QUALITY ASSURANCE PLAN 2023-2028

QUALITY ASSURANCE PLAN (2023-2028)

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UNIVERSITY QUALITY ASSURANCE OFFICE

I. Rationale

Excellence and reliability stand as the cornerstones of institutional success. In this context, the University Quality Assurance Center (UQAC) of the University of Southern Mindanao (USM) plays a central and vital role. Tasked with the mission of ensuring that every facet of the University's operations not only meets but consistently exceeds the highest standards of quality, the UQAC is committed to the relentless pursuit of excellence, precision, and continuous improvement. It serves as the bedrock upon which the University's reputation, progress, and long-term success are firmly established.

At USM, quality assurance is more than just a department—it is a guiding ethos, a deeply embedded culture, and an unwavering promise to its diverse stakeholders, including students, faculty, employees, partners, and the wider community. In today's dynamic and demanding environment, higher education institutions are expected not only to deliver services and outputs, but also to uphold the delivery of trust, confidence, and assurance. The Quality Assurance Office stands as the guardian of this promise, ensuring that every process, service, and engagement bearing the USM name is a hallmark of quality and excellence.

The University Quality Assurance Office is headed by Director Lawrence Anthony U. Dollente, who leads a dedicated team composed of five (5) permanent staff members and one (1) job order employee. In addition to the central office personnel, each academic college within the University has designated focal persons responsible for overseeing various quality assurance mandates. These include accreditation processes, ISO compliance, CHED-related concerns, Institutional Sustainability Assessment (ISA), and other areas essential to maintaining and enhancing institutional quality.

Each year, the UQAO meticulously develops and implements annual operational plans that are aligned with the University's overarching Strategic Plan. This alignment ensures that quality assurance efforts are not isolated initiatives but are instead integrated within the broader institutional goals, as mandated in the University Operational Plan. The Office plays a crucial role in monitoring, evaluating, and supporting the quality dimensions of academic programs, administrative services, and institutional policies.

In keeping with the evolving demands of the digital age and the need for greater efficiency and accessibility, the Quality Assurance Office has also begun the development of an online system for archiving and document requests. This initiative aims to streamline internal processes, facilitate faster access to essential documents, and ultimately enhance the quality of services delivered to all stakeholders.

Through its strategic leadership, strong institutional collaboration, and forward-thinking innovations, the University Quality Assurance Office continues to uphold its commitment to excellence, shaping a culture where quality is not just an expectation but a lived experience at USM.

