



PRELIMINARY SURVEY VISIT

AREA II: FACULTY

B. Recruitment, Selection and Orientation

B.1. POLICIES ON HIRING AND SELECTION

This area outlines the university's policies and procedures for hiring and selecting faculty members to ensure transparency and merit-based recruitment.

HRMDO employs data analytics in rationalizing the screening, hiring and promotion of the university personnel. It also serves as the secretariat of both the Faculty Selection Board (FSB) and the Human Resource Merit Promotion and Selection Boards (HRMPSBs).

The FSB composed of the Vice President for Academic Affairs, Director for Instruction, President of the USM Faculty Association, HRMDO Director, and one of the University Professor designated assist the University President in the recruitment and promotion of faculty members. During the recruitment, the regular members are joined by the College Deans, Department Chair and the highest ranking Professor of the Department.

2020 and after, the approval of the faculty merit selection plan, recruitment and promotion has become competency-based: core, leadership and technical competencies including instruction, research, extension and production.

Annual evaluation is also done by the FSB to screen candidates for promotion through a task force jointly organized by the USMFA and the HRMDO. The initial evaluation of the task force serves as the basis for the FSB final evaluation. Candidates for promotion are assessed according to their competencies, individual performance commitment rating (IPCR), and service/loyalty. Thus, promotion is based on competency, performance and loyalty. In addition, faculty members are evaluated once every three years following the NBC 461 rules. The result forms the basis for the reclassification of faculty members.

On the other hand, the recruitment and promotion of the non-teaching personnel are facilitated by at least six (6) HRMPSBs: (a) Executive/ Managerial positions, (b) general administrative and support services, (c) research, development and extension services, (d) resource generation and entrepreneurial services, (e) Academic Support Services, and (f) each for the autonomous campuses. HRMPSBs are chaired by the vice presidents of the functional groups or the chancellor for the autonomous campuses. The other members of the HRMPSBs are representatives of USM Academic Support Staff Association (USMASSA) for first and second level, HRMDO Director and the unit head. The competency framework of the non-teaching staff is under revision.

The university employs proactive recruitment strategies including Service Initiative for Teaching and Learning Innovation and Development of Knowledge (SINTIDO) and the Agile Support Services Initiative for System Transformation (ASSIST) Boot Camps. SINTIDO and

ASSIST completers are enrolled in the talent bank. These boot camps also serve as the digital onboarding.

Candidates for recruitment and promotion are evaluated through the Dynamic Candidates Assessment System (DYCAS) – a novel data-driven system employing the nine-grid assessment for potential and performance. Executive and managerial positions in the non-teaching are evaluated through the Executive Leadership Induction towards System Transformation (ELIST). Meanwhile, professorial candidates are evaluated through the Productivity and Results-Oriented Framework for Evaluating Sustained and Impactful Scholarship (PROFESS).

Above all, RSP of both faculty and staff are governed by the Omnibus Rules of Appointments and other Human Resource Actions (ORAOHRA). In addition, HRMDO assists the University in the issuance and maintenance of database of special orders of designation.

Finally, the HRMDO, through its Focal Person on Service Contracting, also assists the Bids and Award Committee in the transition from hiring JO and COS to the procurement of services pursuant to CSC-COA-DBM Joint Circular 1 s 2017 as amended by JC 1 s 2018 (<https://www.usm.edu.ph/administration/hrmdo/#1674441925471-6d28b557-a2e5>).

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her



faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.
2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.



3. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. **Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.



5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.



5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp

Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

B.2. CRITERIA USED IN THE SELECTION PROCESS

This section presents the criteria used in the faculty selection process to ensure a fair and rigorous evaluation of candidates.

