



**PRELIMINARY SURVEY VISIT**

# **AREA II: FACULTY**

## **D. Rank and Tenure**

## **D.1. POLICIES ON RANK AND TENURE, INCLUDING PERTINENT BOARD RESOLUTION**

This document presents the university's policies on rank and tenure, along with pertinent board resolutions, to promote transparency, consistency, and fairness in faculty appointment and promotion processes.

### **5.4.2 Appointment**

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. Any appointment with tenure may be terminated by resignation, retirement, or removal for cause/major offense, after following the necessary procedure (The Revised Administrative Code of 1987 on the Civil Service Commission, Chapter 7, Section 47).

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.

### 5.4.3. Promotion

#### 5.4.3.1. The USM Promotion Policies are the following:

5.4.3.1.1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, experience, and DYCAS scores) of the position, including performance rating (IPCR) of at least Very Satisfactory during the last two (2) rating periods.

5.4.3.1.2. In cases where the potential and performance of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists or if the promotion will result to a significant improvement of a particular department's faculty profile.

5.4.3.1.3. Whenever possible and through promotions, each academic department should have at least one faculty member belonging to the professorial ranks as an indicator of a strong faculty profile.

5.4.3.1.4. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. A faculty member may be disqualified from promotion if found guilty as stipulated in the 2017 RACCS.

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

---

5.4.3.1.7. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

5.4.3.1.8. Promotions may be considered to faculty members who obtained a significant score in the Dynamic Candidates Assessment System (DYCAS) but shall put mechanism placing premium to qualified next-in-rank.

5.4.3.1.9. In the case of professorial appointments, candidates should pass the Productivity and Results-Oriented Framework for Sustained and Impactful Scholarship (PROFESS) System as defined herein. The Linang Tao Academy shall provide support in the formulation of the professorial portfolio through an appropriate course or coaching session.

5.4.3.1.10. Non-teaching insider staff of the university may be transferred and/or promoted to a vacant faculty position of an equivalent rank or higher, provided that the personnel concerned satisfies the minimum requirements as stated in Section 6 of this Merit Selection Plan with significant DYCAS and PROFESS scores, whichever is applicable. He/she must have completed a SINTIDO course appropriate for the faculty position

5.4.3.2. The USM Promotion Procedure are as follows:

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway.

5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non-teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

5-4-3.2.3. The HRMDO Data Analytics team shall generate DYCAS scores using the following criteria:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Competency demonstration, Learning Agility mainly data from Linang Tao L&D Management System
Aspiration	30	Motivational Factors and Behavioral Drivers mainly data from the Learning and Performance Journal
Engagement	30	Current and Future Engagement Capital as observed in the workplace mainly data from the Learning and Performance Journal
Performance of the Candidate		
IPCR Score	30	Strategic, Routine, Support Functions, Untargeted IPCR Success Indicators from the Strategic Performance Management System (SPMS)
Individual contribution to unit performance	30	Contribution to OPCR Success Indicators; contribution to university performance in AO25, crisis and disruption management; complaints and conflict resolution; sustainable development goals; licensure examination success contribution factor
Exemplary Performance	30	PROFESS Innovation Performance; Gawad USM Nomination Scores; Institutional Performance and Awards

5-4-3.2.4. The possible upward movement through ranks shall be dependent on the DYCAS scores of the evaluation year as follows:

Potential Score	Sub-rank steps						
	76-90	3	4	4	5	5	6
61-75	3	3	4	4	5	5	
46-60	2	3	3	4	4	5	
31-45	2	2	3	3	4	4	
16-30	1	2	2	3	3	4	
0-15	0	1	2	2	3	3	
		0-15	16-30	31-45	46-60	61-75	76-90
		Performance Score					

5-4-3.2.5. Candidates, who upon DYCAS evaluation reached the professorial ranks shall be subject to PROFESS accreditation on the different career pathways of his choosing: (i) Teaching and Learning, (ii) Research and Discovery, (iii) Extension and Service Engagement, (iv) Innovation and Industry Practice, (v) Institutional Leadership, (vi) Knowledge Integration.

5-4-3.2.6. Those who did not pass the PROFESS accreditation shall be considered for Associate Professor V or Professor VI, as the case maybe for Professors and University Professor items respectively.

5-4-3.2.7. The Faculty Selection Board shall rank the candidates based on the DYCAS and PROFESS scores and submit the results to the University President/ Board of Regents for decision. The ranking shall be normalized according to current salary grade, target salary grade, and DYCAS steps using the following formula:

$$\text{Normalized rank} = (\text{Current SG} + \text{DYCAS steps}) / \text{Target SG}$$

5-4-3.2.8. Candidates are informed of the results of the evaluation through the HRMDO after the appointment is made by the President or Board of Regents, as the case maybe.

5-4-3.2.9. Promotional appointments to Instructor II to Instructor III, Assistant Professor I to IV shall be done by the USM President and to be confirmed by the Board of Regents. Promotional appointments to University/ College Professor, Professor I to VI, and Associate Professor I to V shall be done by the Board of Regents.

5-4-3.2.10. All promotional appointments of positions/ranks shall be posted in conspicuous places throughout the USM to enable aggrieved parties to file

their protest within fifteen (15) days from the date of notice of the promotion.

#### **5.5. Reclassification**

5.5.1. Reclassification is a form of staffing modification and/or position classification action which is applied only when there is substantial change in the regular duties and responsibilities of the position. This may result in a change in the regular duties and responsibilities of the position attributes: position title, level and/or salary grade. A faculty member may be considered for reclassification to a higher faculty rank/sub-rank on the basis of the minimum requirements set forth by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED) or other competent authorities.