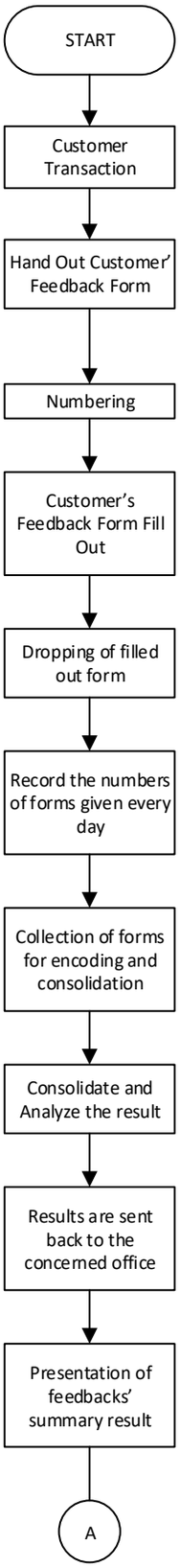
II. Departments

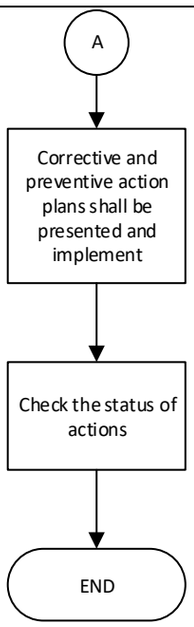
Departments	Function
Document Control Center (DCC)	▪ Facilitate document control management system across USM-QMS implementation, specifically for identified core, support and outsource processes; ▪ Ensure documents comply to standard format and process of control to prevent duplication or uncontrolled changes; ▪ Manage document review and approval process including processing document change requests and updates; ▪ Ensure that documents are complete, accurate and compliant to the University policy standards and ISO ▪ 9001 standards; and ▪ Collect and dispose obsolete copies of documents;
Internal Audit	▪ Facilitate planning of internal audit process across USM-QMS scope of application for its defined frequency; ▪ Ensure timely conduct of internal audit based on established audit program; ▪ Report to the Corporate Management Representative objective findings during the process of audit; ▪ Submission of schedule and audit findings to the auditee; and ▪ Report to the top management during the management review the status of internal audit findings and submitted corrective actions.
AACCUP Accreditation	▪ Takes the lead role in the accreditation of the different academic programs in coordination with the academic deans of the units involved; ▪ Assists the college in its accreditation process; ▪ Orients the college and stakeholders on the accreditation standard/measures process; ▪ Schedules and facilitates regular meetings with the internal assessment committee; ▪ Maintains database of documents that demonstrate conformity to accreditation standards and measures; ▪ Identifies tasks and assignments for internal assessment committee to undertake standards review; and ▪ Acts as the primary point of contact for accreditation visit;
CHED Related Concerns Curriculum **Certificate of Program Compliance**	▪ Takes the primary mover for meeting the requirement on securing Certificate of Program Compliance both from CHED National for graduate school programs and no-CMO programs and CHED Regional Office for undergraduate programs ▪ Assist all programs in its RQAT ▪ Coordinate with CHED re visitation and assessment schedules

Institutional Sustainability Assessment (ISA)	▪ Prepare and submit the Self-Evaluation Document ▪ (SED) for evaluation of CHEDRO XII and CHED ▪ National Office ▪ Coordinate with all units and offices in the University along with the external campuses on preparation of documents and exhibits needed for ISA ▪ Maintains a database and repository of documents required for ISA ▪ Ensure awareness and coordination among units and offices as well as external stakeholders on the preparation for the ISA visit by CHED ▪ Facilitation of the activities during the ISA Visit.
Other Quality Assurance Certification **Philippine Quality Award**	▪ Serves as core office in the compliance or requirements of Philippine Quality Award ▪ Facilitates the writing of the Application Report Monitor to the compliance to the recommendations of the assessors.