POSITION AND OFFICE _____
 CANDIDATE'S NAME: _____

Assessment of Candidate's Potential		
A1 ASPIRATION ASSESSMENT (30 pts)		27.40
A1.1 Motivational Drivers (15 pts)		
Immersion Factor (2.5 pts)		2.1
Activity Factor (2.5 pts)		2.2
Flexibility Factor (2.5 pts)		2.2
Power Factor (2.5 pts)		2.1
Interest Factor (2.5 pts)		2.2
Autonomy Factor (2.5 pts)		2.2
A1.2 Behavioral Indicators (15 pts)		
Using Initiative and Taking Responsibility (7.5 pts)		7.2
Achieving objectives and pursuing self-development (7.5 pts)		7.2
A2 ABILITY ASSESSMENT (30 pts)		25
A2.1 Competency Demonstration (15 pts)		
Core (5pts)		4.3
Leadership (5pts)		4.2
Technical (5pts)		4.2
A2.2 Learning Ability (15pts)		
Learning Curve Index (5pts)		4.1
Adaptability Index (5pts)		4.1
Training Effectiveness (5pts)		4.1
A3 ENGAGEMENT ASSESSMENT (30 pts)		
Current Engagement Capital (15 pts)		
Future Engagement Capital (15 pts)		
A4 PERFORMANCE ASSESSMENT (90 pts)		
A4.1 IPCR (30 pts)		
Contribution to Organization Outcomes (strategic) (15 pts)		
Performance Score on Routine Functions (15 pts)		
A4.2 Performance Contribution (30 pts)		
Contribution to Agency (15 pts)		
Contribution to Unit (15 pts)		
A4.3 Individual Exemplary Performance (30 pts)		
Awards Received (15 pts)		
Quality Assurance Participation (5 pts)		
Contribution to Agency/Unit Awards (10 pts)		
EVALUATOR: _____		

B.3. COMPOSITION OF THE SCREENING COMMITTEE

This file describes the composition of the screening process, detailing the individuals and committees involved in evaluating and shortlisting candidates.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



Special Order No. 7001
Series of 2024

TO: VPAA - Chairman
HRMDO Director - Secretariat
USMFAI Representative -
University Professor chosen by the President -
Director for Instruction - (For the Teaching and Learning Pathway)

SUBJECT: COMPOSITION OF REGULAR MEMBERS OF USM FACULTY SELECTION BOARD (FSB)

DATE: Friday, August 30, 2024

Pursuant to CSC MC 19, s. 2005 and for the best interest of the University, you are hereby constituted to compose the **Regular Members of USM Faculty Selection Board (FSB)** with VPAA as Chairperson, in addition to your appointive positions effective immediately.

You will be joined by three (3) provisional members to include the College Dean, Department Chairperson and the highest ranking professor in the department where the vacancy exist.

As such, you will assist the University President in appointing the most qualified candidate for hiring, promotion, secondment, transfer and other personnel actions as stipulated in the Strategic Competency-based Merit Selection Plan of the University.

You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

Page 1 of 1

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

USM-SYS-F301-Rev. 1, 2020-02-14





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
 Kabacan, Cotabato
 Tel No. 63 (64) 572 - 2138
 email address: oo@usm.edu.ph
OFFICE OF THE PRESIDENT



This designation shall remain in force and in effect on **September 02, 2024** until **September 03, 2025** otherwise the same is revoked by the undersigned or by a higher competent authority.


FRANCISCO GIL N. GARCIA, ABE, PhD
 SUC President


Confirms:

- _____
- Copies Furnished
- _____ records
- _____ HRMDO/Grass file
- _____ File
- _____ COA file
- _____ Board Secretary



B.4. EVIDENCE OF THE SELECTION PROCESS SHOWING THE NAMES OF APPLICANTS

The selection process for applicants was conducted in a systematic and transparent manner, ensuring fairness and equal opportunity for all candidates. A complete list of applicants, as shown in the attached proof, was carefully reviewed and evaluated based on the established criteria and qualifications required for the position. This documentation reflects the integrity and thoroughness of the selection procedure.

	Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato
COMPARATIVE ASSESSMENT TEACHING TEMPORARY	

Date January 15, 2024

Position: INSTRUCTOR I-TEMPORARY (1 SLOT)

Assignment: Veterinary Technology Department-CVM


NAME OF CANDIDATE	ASPIRATION ASSESSMENT	ABILITY ASSESSMENT	ENGAGEMENT ASSESSMENT	TOTAL POINTS FOR POTENTIAL ASSESSMENT	INDIVIDUAL PERFORMANCE	UNIT PERFORMANCE CONTRIBUTION	EXEMPLARY PERFORMANCE	TOTAL POINTS FOR PERFORMANCE ASSESSMENT	CURRENT RANK	REMARKS
1. Sherie Lee N. Drapiza	26.6	25.2	25.25	77.05	0	0	0	0	1	BS in Veterinary Technology, MS in Animal Science (on-going)
2. Sittie Alma V. Kumpa	25	24.4	23.75	73.15	0	0	0	0	2	BS in Veterinary Technology, MS in Animal Science (on-going)
Nothing follows										


Prepared by:

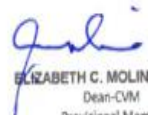

 NERISSA C. DELA VIÑA, Ph.D.
 Director HRMDO
 Regular Member

Certified Correct:


 LEORENCE C. BANDO, Ph.D.
 VPAA-Chairman
 Regular Member


 WILLIE JONES B. SALILING, Ph.D.
 USM/FAI, President
 Regular Member


 MARIA LUZ D. CALIBAYAN, Ph.D.
 OIC-Director for Instruction
 Regular Member


 ELIZABETH C. MOLINA, Ph.D.
 Dean-CVM
 Provisional Member

APPROVED:


 JONALD L. PIMENTEL, Ph.D.
 SUC PRESIDENT IV

B.5. EVIDENCE/S OF THE ORIENTATION PROGRAM FOR NEWLY HIRED FACULTY

Evidence of the orientation program for newly hired faculty, highlighting activities and materials provided to facilitate they're on boarding process.

Vision

Quality and relevant education for its clientele to be globally competitive, culture-sensitive and morally responsive human resources for sustainable development.

Mission

Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.

Core Values

Goodness
Responsiveness
Excellence
Assertion of RIGHT and
Truth

University Quality Policy Statement

The University of Southern Mindanao, as a premier university, is committed to provide quality instruction, research development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

"The Mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." (William Ward)

UNIVERSITY OF SOUTHERN MINDANAO

S.Y. 2025-2026

WELCOME

**ORIENTATION-SEMINAR
 FOR NEW FACULTY
 MEMBERS**

September 12, 2025
 8:00 AM - 5:00 PM
 @ CCD - AVR

Human Resource Management and Development Office
 2nd Floor, Administration Building, USM
 Kabacan, North Cotabato 9407
 (0985-3308-782), hrmd@usm.edu.ph

This serve as an invitation

USM Hymn
 USM beloved
 School so brave and true,
 Shines her love for truth and beauty
 May she ever live to serve.
 USM beloved
 To thy name we sing
 Faithful shall we be to thee,
 All one body, we.
 Loyal shall we ever be,
 Alma Mater, dear
 let her spirit guide us
 Towards life's highest goal.

Refrain:
 We pledge to thee our love and loyalty
 in our hearts for aye!(2x)
 USM beloved
 Fount of knowledge great,
 Flows her love for highest goodness,
 We shall cherish evermore.
 Be our inspiration,
 live within each heart.
 As in life we'll do our part:
 With thy spirit, serve
 God and land and fellowmen
 Truth and freedom bring
 Hear our voices ringing
 Hail, our USM!

(Repeat Refrain)

Master of Ceremony: Jean P. Saramosing

PROGRAMME

Part I	
8:00—8:30 AM	Registration
Part II	
8:30—9:00 AM	Opening Program
National Anthem - AVR Bagong Pilipinas Hymn - AVR Cotabato Hymn - AVR Kabacan Hymn - AVR	
Invocation	
Christian Prayer : from the participants Muslim Prayer: from the participants	
Words of Welcome	
Loarence C. Tandog, PhD <i>VP for Academic Affairs</i>	
Presentation of New COS Faculty Members	
Nerissa G. Dela Viña, PhD <i>Director, HRMDO</i>	
Part III—SESSIONS	
9:00-9:30 AM (30 mins.)	USM Vision, Mission, Core Values and USM Quality Policy Statement
Lawrence Anthony U. Dolente, PhD <i>Director, UQAO</i>	
9:30-10:00 AM (30 mins.)	Encoding of Grades & ICTC Concerns
Prof. Eugene G. Ranjo <i>Director, UICTO</i>	

10:00-11:00 AM (1 hour)	Linangtao Academy Willo Jones B. Salling, ABE, EnP <i>President, USMAFAI</i>
<i>Snacks will be served anytime</i>	
11:00-12:00 NN (1 hour)	Office of Legal Service: Republic Act No. 11313 of the Safe Spaces Act Atty. Sunny Rye M. Nogalo <i>Director, Legal Office</i>
LUNCH BREAK	
1:00-2:30 PM (1 hour 30 minutes)	HR Related Policies/ Leave Privileg- es/Working Hours/Dress Code/ Deliverables Nerissa G. Dela Viña, PhD <i>Director, HRMDO</i>
2:30-3:15 PM (45 mins.)	Academic Policies and Academic Load Leonard M. Paleta, PhD <i>Director for Instruction</i>
<i>Snacks will be served anytime</i>	
3:15-4:00 PM (45 mins.)	Learning and Development Opportunities Mr. Marlon L. Marquez <i>Admin Officer V / L&D Head</i>
4:00-4:10 PM	Closing Remarks Nerissa G. Dela Viña, PhD <i>Director, HRMDO</i>
4:10-4:15 PM	Evaluation & Announcements Singing of USM Hymn

4:15–4:30 PM (15 mins.)	Security Management Services <i>Prof. Orlando B. Ferrer</i>
4:30-5:00	Evaluation & Announcements

Vision

Quality and relevant education for its clientele to be globally competitive, culture-sensitive and morally responsive human resources for sustainable development.