5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

5.5.3. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for reclassification. If considered for reclassification, the effectivity date of the upgrading appointment, except those on secondment, shall be effective upon the approval of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM). In the case of secondment, the effectivity shall be upon resumption of duty at USM.

5.5.4. The manner reclassification shall conform to the process as stipulated in the Joint Circular 3 series of 2022 of DBM and CHED.

#### **5.6. Faculty Career Journey Map**

The Faculty Career Journey Map illustrates how a faculty navigates his/her career from Instructor to Professor. It included activities and processes of performance management, rewards and recognition, learning and development, recruitment, selection, placement, and talent bank through the Dynamic Candidates Assessment System. Using this framework, the Faculty Merit Selection Plan shall be developed that is complementary with the new CHED-DBM guidelines on Reclassification.

## Performance Management

HRMDO plays an important role in the implementation of Strategic Performance Management System (SPMS). While the Planning and Development Office serves as the steering secretariat in the fulfillment of the University goals, HRMDO supports PDO's endeavor of igniting the passion for performance of its individual personnel.

HRMDO takes the lead in reviewing and calibrating the Individual Performance Commitment Rating (IPCR) to conform and align to the organizational performance. Embedded in the IPCR are the competencies, so that performance plans are graduated according to ranks and salary grades. This will come to conclude that the higher the salary of the personnel, the higher performance is expected from him/her.

A web-based SPMS is currently being developed to track real time performance of personnel. With the development of Enhanced Daily Time Record (EDTR) integrating activities of personnel, performance outputs are tracked and monitored. Unit heads will then be trained to coach subordinates to perform better. After each rating period, unit heads will recommend performance achievers for rewards and recognition and dismal performers for learning and development.

In coordination with UICTO, the faculty performance evaluation system (FPES) is developed for students to evaluate their professor. The result of the FPES is reflected in the IPCR (<https://www.usm.edu.ph/administration/hrmdo/#performance-management>).

### LINANG TAO ACADEMY

Linang Tao Academy is learning management system for the employees of the University of Southern Mindanao. It engages its faculty and staff through Proactive Recruitment and Digital Onboarding, Progressive Layering Competency Enhancement, Workplace Innovation Hub, and Career Lifelong Learning.

Recruitment and onboarding is enhanced by establishing talent banks through career fairs and pre-employment online courses with simulated workplace environment to assess the potential and performance of candidates. Successful applicants further undergo online onboarding.

Gradually through progressive layering competency enhancement, faculty and non-teaching personnel undertake series of competency-based online courses with simulated workplace environments navigating the competency frameworks from basic, intermediate, advanced, and superior competency levels.

Through Design Thinking approach, participants organize themselves as ideation groups facilitated by a learning champion to design workplace innovation and processes in the workplace innovation hub

While in the university, opportunities for career lifelong learning is afforded to personnel to enhance their competencies specific for their current functions, future workplace demands, and quality of career life (<https://www.usm.edu.ph/administration/hrmdo/#linang-tao-academy>).

**LINANG TAO ACADEMY**

**Linang Tao Academy**  
*Your agile career starts here.*

**SMart University**

Access to the platform

Username

Password

**Log in**

Log in using your account on:

Forgotten your username or password?

**New account**

**Proactive Recruitment and Digital Onboarding**  
 Recruitment and onboarding is enhanced by automation.

**Progressive Layering Competency Enhancement**  
 Gradually, faculty and non-teaching personnel.

**Workplace Innovation Hub**  
 Through Design Thinking approach, participants organize themselves as

**Career Lifelong Learning**  
 While in the university, opportunities for lifelong learning is afforded to

linang-cao-portal





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



## BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 149<sup>th</sup> REGULAR MEETING OF THE  
USM GOVERNING BOARD ON 06 OCTOBER 2022 AT THE MICROTREL BY  
WYNDHAM, DILIMAN, QUEZON CITY

### TEACHING APPOINTMENTS WITH SALARY GRADE 18 AND BELOW

#### Resolution No. 121 Series of 2022

Confirming twenty-three (23) teaching appointments with Salary Grade 18 and below subject to availability of funds and the existing government accounting and auditing rules and regulations and as certified by the Office of Human Resource Management and Development and recommended by the University Promotion Board, to wit:

#### A. Original Teaching Appointments for Instructor I position (8)

	Name	Position	Salary Grade
1	Jamaica L. delos Reyes	Instructor I	12
2	Jainah Rose F. Gubac	Instructor I	12
3	Lalyn N. Cabauatan	Instructor I	12
4	Bona Abigail H. Husain	Instructor I	12
5	Maria Angelica Balungay	Instructor I	12
6	Sandra A. Nanding	Instructor I	12
7	Ray-Hannah G. Makakena	Instructor I	12
8	Shyrril D. Ogc	Instructor I	12

#### B. Promotional Teaching Appointments for various positions (10)

	Name	Position	Salary Grade
1	Vicente T. delos Reyes	Assistant Professor II	16
2	Rebecca T. Ragonton	Assistant Professor II	16
3	Rayhana A. Sugadol	Assistant Professor II	16
4	Metchie Ann C. Logronio	Assistant Professor II	16
5	Neil Pep Dave N. Sumaya	Assistant Professor II	16
6	Ryan Z. Gonzaga	Assistant Professor II	16
7	Marianne I. Meriales	Assistant Professor I	15
8	Cyrelle M. Besana	Assistant Professor I	15
9	Michelle P. Pomares	Assistant Professor I	15
10	Nor-aine M. Corpuz	Assistant Professor I	15