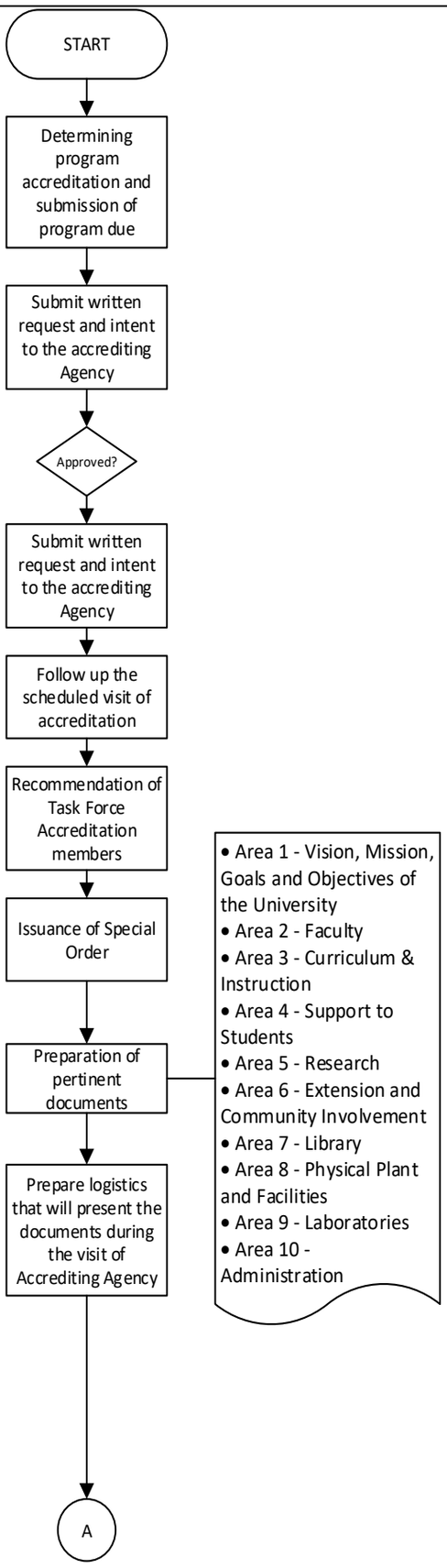
III. UQAO Processes

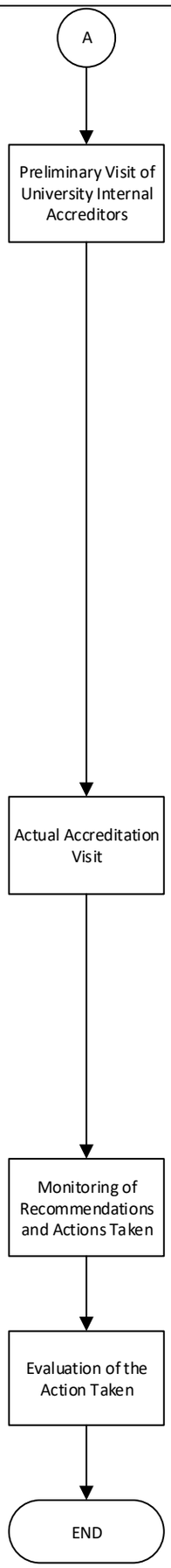
a. Facilitating Customer Satisfaction

Person in-charge	Process Flow	Procedure Details
		- The customer transacts in an office/unit at the University of Southern Mindanao. - After the customer has finished his/her transaction, assigned personnel from the unit shall give a Customer's Feedback Form (USM-SYS-F19) to each customer. - Each Customer's Feedback Form shall be numbered starting with the name of the unit followed by running number for ease of monitoring and traceability (e.g. REG-01 for Registrar's Office – Form 01). - Running number for each form shall be done monthly. - The customer shall fill out the Customer's Feedback Form. - The customer shall drop the filled out form on the Customer's Feedback Box placed inside the office. The Customer's Feedback Box shall always be locked for confidentiality purposes. It shall also be made visible and accessible to the customers. - The office's assigned personnel shall record the numbers of the forms given at the start and end of each day on a Record Book of Released Customer's Feedback Forms. - At the end of the month, the designated Document Control Officer of the office/unit shall submit the collected forms to the UQAC for encoding and consolidation. - The Customer Satisfaction In-charge shall consolidate and analyze the results on the 2nd Friday of the following month. - On the 3rd Friday of the month, the results of the consolidation

		(Customer Feedback Report) shall be sent back to the office concerned for reference & possible intervention if necessary. Immediately thereafter, post conferencing among concerned units as follow up of report submitted and actions to be undertaken. - The summary of results of all feedbacks shall be presented during the Management Review. Issues and/or concerns shall be realized based on feedback analysis. - Corrective and preventive action plans shall be implemented when applicable. - Follow-up on the status of actions shall be done by the UQAC a week after the Management Review.

b. Accreditation Management Procedure

Person in-charge	Process Flow	Procedure Details
		**Approval of Accreditation visit by the Accrediting Agency** - The UQAC Head shall determine the program for accreditation and shall submit to the President the programs due for accreditation stating the planned date of visit and the programs to be accredited. - The President shall submit a written request and intent to Accrediting Agency for accreditation visit. - The University shall wait or follow up the approved schedule of accreditation visit for proper dissemination to University Internal Accreditors and concerned colleges. **Creating of Working Committee's** - The Head of Accreditation shall recommend members of the Task Force Accreditation - The President shall issue a Special Order (SO) to the members of the Task Force. - The members of the Task Force shall initiate the preparation of pertinent documents for the ten (10) areas • Area 1 - Vision, Mission, Goals and Objectives of the University • Area 2 - Faculty • Area 3 - Curriculum & Instruction • Area 4 - Support to Students • Area 5 - Research • Area 6 - Extension and Community Involvement • Area 7 - Library • Area 8 - Physical Plant and Facilities • Area 9 - Laboratories • Area 10 - Administration - The members of the Task Force shall prepare the logistics needed during the Accreditation Visit of the Accrediting Agency such as: • Programs and Certificates