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Responsiveness

Excellence

Assertion of RIGHT

and

Truth

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2. Implement quality educational programs.
3. Guarantee competent educational service providers.
4. Spearhead need-based research outputs for commercialization, publication, patenting and develop technologies for food security, climate change mitigation and improvement in the quality of life.
5. Facilitate transfer of technologies generated from research to the community for sustainable development.
6. Strengthen relationship with stakeholders.
7. Sustain good governance and culture sensitivity, and
8. Comply to customer, regulatory and statutory requirements.

Human Resource Management and Development Office

2nd Floor, Administration Building, USM
Fabaran, North Cotabato 9417
(844) 521-1599, hrmd@usm.edu.ph



**ORIENTATION—SEMINAR
FOR NEW FACULTY
MEMBERS
(Contract of Service)**

August 18, 2023
7:00 AM
GS Convention Hall

USM Hymn

USM beloved
 School so brave and true,
 Shines her love for truth and beauty
 May she ever live to serve.
 USM beloved
 To thy name we sing
 Faithful shall we be to thee,
 All one body, we,
 Loyal shall we ever be,
 Alma Mater, dear
 let her spirit guide us
 Towards life's highest goal.

Refrain:

We pledge to thee our love and loyalty
 in our hearts for aye!(2x)
 USM beloved
 Fount of knowledge great,
 Flows her love for highest goodness,
 We shall cherish evermore,
 Be our inspiration,
 live within each heart.
 As in life we'll do our part
 With thy spirit, serve
 God and land and fellowmen
 Truth and freedom bring
 Hear our voices ringing
 Hail, our USM!

(Repeat Refrain)

Lady of Ceremony: Ms. Rhea Ann P. Antonio

PROGRAMME

Part I		9:40—10:30 AM (20 mins.)	Academic Policies <i>Elsa A. Gonzaga, Ph.D</i> Director, Instruction Office
7:00—8:00 AM	Registration	HR Related Policies	
Part II		10:30—11:00 AM (30 mins.)	Office of Legal Services <i>Atty. Maria M. Bello Jr., Ed.D</i>
8:00—9:00 AM	Opening Program	11:00—12:00 PM (60 mins.)	Leave Privileges/Working Hours/ Dress Code/Deliverables <i>Tessie E. Lerios, Ph.D</i> Director, HRMDO
Invocation		12:00—1:00 PM	L U N C H
Christian Prayer—Ms. Abygil P. Serdon-USM-KCC Faculty		1:00—2:00 PM (60 mins.)	Performance Mgt. System <i>Nerissa G. Dela Viña, Ph.D</i> Coordinator, PM
Muslim Prayer—Mr. Datu Thalal Mangcoc-CASS Faculty		2:00—3:00 PM (60 mins.)	SINTIDO Bootcamp <i>Engr. Willie Jones B. Salling</i> Exec. Asst. for SMART University
National Anthem – Ms. Hannah Jane Palimos-CSM Faculty		3:00—3:15 PM (15 mins.)	Learning&Development Oppurtunities <i>Mr. Marlon L. Marquez</i> HRMDO L&D Head
Words of Welcome		<i>Snacks will be served anytime</i>	
Geoffray R. Atok, Ph.D <i>VP for Academic Affairs</i>		3:15—3:30 PM (15 mins.)	Compensation and Benefits <i>Ms. Quenielyn L. Durendes</i> FMS Director
Presentation of New Faculty Members		3:30—4:00 PM (30 mins.)	Research & Extension for New Faculty <i>Ma Teodora N. Cabasan, Ph.D</i> Vice-President, RDE
Tessie E. Lerios, Ph.D <i>Director, HRMDO</i>		4:00—4:15 PM (15 mins.)	Library Services <i>Prof. Susan Martinez</i> Director, KEPLRC
Message			
Francisco Gil N. Garcia, Ph.D <i>University President</i>			
Part III—SESSIONS			
9:00—9:15 AM (15 mins.)	USM History Prof. Vilma M. Santos <i>Director, UPRIO</i>		
9:15—9:30 AM (15 mins.)	USM Vision, Mission and Core Values/ONLINE CLEARANCE Lawrence Anthony U. Dollente, Ph.D <i>Director, UQAO</i>		
<i>Snacks will be served anytime</i>			
9:30—9:40 AM (10 mins.)	Introduction of USM Admin Council & Members of the Board of Regents <i>Ms. Jennifer E. Sinco</i> <i>Board Secretary V</i>		

August 1, 2023

FRANCISCO GIL N. GARCIA
SUC President IV

Sir,

Attached herewith is the Training proposal/design for the **ORIENTATION and SEMINAR FOR NEW FACULTY MEMBERS (Contract of Service)** for your approval slated on August 15, 2023 at USM Commercial Bldg.