CERTIFIED TRUE COPY

JAMELLA C. MANGIGING  
Administrative Assistant III  
USM, Kabacan, Cotabato

Page 1 of 2

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



Republic of the Philippines  
**UNIVERSITY OF SOUTHERN MINDANAO**  
 Kabacan, Cotabato  
 email address: [boardsec@usm.edu.ph](mailto:boardsec@usm.edu.ph)



**BOARD OF REGENTS**

**AN EXCERPT FROM THE MINUTES OF THE 149<sup>th</sup> REGULAR MEETING OF THE  
 USM GOVERNING BOARD ON 06 OCTOBER 2022 AT THE MICROTEL BY  
 WYNDHAM, DILIMAN, QUEZON CITY**

**TEACHING APPOINTMENTS WITH SALARY GRADE 18 AND BELOW**

continued..

**C. Re-appointment to Permanent Instructor I Appointment (3)**

	Name	Position	Salary Grade
1	Angelie V. Namia	Instructor I	12
2	Ashley Coleen S. Ortiz	Instructor I	12
3	Alvin John R. Villanueva	Instructor I	12

**D. Re-appointment to Temporary Instructor I Appointment (1)**

	Name	Position	Salary Grade
1	Rhett Sean P. Pomares	Instructor I	12
2	Ryan James S. Olivo	Instructor I	12

**CONFIRMED**


X-X

**CERTIFIED TRUE AND CORRECT:**

  
**JENNIFER E. SINCO**  
 Board Secretary V

**ATTESTED BY:**

  
**FRANCISCO GIL N. GARCIA, PhD**  
 Vice-Chair, USM Board of Regents  
 SUC President IV

**CERTIFIED TRUE COPY**  
  
**JANELLE C. MANGIGING**  
 Administrative Assistant III  
 USM, Kabacan, Cotabato

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



**BOARD OF REGENTS**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**MINUTES OF THE 153<sup>rd</sup> REGULAR BOARD MEETING OF THE  
 USM GOVERNING BOARD HELD ON OCTOBER 26, 2023  
 AT CHED – HEDC BUILDING, QUEZON CITY and  
 VIA ZOOM TELECONFERENCE**

**PRESENT:**

- Hon. RONALD L. ADAMAT, PhD PD** - Chairperson  
 Commissioner, CHED
- Hon. FRANCISCO GIL N. GARCIA, PhD** - Vice-Chairperson  
 President, USM
- Hon. FRANCIS O. ESCUDERO** - Member  
 Chairperson, Senate Committee on Education,  
 Culture and Arts  
 Represented by: **Hon. PALASIG U. AMPANG**
- Hon. MARK O. GO** - Member  
 Chairman, Committee on Higher and Technical  
 Education  
 Represented by: **Cong. MA. ALANA SAMANTHA  
 T. SANTOS**
- Hon. TERESITA SOCORRO C. RAMOS** - Member  
 Regional Director, NEDA XII
- Hon. JONALD L. PIMENTEL** - Member  
 President, USM Faculty Association
- Hon. PAUL JOHN B. ONGCOY** - Member  
 President, USM Alumni Association
- Hon. RAMON N. FLORESTA** - Member  
 Private Sector Representative

**Absent**

- 1. **Hon. SAMMY P. MALAWAN** - Member  
 Regional Director, DOST XII

**Resource Persons:**

- 1. Atty. Mario U. Bello – Legal Affairs consultant
- 2. Justice James Cundangan – Office of the Solicitor General
- 3. Atty. Ruben Ayson, Jr - Office of the Solicitor General
- 4. Atty. Carlos Vincent Trinidad - Office of the Solicitor General

**CERTIFIED TRUE COPY**

**JAMELLA C. MANGIGING**  
 Administrative-Assistant III  
 USM, Kabacan, Cotabato

*Minutes of the 153<sup>rd</sup> Regular Meeting  
 USM Governing Board  
 October 26, 2023  
 CHED-HEDC Building, Diliman, Quezon City  
 Page 1 of 64*





## **BOARD OF REGENTS**

1     **MINUTES OF THE 140<sup>TH</sup> REGULAR MEETING OF THE USM BOARD OF**  
2     **REGENTS HELD ON 03 JULY 2020 AT THE UNIVERSITY**  
3     **OF SOUTHERN MINDANAO (USM) VIA ZOOM**  
4  
5  
6

7     **PRESENT:**  
8  
9

10	<b>Dr. RONALD L. ADAMAT</b>	- Chairperson
11	Commissioner, CHED	
12		
13		
14	<b>Dr. FRANCISCO GIL N. GARCIA</b>	- Vice-Chairperson
15	President, University of Southern Mindanao	
16		
17		
18	<b>Hon. JOEL VILLANUEVA</b>	- Member
19	Chairperson, Senate Committee on	
20	Education, Culture & Arts	
21	Represented by: <b>Hon. RALPH RYAN H. RAFAEL</b>	
22		
23		
24	<b>Hon. MARK O. GO</b>	- Member
25	Chairperson, House Committee on Technical &	
26	Higher Education	
27	Represented by: <b>Hon. JOSE I. TEJADA</b>	
28		
29		
30	<b>Engr. MAHMUD L. KINGKING</b>	- Member
31	OIC Regional Director, DOST XII	
32		
33		
34	<b>Dir. TERESITA SOCORRO C. RAMOS</b>	- Member
35	Regional Director, NEDA XII	
36		
37		
38	<b>Prof. YVONNE V. SALILING</b>	- Member
39	President, USM-MIT Alumni Association	
40		
41		
42	<b>Dr. GEOFFRAY R. ATOK</b>	- Member
43	President, USM Faculty Association	
44		
45		
46	<b>Atty. REGERICK L. BENITO</b>	- Member
47	Private Sector Representative	
48		
49		
50	<b>Engr. FERNANDO B. SANTANDER</b>	- Member
51	Private Sector Representative	