		• Leis, Token, Identification Card and Tarpaulins • At least five encoders to assist the accreditors in the making of reports • Food, accommodation and venue of the opening and closing program • Transportation of accreditors (Note: The accrediting agency shall designate place of pickup of their accrediting team) • Prepares and performs other relevant documents and task required by accreditors **Conduct of Preliminary Visit by the University Internal Accreditors** - The head of Accreditation shall inform thru written letter of information the University Internal Accreditors and the Deans concerned of the preliminary visit of the members of the University Internal Accreditors to Colleges to generate maximum awareness, preparation, and participation. They shall see to it to the readiness and availability of the following: • The accreditation room provided with adequate amenities • The necessary exhibits and other evidence in support of the self-survey report and compliance report are placed in the accreditation room • The readiness of the local accreditation team, faculty, staff, students, and alumni of the school who may be interviewed by the accreditors and syllabi, class registers and seat plans for class visitation. • The University Internal Accreditors shall schedule an ocular visit of facilities and examination of exhibits. They then prepare a report and submit the same to the Head of the Accreditation committee for proper action on the lapses and lacking documents. • The Head of the accreditation committee shall deliberate on the report and act on it.

		• In case of bigger concern like deficiency in facilities which requires decision and action of the President then reports shall be transmitted to the office of the President for proper action **Conduct of Accreditation Visit** - Actual accreditation composed of the following activities: • Courtesy Call of Accreditation Team to the University President • Opening meeting between Accreditation Team and Members of Administrative council • Dialogues with students, alumni and faculty representatives together with non-teaching staff • Examination of exhibits • Ocular visits of facilities • Class observation and interviews • Exit conference with members of Administrative Council **Monitoring of the Recommendations and Actions Taken** • Summary of Findings will be sent by the AACCUP the University addressed to the UQAC • The recommendations will be monitored through the Accreditation Monitoring Log (USM-SYS-F79) **Evaluation of the Action Taken** • The Internal Task Force shall conduct evaluation on the actions taken by each person and formulate and provide necessary assistance if needed.

c. Document Control Procedure

Person in-charge	Process Flow	Procedure Details
		Document Creation - When creating new or revising an existing document, the draft document shall show the word "DRAFT" watermarked in red. They are not official and shall not be used for current work purposes. The originator shall highlight changes to the document using red front color to aid the review process. - Standard Operating Procedure (SOP) documents shall contain the following parts. • Purpose • Scope • Definition of Terms • References • Responsibility • Procedure Details • Records Retention and Disposal • Forms and Records - Work Instruction (WRI) documents shall contain the following parts: • Process Name • Objective • Steps • Materials • Illustrations • Personal Sanitation and Personal Protective Equipment Required for this Process • Critical Parameters Required for this Process • Machine and Equipment Required - The originator shall forward the hard copy of the draft to the CDC who shall then assign a document code and attach the Document Origination/Revision Form (Procedure) (USM-SYS-F01-Rev.1.2020.02.17). - The document coding system sequence is as follows: • USM-QMS-XXX-Rev.No.Year.Month.Date – for mandatory procedures • USM-SYS-FXX-Rev.No.Year.Month.Date– for institutional form sheets • USM-EDU-XXX-Rev.No.Year.Month.Date– for core process (general)

