers/facilitators during seminars and trainings						Dr. Tenorio and VD Flores served as speakers during the PVMA-SMC




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					Convention and Scientific Conference
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IV. PRODUCTION					USM Vet Hospital
19. Spearhead faculty members to engage in production activities of the college					
V. OTHERS					
Supervise the monitoring of employability rate of graduates within one year after graduation					Submitted data on employability of graduates to CHED-PASUC thru VPRDE
Consult the Department chairpersons, coordinators, and College faculty on the preparation of College budget proposal					
Collaborate with Department heads in the determination and requisition of needed facilities of the Unit					Dept heads collaborated in the requests for lab equipment
Monitor submission of faculty IPCR and DTR					All faculty submitted their DTRs for Aug-Dec 2025
Monitor faculty profile in the College					Hiring of COS and part-time faculty; Submitted resolution for Asst Prof 1 entry level for DVM applicants. Resolution was approved in September
Cascade information to all concerned personnel					College maintains a GC where all information concerning the operation of the College are disseminated, including memoranda from other offices.
Attend to various programs and meetings related to work assignment and designations					Attended to various programs and meetings related to work assignment
Attend seminar-workshop, training and conferences within the evaluation, on time with complete attendance					Two faculty served as speaker during the PVMA-SMC Scientific Conference in Sept 2025.
Recommend to the University President the designation of Department Chairpersons and other designations in the College					Recommended Dr. V. Flores as the new chairperson of Clinical Sciences Dept.
Perform such other duties as maybe assigned by the President or higher authorities					Served as member of the Committee on Academic Matters and Scholarship Selection Committee
Monitor faculty/students as members of professional organizations					DVM faculty are members of PVMA; Regular faculty have active membership with USM-FA.
Monitor faculty/students' participation in meetings/seminars/school related activities					CVM faculty and students participated in different activities

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