**CERTIFIED TRUE COPY**  
  
**JAMELLA C. MANGIGING**  
Administrative-Assistant III  
USM, Kabacan, Cotabato

*Minutes of the 140<sup>th</sup> Regular Meeting  
USM Governing Board  
03 July 2020  
USM, Kabacan, Cotabato (Via Zoom)  
Page 1 of 29*



## BOARD OF REGENTS

### Resolution No. 85 Series of 2020

Approving the Guidelines for Paper Publication and Incentives.

**APPROVED**

#### 5. Other Matters

##### a. Merit Promotion for USM Faculty

Dr. Atok presented the matter on the Merit Promotion of USM Faculty with the Assistant Professor IV (SG-18), Assistant Professor II (SG-17) and Instructor 1 (SG-12). He informed the Board that it is a merit promotion based from the BOR approved Merit Selection Guidelines. Hon. Saling moved for the approval of the matter and was seconded by Hon. Tejada. The Board passed

### Resolution No. 86 Series of 2020

Approving the teaching appointments of USM Faculty form merit promotion, subject to availability of funds, existing government rules and regulations and strict compliance with CSC rules and regulations and other pertinent laws; to wit:

Name	Position	Salary Grade
1. Sandra M. Paidomama	Assistant Professor IV	18
2. Marilyn S. Painagan	Assistant Professor IV	18
3. Ellen Joy M. Farala	Assistant Professor IV	18
4. Raphael P. Ortigas	Assistant Professor IV	18
5. Ramil B. Purugganan	Assistant Professor IV	18
6. Esmaira G. Gunsayan	Assistant Professor IV	18
7. Jennet R. Mag-aso	Assistant Professor IV	18
8. Glyn G. Magbanua	Assistant Professor IV	18
9. Faith Buned	Assistant Professor IV	18
10. Monaira Sumael	Assistant Professor II	16

**APPROVED**

##### b. Reappointment of Dr. Francisco Gil N. Garcia

The Chair opened the matter on the desired reappointment of Dr. Garcia as the President of the University that will end on January 06, 2021. If ever he is

**CERTIFIED TRUE COPY**

**JAMELLA C. MANGIGING**  
Administrative Assistant III  
USM, Kabacan, Cotabato

Minutes of the 140<sup>th</sup> Regular Meeting  
USM Governing Board  
03 July 2020  
USM, Kabacan, Cotabato (Via Zoom)  
Page 26 of 29

## D.2. COPY OF THE MERIT SYSTEM AND PROMOTION PLAN

Copy of the Merit System and Promotion Plan details the criteria and procedures for faculty evaluation, merit increases, and promotion within the university.

**STRATEGIC COMPETENCY-BASED  
MERIT SELECTION PLAN  
for  
FACULTY MEMBERS  
of the  
UNIVERSITY OF SOUTHERN MINDANAO**

---

Based on the strategic directions of the university and aligned with its vision and mission, faculty goes beyond the usual instruction function. With the demands of the industry and society, faculty members have to shift paradigms to answer the needs of the society through research, extension, and resource generation.

Pursuant to the provisions of Rule IX of the Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) dated June 16, 2017 and revised in July 3, 2018; Item No. 2, Section 7, Book V of Executive Order No. 292, also known as the Administrative Code of 1987; Memorandum Circular No. 38, s. 1993 dated September 10, 1993; and Memorandum Circular No. 40, s. 1998 dated December 14, 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 03, s. 2001, CSC MC 19 s. 2005 and in consonance with CHED Circulars, DBM Circulars, and the USM Code, this Strategic Merit Selection Plan for Faculty Members of the University of Southern Mindanao (henceforth, to be referred to as the USM Faculty SMSPP) is hereby promulgated for the guidance of all concerned.

The first version of this merit selection plan was promulgated on November 20, 2019 through Resolution 114 s 2019 and amended through Resolution 126 s 2020.

On October 18, 2022, CHED and DBM jointly issued Guidelines of the Reclassification of Faculty Positions in State Universities and Colleges (SUCs). Section 3.2 to 3.3 of the CHED-DBM Joint Memorandum Circular 3 s 2022 stipulated a separate "institutional faculty merit and promotion system as approved by the Civil Service Commission". Further, the said reclassification guidelines states that "Faculty who were promoted through the institutional faculty merit and promotion system may still be eligible for reclassification but the credential used for his/her institutional promotion shall no longer earn points". As such, there is a need to promulgate a merit selection plan that considers other accomplishments and criteria not covered by JMC 3 s 2022 but is strategic to the performance of the university. The 2024 Merit Selection Plan shall revise the earlier merit selection plans (BOR Resolutions 114 s 2019 and 126 s 2020).

A copy of the approved USM Faculty Merit Selection Plan shall be furnished the Civil Service Commission Regional Office XII (CSC RO XII) and CSC Field Office – North Cotabato (CSC FO – North Cotabato) to serve as guide for the expeditious approval or attestation of appointments.