- USM-EDU-FXX-Rev.No.Year.Month.Date – for core process (general)form sheets
- USM-EDF-XXX-Rev.No.Year.Month.Date– for core process
- USM-EDF-FXX-Rev.No.Year.Month.Date– for core process form sheets
- USM-EDL-XXX-Rev.No.Year.Month.Date– for core process
- USM-EDL-FXX-Rev.No.Year.Month.Date– for core process form sheets
- USM-EDS-XXX-Rev.No.Year.Month.Date– for core process
- USM-EDS-FXX-Rev.No.Year.Month.Date– for core process form sheets
- USM-EDR-XXX-Rev.No.Year.Month.Date– for core process
- USM-EDR-FXX-Rev.No.Year.Month.Date– for core process form sheets
- USM-WRI-XXX - Rev.No.Year.Month.Date– for work instruction
- USM-ABC-XXX-Rev.No.Year.Month.Date– for individual units' process
- USM-ABC-FXX-Rev.No.Year.Month.Date– for individual units' form sheets

- The table below shows the University, Department or Section/Unit Code

University, Department or Section/Unit Code	Name of Unit
USM	University of Southern Mindanao
QMS	Quality Management System
SYS	System
EDU	Education Processes (General)
EDF	Education Process (Faculty)

			EDL	Education Process (Laboratory)
			EDS	Education Process (Student)
			EDR	Education Process (Research)
			WRI	Work Instruction
			ACC	Accounting Office
			BRD	Office of the Board Secretary
			BUD	Budget Office
			CAA	Culture and Arts
			CAG	College of Agriculture
			CASS	College of Arts & Social Sciences
			CBD	College of Business Development, Economics and Management
			CCD	Counseling and Career Department
			CED	College of Education
			CEN	College of Engineering and Computing
			CFS	College of Human Ecology and Food Sciences
			CSM	College of Science and Mathematics
			CVM	College of Veterinary Medicine
			DIO	Director for Instruction Office
			EXT	University Extension Services
			FMC	Cashier's Office
			HOS	University Hospital
			HRD	Human Resource Management and Development Office
			ICT	Information and Communication Technology Center
			ISP	Institute of Sports, Physical Education, and Recreation

LRC	University Learning Resources Center
OAA	Office of the Vice-President for Academic Affairs
OSA	Office of the Student Affairs
OUP	Office of the University President
PDO	Planning and Development Office
PPD	Physical Plant Development Services
PRO	Property and Supply Office
REG	Office of the University Registrar
RES	Research and Development
SEC	Security Services
SPO	Sports
UCAS	University Catering and Accommodation Services
UCS	University Canteen Services
UPS	University Products and Services

- Type of Document

Code	Document
F	Forms

- The originator shall also enroll the form sheets to be used in the procedure or working instruction following the Work Instruction for Enrollment of Form Sheets (USM-WRI-001-Rev.0.2020.02.17)

Review and Approval

- Once the document is assigned with the corresponding document code, the originator shall submit the draft document to the CMR.
- The DCMR shall review the adequacy and accuracy of the information contained in the draft document. For documents with technical content, the DCMR and CMR shall both conduct the review.

		- Any alterations shall be coordinated with the originator. However, if the CMR decides that the document is acceptable, he/she shall approve it by signing the Document Origination/Revision Form (Procedure)(DORF-Procedure/USM-SYS-F01-Rev.1.2020.02.17) of the draft document. In some cases when the CMR and DCMR are not available, the CDC shall do the approval. **Registration of Documents** - After the DCMR reviewed and the CMR approved the procedure or the work instruction, the originator shall edit the hard copy of the draft document and forward the final printed and electronic copies to the DCC. The electronic copy of the procedure shall be sent to dcciso@usm.edu.ph. It is advisable that the originator properly files the softcopy of the draft document for future reference. - The DCC personnel shall enter the details of the document into the Master List of Registered Documents (USM-SYS-F04-Rev.1.2020.02.17) and shall save and keep the Master Copy (i.e. the finalized soft copy) in the DCC. **Issuance of Documents** - The FDC shall reproduce sufficient copies of the document. - The CDC shall sign the copy/ies as "CONTROLLED COPY" using blue ballpoint at the bottom of every page of each copy of the document. - The FDC shall then issue the new version to the authorized copyholders who shall sign on the Document Distribution/Retrieval Sheet (USM-SYS-F02-Rev.3.2020.02.17) to indicate receipt. This record shall be retained and filed by the FDC. - The CDC, with the approval of the CMR, shall control any request for a copy of the documents by using the Document Copy Request Form (USM-SYS-F55--Rev.1.2020.02.17). - The CDC shall write the copy number of the document being distributed at the front page and the bottom of every page of the document below the word “COPY”. The copy number of the document shall be the