In addition, we would like to request the funding of the said activity in the amount of **Php. 47,250.00** chargeable against Fund-01-Training.

Truly yours,


TESSIE E. LERIOS, Ph.D
Director, HRMDO

APPROVED




ORIENTATION and SEMINAR FOR NEW FACULTY MEMBERS (Contract of Service)

Rationale:

Orientation is important because it lays a foundation for the new employee's entire career with the department. First impressions are important since they establish the bases for the deliverables from their end. Without orientation, a new employee sometimes feels uncomfortable in his/her new position and takes longer to optimize his/her full potential.

Orientation is important because it:

- Provides the new employee with concise and accurate information to make him/her more comfortable in the job;
- Encourages employee's confidence and help the new employee adapt faster to the job;
- Contributes to a more effective, efficient and productive workforce;
- Improves employee retention; and
- Promotes communication between the administrators and the new employee.

Objective:

1. To orient new faculty members on the policies, roles and responsibilities both to their students and the University.

Expected Output:

1. A more productive and effective faculty member.

Venue: USM Commercial Bldg.
Schedule: Tuesday, August 15, 2023
Time: 7:00 am – 5:00 pm
Speakers: USM personnel
Attendees: 128 New faculty members
12 resource persons
2 secretariat
8 support staff

TOPICS and RESOURCE PERSONS:

- | | |
|--|------------------------------------|
| 1. USM History | - Prof. Vilma M. Santos |
| 2. USM Vision, Mission and Core Values | - Dr. Lawrence Anthony U. Dollente |
| 3. Introduction of USM Admin Council and Members of the Board of Regents | - Ms. Jennifer E. Sinco |
| 4. Academic Policies & Academic Load | - Dr. Elsa A. Gonzaga |
| 5. Office of Legal Services | -Atty. Mario M. Bello Jr. |
| 6. HR Related Policies | |
| -Performance Mgt. System | - Dr. Nerissa G. Dela Viña |
| -Leave Privileges/Working Hours/ Dress Code/Deliverables | -Dr. Tessie E. Lerios |
| -SINTIDO Bootcamp | -Engr. Willie Jones B. Saliling |
| -Learning & Dev't Oppurtunities | -Mr. Marlon L. Marquez |
| 7. Compensation and Benefits | - Ms. Quenielyn L. Durendes |
| 6. Research & Extension for New Faculty | -Dr. Ma. Teodora N. Cabasan |
| 8. Library Services | - Prof. Susan S. Martinez |
| 9. Security Mgt. Services | -Prof. Orlando B. Forro |

BUDGETARY REQUIREMENT:

Snacks (AM) (75X150)	Php. 11,250.00
(PM)(75x150)	Php. 11,250.00
Lunch (165x150)	Php. 24,750.00
TOTAL	Php 47,250.00

Prepared by:


MS. RHEA ANN P. ANTONIO
HRMD Staff

B. 6. POLICIES ON INBREEDING (N/A)

The attachment outlines the university's policy on inbreeding, emphasizing merit-based hiring, limitations on recruiting its own graduates, and provisions for exceptions under special circumstances to maintain academic quality and institutional integrity.

Policy on In-Breeding

- In-breeding is a recruitment practice where universities hire their own students after Graduation, who subsequently remain at the institution to work for their own students after graduation, who is subsequently remain at the institution to work for their entire career.
 - a. Applicants who have obtained their baccalaureate degree from the university will normally not be considered for recruitment, except where the applicant has graduated SUMMA CUM LAUDE, MAGNA CUM LAUDE or CUM LAUDE.
 - b. Applicants who are pursuing or has pursued a higher degree in the University.
 - c. In special cases where the department (at the time of short listing) or the Hiring/ Selection Committee feels that the exception needs to be made (or reason such as severe Shortage of faculty in a given academic field or exceptionally brilliant candidate), the reason for such exceptions are to be recorded in writing.
 - d. On the Civil Service Commission in the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws Rule IV Qualifications Standards.