**CHAPTER 1  
DECLARATION OF POLICY, PRINCIPLES AND OBJECTIVES**

Section 1. In establishing this USM Merit Selection Plan, it is hereby declared to be the policy of the University to adhere to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of

the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

Section 2. The objectives of the USM Merit Selection Plan are as follows:

- a. To establish a well-defined procedure for recruitment, appointment, placement, and promotion of faculty members in the University.
- b. To create and provide opportunities for career advancement of the faculty members who contributed to the organizational performance of the university;
- c. To develop a highly qualified, professional, productive and effective faculty members of the University;
- d. To align faculty members to the strategic directions of the university
- e. To develop highly educated and motivated professional teaching force;

## CHAPTER 2 SCOPE

Section 3. This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

<u>Faculty Ranks</u>	<u>Sub-Rank</u>
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

## CHAPTER 3 DEFINITION OF TERMS

Section 4. To ensure uniformity of interpretation, the following words or terms used in this System shall be construed to mean as defined:

- a. *Activity Factor* refers to candidate preference to fast-paced, multi-tasking work environments.
- b. *Adaptability Index* refers to the time devoted to learn and adapt new processes in the workplace or even without a formal L&D.
- c. *Allied or related fields or programs to Master's degree* shall be defined by relevant CMOs of CHED on policies, standards, and guidelines.
- d. *Appointing Authority* - the person or body authorized by law to issue appointments.
- e. *Aspiration* refers critical career management behaviors to understand if an employee will rise to a senior and more challenging position and turn that motivation into career success
- f. *Autonomy factor* - candidate is attracted to roles that allow them autonomy in how they execute their responsibilities.
- g. *Behavioral Actions* refer to actions that individuals take that promote career success

- h. *Career Service* – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- i. *CHED CMO PSG* – refers to Commission on Higher Education (CHED) Memorandum Order on Policies, Standards and Guidelines of a particular academic program
- j. *Closed Career Position* – for this purpose, refers to faculty position.
- k. *Competency Standards* – are observable, measurable and vital knowledge, skills and attitudes that are translations of capabilities deemed essential for organizational success. Knowledge is the understanding acquired through learning; skills are the capabilities acquired through practice; and attitudes are beliefs, feelings and values which predispose people to act in certain ways.
- l. *Current engagement capital* refers to employees' emotional and rational commitment based on their perception of past and present experiences showing discretionary effort and performance.
- m. *Dynamic Candidates Assessment System (DYCAS)* – is a system of assessing the potential and performance of a candidate for a position following the nine-box model of recruitment and succession planning.
- n. *Engagement* refers to whether the employee is committed to the organization and sees as the best place to realize their career goals.
- o. *Faculty* – regular plantilla-based set of people of USM appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- p. *Faculty Rank* - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- q. *Flexibility factor* refers to candidate seeks out work environments that allow them more fluid ways of working.
- r. *FSB* – refers to the Faculty Selection Board. This body shall assist the University President in selecting applicants or candidates for recommendation to the governing board, which shall appoint faculty members to positions/ranks.
- s. *Full Timer* – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research, extension services, resource generation).
- t. *Future engagement capital* refers to employees' emotional and rational commitment based on their expectations of their future employment experience showing intent to stay and retention.
- u. *Governing Board* – refers to the highest policy-making body of a chartered SUC. For USM, it is called the Board of Regents (BOR).
- v. *Immersion Factor* refers to how candidate looks for roles that require a personal commitment above the norm
- w. *Insider* – refers to an employee of USM who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.
- x. *Interest factor* refers to candidate looks for roles and assignments that provide variety and stimulation.

- y. *Learning Agility* refers to a personnel's application or demonstration of competencies learned from learning and development activity.
- z. *Learning Curve Index* refers to the average time a personnel demonstrated competencies learned from formal L&D.
- aa. *Merit System* - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty in USM.
- bb. *Motivational Factors* refer to the inherent drivers that fuel success.
- cc. *Nine-box/grid* refers to the visualization of an individual's position based on potential plotted on the vertical axis and performance plotted on the horizontal axis.
- dd. *Outsider* - refers to an applicant for a faculty position who is not yet employed by USM.
- ee. *Part Timer* - a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)
- ff. *Personnel Action* - any action denoting the movement or progress of personnel in the civil service.
- gg. *Philippine Association of State Universities and Colleges (PASUC)* - the CHED-recognized organization of all chartered SUCs.
- hh. *Power factor* refers to candidate wants the opportunity to exercise, influence and shape how things are done.
- ii. *Qualification Standards* - is a statement of minimum qualifications for a position, which shall include education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties. The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.
- jj. *Rank* - refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.
- kk. *RDEP* - refers to the research and development, extension, and resource generation function of a faculty member.
- ll. *Reclassification* - involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.
- mm. *Recruitment* - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
- nn. *Selection* - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- oo. *SPMS* - or Strategic Performance Management System refers to the performance management system for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness. The Individual Performance and Commitment Rating (IPCR)

Form shall be the tool used to document and evaluate individual performance.