		same number as it appears in the Document Distribution/Retrieval Sheet (USM-SYS-F02-Rev.4.2021.04.05). • In the case of syllabi, the copy number shall only appear on the first page below the word “COPY”. - The requestor of the document shall affix his/ her signature at the “Signature” column of the Document Distribution/Retrieval Sheet (USM-SYS-F02-Rev.4.2021.04.05). This will serve as evidence of receipt of the document. - Copies of approved documents in portable document format (pdf) shall be saved in a computer inside the Document Control Center. The FDC shall save the same copy in an external drive that shall serve as back-up copy. - Electronic copies of documents for release to external parties shall only be requested from the Office of the CDC. It shall bear the “UNCONTROLLED” diagonal watermark across the document pages and shall bear “ELECTRONICALLY RELEASED” and dated on the first page. A QR Code shall also be included in the electronic copy to be released. The release of electronic copies of procedures shall be reflected in the Uncontrolled Document distribution List-Procedures (USM-SYS-F98-Rev.0.2021.04.05). - In the case of syllabi, it shall bear the “UNCONTROLLED” diagonal watermark across the document pages and shall bear “ELECTRONICALLY RELEASED” and dated on the first page. The release of electronic copies of syllabi shall be reflected in the Uncontrolled Document Distribution List-Syllabi (USM-SYS-F99-Rev.0.2021.04.05). - The Corporate Document Controller shall authorize the Document Control Officers of the CORE Units to distribute controlled copies of procedures to their faculty provided that the same process on the distribution and retrieval of controlled documents are observed in their respective units. The unit’s controlled copy from the DCC shall serve as their Master Copy.

		- The Corporate Document Controller shall authorize the Document Control Officers to strictly comply with the Work Instruction for Syllabus Enrolment (USM-WRI-002-Rev.0-2020.02.17). The DCOs shall also be authorized to issue/mass produce form sheets for distribution. The processing, keeping, and distribution of documents in the units shall conform to the procedure observed in the Document Control Center. **Document Review, Revision and Re-approval** - Controlled documents shall be reviewed annually every internal audit for adequacy and suitability and shall be carried out through the internal audit results. - In case of any change/s in the content of the controlled document or form, the originating department shall request for Document Origination/Revision Form for procedures (USM-SYS-F01-Rev.1.2020.02.17) and form sheets (USM-SYS-F84-Rev.0.2020.02.17) for review and re- approval by the same persons who performed the original review and approval, unless otherwise specifically designated in the document change notice. - A Document Origination/Revision Form for procedures (USM-SYS-F01-Rev.1.2020.02.17) and form sheets (USM-SYS-F84-Rev.0.2020.02.17) shall be attached to all revised documents to track its revision description history. **Cascading of Documents to Users** - The Deans, Department Heads, and ISO Coordinators shall coordinate through a formal letter with the CDC to arrange specific dates to inform the users of the documents regarding the proper use and purpose of the concerned document/s the users deemed necessary to use. The cascading activity shall be recorded using the Document Awareness Session Sheet (USM-SYS-F06-Rev.1.2020.02.17). **Filing, Availability and Storage** - All documents/records available in the department and unit shall be registered in the Master List of