- pp. *SUC* – refers to chartered state university and college including USM.
- qq. *The University or USM* – refers to the University of Southern Mindanao (USM) with an original charter. It was formerly MIT created by virtue of R.A. No. 763 on June 12, 1952, which was formally opened as a State College on October 1, 1954 under R.A. No. 998 (Enabling Act) signed on June 10, 1954 and converted into a State University under Presidential Decree 1312 issued on March 13, 1978.
- rr. *Training Effectiveness* refers to the sustained demonstration of new skills and behavioral indicators attributed from an L&D activity after three months or more.
- ss. *Upgrading* – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class of positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.
- tt. *Using initiative and taking responsibility behavioral action* refers to a candidate's willingness to take calculated risks to realize an opportunity and assume positions of responsibility through which they can coordinate and impact on tasks, projects and objectives.

## D.3 PROFILE OF THE FACULTY ACCORDING TO:

### D.3.1 APPOINTMENT AND STATUS

The current appointment and status of VET TECH faculty, detailing their employment conditions and professional standing within the institution.


FACULTY	RANK	STATUS OF APPOINTMENT (PERMANENT/TEMPORARY PERMANENT/COS)
DRAPIZA, SHERRIE LEE	INSTRUCTOR I	TEMPORARY PERMANENT
FAJARDO, ROLAND Y.	ASSOCIATE PROF I	PERMANENT
FERRER, PRECIOUS AMOR B.	ASSISTANT PROF I	PERMANENT
GARDUQUE, ROLANDO G.	ASSOCIATE PROF V	PERMANENT
GOCOTANO, CARL JONAS C.	INSTRUCTOR I	TEMPORARY PERMANENT
KUMPA, SITTIE AIMA	INSTRUCTOR I	CONTRACT OF SERVICE
OLIVAR, DESERIE JANE	INSTRUCTOR I	TEMPORARY PERMANENT
USOP, FLEURMINA EULA C.	INSTRUCTOR I	TEMPORARY PERMANENT
PANES, SPENCER	INSTRUCTOR I	CONTRACT OF SERVICE

Prepared by:

  
Precious Amor B. Ferrer  
BSVT, Chairperson

### D.3.2. ACADEMIC RANK


Vet Tech Faculty arranged according to their academic rank.

 <p>Republic of the Philippines UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato</p> <p>COLLEGE OF VETERINARY MEDICINE DEPARTMENT OF VETERINARY TECHNOLOGY</p>		
<b><u>FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)</u></b>		
FACULTY	ACADEMIC RANK	STATUS OF APPOINTMENT (PERMANENT/TEMPORARY PERMANENT/COS)
Drapiza, Sherrie Lee	Instructor I	Temporary Permanent
Garduque, Rolando J.	Associate Professor V	Permanent
Fajardo, Roland Y.	Associate Professor I	Permanent
Ferrer, Precious Amor B.	Assistant Professor I	Permanent
Gocotano, Carl Jonas D.	Instructor I	Temporary Permanent
Olivar, Deserie Jane V.	Instructor I	Temporary Permanent
Usop, Fleurmina Eula C.	Instructor I	Temporary Permanent
Kumpa, Sittie Aima V.	Instructor I	Contract of Service
Panes, Spencer C.	Instructor I	Contract of Service

Prepared by: .

Precious Amor B. Ferrer  
BSVT, Department Chair

#### D.4. List of faculty arranged according to academic rank

 <p> <b>Republic of the Philippines</b>  <b>UNIVERSITY OF SOUTHERN</b>  <b>MINDANAO</b>  <b>Kabacan, Cotabato</b> </p> <p> <b>COLLEGE OF VETERINARY MEDICINE</b>  <b>DEPARTMENT OF VETERINARY TECHNOLOGY</b> </p>		
<b><u>FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)</u></b>		
FACULTY	ACADEMIC RANK	STATUS OF APPOINTMENT (PERMANENT/TEMPORARY PERMANENT/COS)
Drapiza, Sherrie Lee	Instructor I	Temporary Permanent
Garduque, Rolando J.	Associate Professor V	Permanent
Fajardo, Roland Y.	Associate Professor I	Permanent
Ferrer, Precious Amor B.	Assistant Professor I	Permanent
Gocotano, Carl Jonas D.	Instructor I	Temporary Permanent
Olivar, Deserie Jane V.	Instructor I	Temporary Permanent
Usop, Fleurmina Eula C.	Instructor I	Temporary Permanent
Kumpa, Sittie Aima V.	Instructor I	Contract of Service
Panes, Spencer C.	Instructor I	Contract of Service

Prepared by: .

  
 Precious Amor B. Ferrer  
 BSVT, Department Chair





**UNIVERSITY OF SOUTHERN MINDANAO**  
Kabacan, Cotabato  
Philippines

**OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SERVICE RECORD**  
(To be accomplished by Employer)

**NAME:** GOCOTANO CARL JONAS DELOS SANTOS (if married woman, give also full maiden name)  
(Last) (First) (MI)

**BIRTH:** November 6, 1998 Davao City (Data herein should be checked from birth or baptismal certificate or some other reliable document)  
(Date) (Place)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION			SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	BRANCH/ L/V ABS (3) W/O PAY Date	(4) Cause	
10-18-24	12-31-24	Instructor I	Temporary	368,460.00	USM, Kab., Cot.	National	Original	
01-01-25	12-31-25	-do-	-do-	386,940.00	-do-	-do-	Sal. Adj. NBC. No. 597	
01-01-26	Present	-do-	-do-	407,364.00	-do-	-do-	Sal. Adj. NBC. No. 601	
X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X Purpose: For Accreditation								

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

April 14, 2026  
(Date)

CERTIFIED CORRECT

**NERISSA G. DELA VIÑA, Ph.D.**  
Director



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



**OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SERVICE RECORD**  
 (To be accomplished by Employer)

NAME FAJARDO ROLAND YAP (If married woman, give also full maiden name)  
 (Last) (First) (M)  
 BIRTH February 06, 1994 Antipas, Cotabato (Data herein should be checked from birth or baptismal certificate or some other reliable document)  
 (Place)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION			SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	BRANCH/VA ABS (3) W/O PAY Date	(4) Cause	
08-15-24	12-31-24	Associate Professor I	Permanent	646,476.00	USM, Kab., Cot.	National	Transfer	
01-01-25	12-31-25	-do-	-do-	676,680.00	-do-	-do-	Sal. Adj. NBC No. 597	
01-01-26	Present	-do-	-do-	709,836.00	-do-	-do-	Sal. Adj. NBC No. 601	

X-X-X-X-X-X-X-X-X-X-C L O S E D X-X-X-X-X-X-X-X-X-X-X  
 Purpose: For Accreditation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

April 15, 2026  
 (Date)

CERTIFIED CORRECT  
  
 NERISSA G. DELA VIÑA, Ph.D.  
 Director



**UNIVERSITY OF SOUTHERN MINDANAO**  
Kabacan, Cotabato  
Philippines

**OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SERVICE RECORD**  
(To be accomplished by Employer)

NAME: USOP FLEURMINA EULA CUNADO (if married woman give also full maiden name)  
(Last) (First) (MI)

BIRTH: August 21, 1993 Governor Generoso, Dav. Oriental (Data herein should be checked from birth or baptismal certificate or some other reliable document)  
(Date) (Place)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.


SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	BRANCH LV ABS (3) W/O PAY Date	(4) Cause
10-18-24	12-31-24	Instructor I	Temporary	368,460.00	USM, Kab., Cot.	National	Original
01-01-25	12-31-25	-do-	-do-	386,940.00	-do-	-do-	Sal. Adj't NBC No 597
01-01-26	Permanent	-do-	-do-	407,364.00	-do-	-do-	Sal. Adj't NBC No 601

X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X-X  
Purpose: For Accreditation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

April 13, 2026  
(Date)

CERTIFIED CORRECT

  
NERISSA G. DELA VIÑA, Ph.D.  
Director





**UNIVERSITY OF SOUTHERN MINDANAO**  
Kabacan, Cotabato  
Philippines

**OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SERVICE RECORD**  
(To be accomplished by Employer)

**NAME:** OLIVAR DESERIE JANE VILAS (If married woman, give also full maiden name)  
(Last) (First) (MI)

**BIRTH:** January 15, 1994 Gumaga, Libungan Cotabato (Data herein should be checked from birth or baptismal certificate or some other reliable document)  
(Date) (Place)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	BRANCH/LV ABS (3) W/O PAY Date	(4) Cause
10-18-24	12-31-24	Instructor I	Temporary	368,460.00	USM, Kab., Cot.	National	Original
01-01-25	12-31-25	-do-	-do-	388,940.00	-do-	-do-	Sal. Adj. NBC No. 957
01-01-26	Present	-do-	-do-	407,364.00	-do-	-do-	Sal. Adj. NBC No. 601
X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X							
Purpose: For Accreditation							

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System

April 13, 2026  
(Date)

CERTIFIED CORRECT

NERISSA G. DELA VIÑA, Ph.D.  
Director



UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT  
SERVICE RECORD  
(To be accomplished by Employer)

NAME: FERRER PRECIOUS AMOR ASUNCION  
(Last) (First) (MI)

(If married woman, give also full maiden name)

BIRTH: April 24, 1995 Bucana, Cotabato City  
(Date) (Place)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	RANK/ V AB: (3) // O PA Date	(4) Cause
08-07-20	12-31-20	Instructor I	Permanent	293,940.00	USM-Kabacan	National	Original
01-01-21	12-31-21	-do-	-do-	312,624.00	-do-	-do-	Sal. Adjst. NBC 584
01-01-22	12-31-22	-do-	-do-	331,296.00	-do-	-do-	Sal. Adjst. NBC 588
01-01-23	08-06-23	-do-	-do-	349,980.00	-do-	-do-	Sal. Adjst. NBC 591-4th tranch
08-07-23	12-31-23	-do-	-do-	353,388.00	-do-	-do-	2nd Step increment
01-01-24	03-10-24	-do-	-do-	371,868.00	-do-	-do-	Sal. Adjst. NBC 594
03-11-24	12-31-24	Instructor III	-do-	425,208.00	-do-	-do-	JC3 Re-class
01-01-25	12-14-25	-do-	-do-	444,288.00	-do-	-do-	Sal. Adjst. NBC 597
12-15-25	12-31-25	Assistant Professor	-do-	482,496.00	-do-	-do-	Promotion
01-01-26	Present	-do-	-do-	506,136.00	-do-	-do-	Sal. Adjst. NBC No.601

X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X

Purpose: For Accreditation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

Dec. 18, 2023  
(Date)

CERTIFIED CORRECT

NERISSA G. DELA VIÑA, Ph.D.  
Director



**UNIVERSITY OF SOUTHERN MINDANAO**  
Kabacan, Cotabato  
Philippines

**OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
**SERVICE RECORD**  
(To be accomplished by Employer)

NAME: GARDUQUE ROLANDO J. (If married woman, give also full maiden name)  
(Last) (First) (MI)  
BIRTH: March 31, 1967 Cuyapon, Kabacan Cotabato (Data herein should be checked from birth or baptismal certificate or some other reliable document)  
(Date) (Place)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of assignment	IRANCI/V AB <sup>1</sup> (3) W/O PA Date	(4) Cause
06-27-90	06-10-92	Instructor I	Substitute	42,480.00	USM, Kab., Cot.	National	
06-11-92	11-02-93	-do-	Temporary	42,480.00	-do-	-do-	
11-03-93	12-31-93	Assistant Professor III	-do-	62,412.00	-do-	-do-	
01-01-94	06-05-94	-do-	-do-	70,812.00	-do-	-do-	
06-06-94	12-31-94	-do-	Permanent	70,812.00	-do-	-do-	Change of status
01-01-95	06-04-95	-do-	-do-	82,812.00	-do-	-do-	
06-05-95	12-31-95	Assistant Professor IV	-do-	88,440.00	-do-	-do-	From (Salary Grade 18)
01-01-96	12-31-96	-do-	-do-	111,288.00	-do-	-do-	Sal. Adjmt. NBC # 448
01-01-97	10-31-97	-do-	-do-	137,940.00	-do-	-do-	Sal. Adjmt. NBC # 458
11-01-97	06-04-98	-do-	-do-	164,580.00	-do-	-do-	Sal. Adjmt. NBC # 458(2nd)
06-05-98	12-15-98	-do-	-do-	168,696.00	-do-	-do-	Step increment based on LS
12-16-98	12-31-99	-do-	-do-	186,204.00	-do-	-do-	Hor. Adj. NCC 69
01-01-00	06-04-01	-do-	-do-	204,828.00	-do-	-do-	Sal. Adjmt. NBC # 468
06-05-02	06-30-01	-do-	-do-	209,952.00	-do-	-do-	Step increment based on LS
07-01-01	06-30-04	-do-	-do-	220,452.00	-do-	-do-	Sal. Adjmt. NBC # 474
07-01-04	12-31-04	-do-	-do-	225,960.00	-do-	-do-	Step increment based on LS
01-01-05	06-30-07	Associate Professor II	-do-	230,016.00	-do-	-do-	NBC 461 (2nd cycle)
07-01-07	12-31-08	-do-	-do-	253,020.00	-do-	-do-	Sal. Adjmt. NBC 511
01-01-08	06-30-08	-do-	-do-	259,344.00	-do-	-do-	Step increment based on LS
07-01-08	03-09-09	-do-	-do-	285,276.00	-do-	-do-	Sal. Adjmt. NBC 515
03-10-09	06-30-09	Associate Professor III	-do-	289,440.00	-do-	-do-	NBC 461 (3rd cycle)
07-01-09	06-23-10	-do-	-do-	339,516.00	-do-	-do-	Sal. Adjmt. NBC 521
06-24-10	05-31-11	-do-	-do-	389,580.00	-do-	-do-	Sal. Adjmt. NBC # 524
06-01-11	03-09-12	-do-	-do-	439,656.00	-do-	-do-	Sal. Adjmt. NBC # 530
03-10-12	05-31-12	-do-	-do-	445,500.00	-do-	-do-	Step increment based on LS
06-01-12	12-09-12	-do-	-do-	495,108.00	-do-	-do-	Sal. Adjmt. NBC # 540
12-10-12	03-24-15	Associate Professor IV	-do-	511,824.00	-do-	-do-	Promotion
03-25-15	12-31-15	Associate Professor V	-do-	522,766.00	-do-	-do-	NBC 461 6th cycle promotion
01-01-16	12-31-16	-do-	-do-	621,912.00	-do-	-do-	Sal. Adjmt. NBC # 562
01-01-17	12-31-17	-do-	-do-	699,720.00	-do-	-do-	Sal. Adjmt. NBC # 568
01-01-18	03-24-18	-do-	-do-	787,248.00	-do-	-do-	Sal. Adjmt. NBC # 572
03-25-18	12-31-18	-do-	-do-	799,044.00	-do-	-do-	Step increment based on LS
01-01-19	12-31-19	-do-	-do-	900,180.00	-do-	-do-	Sal. Adjmt. NBC # 575
01-01-20	12-31-20	-do-	-do-	918,756.00	-do-	-do-	Sal. Adjmt. NBC # 579
01-01-21	03-24-21	-do-	-do-	937,332.00	-do-	-do-	Sal. Adjmt. NBC # 584
03-25-21	12-31-21	-do-	-do-	952,032.00	-do-	-do-	3rd Step increment based on LS
01-01-22	12-31-22	-do-	-do-	970,608.00	-do-	-do-	Sal. Adjmt. NBC # 588
01-01-23	12-31-23	-do-	-do-	989,184.00	-do-	-do-	Sal. Adjmt. NBC # 591-4th tranche
01-01-24	03-24-24	-do-	-do-	1,034,388.00	-do-	-do-	Sal. Adjmt. NBC # 594
03-25-24	12-31-24	-do-	-do-	1,050,084.00	-do-	-do-	4th Step increment based on LS
01-01-25	12-31-26	-do-	-do-	1,093,956.00	-do-	-do-	Sal. Adjmt. NBC # 597
01-01-26	Present	-do-	-do-	1,143,960.00	-do-	-do-	Sal. Adjmt. NBC No.601

X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X

Purpose: For Accreditation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System

USM-HRD F22  
April 15, 2026  
(Date)

CERTIFIED CORRECT  
NERISSA G. DELA VIÑA, Ph.D.  
Director