		Records (USM-SYS-F91-Rev.2.2020.09.28). - Every unit is responsible for proper filing and storing of their documents and records. These shall be filed accordingly in binders/ folders with proper labels for easy retrieval and to prevent damage, deterioration, and loss. - All documents/records available at any time at identified locations. - The Corporate Document Controller (CDC) and Deputy Corporate Document Controller (DCDC) shall randomly check annually each unit's Office of the Document Control Officer using the Document and Records Control Checklist (USM-SYS-F85-Rev.2.2021.04.05) to ensure the effective implementation of document control in the units. **Legibility** - Legibility of all documents and records shall be ensured. - Thermal or fax paper shall not be used for controlled documents and records. - The use of pencil in all documents is not permitted. - To correct documents, the originator or the authorized person shall draw a straight line across the entire word/s, number or alphanumeric series, and write his/her name, initial or signature. **Control of Documents of External Origin** - Received external documents shall be stamped "REFERENCE" on all pages and shall be affixed with date of receipt/signature of the recipient on the first page except for equipment manuals/ books which shall be stamped "REFERENCE" on the cover page only. - The process owner/recipient shall review all received external documents for adequacy and accuracy prior to submission to the CDC or the DCO. This shall be registered in the Master List of External Documents (Calibration Certificates) (USM-SYS-F05-Rev.1.2020.02.17), Master List of External Documents (Communications) (USM-SYS-F87-Rev.0.2020.02.17), Master List of

		External Documents (Manuals) (USM-SYS-F88-Rev.0.2020.02.17), Master List of External Documents (Regulatory & Statutory Bodies) (USM-SYS-F89-Rev.0.2020.02.17), and Master List of External Documents (CHED Memorandum Orders) (USM-SYS-F90-Rev.0.2020.02.17) by the CDC or the DCO. - The process owner/recipient shall identify the unit/s which will need and/or utilize the document for its distribution, which shall be done by the FDC. The receipt shall be acknowledged by the recipient on the External Documents Distribution Sheet (USM-SYS-F86-Rev.0.2020.02.17). - Date of issuance shall be indicated by the CDC or the DCO on the document. **Obsolete Documents and Retrieval** - All obsolete documents shall be retrieved or recalled by the document controller officers upon issuance of the newly revised or updated documents and shall be stamped “OBSOLETE” on each page and shall be affixed with date of receipt and signature of the DCO on the first page. For syllabi, the whole document shall be retrieved but only the first and monitoring pages shall be stamped “OBSOLETE”. The policy of NO RETRIEVAL- NO ISSUANCE shall be implemented. - All obsolete documents shall be recorded in the Master List of Obsolete Documents (USM-SYS-F76-Rev.3.2020.08.04). The department/unit owner shall endorse documents/ records for archive to their Document Control Officer. It shall be properly labeled such as name of records and date covered (month and year), and are placed in the cabinets to ensure easy retrieval and protection from damage, deterioration, and loss. - Obsolete recycled records shall have the stamp, date of receipt, signature of the DCO, and a diagonal line for proper identification as obsolete.

		Discontinuance of Documents, Forms - All inactive documents shall be retrieved or recalled by the document control officers upon surrender by the process owners and shall be stamped “INACTIVE”. The policy of NO RETRIEVAL, NO ISSUANCE shall be implemented. - All inactive documents shall be recorded in the Master List of Inactive Documents (USM-SYS-F83-Rev.1.2020.02.17). - Inactive recycled records shall be stamped and diagonally marked for proper identification.

d. Records control procedure

Person in-charge	Process Flow	Procedure Details
		Preparation of Records - The Department/s Unit's Designated personnel shall be responsible for the proper preparation and accomplishment of records according to the documented procedures. **Registration and Approval** - All concerned Unit Heads/ Office Heads are responsible for registering the list of their records. - The Document Control Officers (DCOs) are responsible for controlling the Master List of Records (USM-SYS-F91-Rev.1.2020.02.17) to check the status of the records. - The CMR is responsible for the approval of records submitted by the concerned Department for registration to DCC. - Updating of Master List of Records (USM-SYS-F91-Rev.2.2020.09.28) and Document Control Center Monitoring Log (USM-SYS-F92-Rev.2.2020.08.17) shall be facilitated quarterly to ensure alignment of records of the process owner's department and the DCC. In this case, the responsibility for monitoring the master list on the timely basis rests with the process owner. **Storage** - Each department/unit shall be responsible for the storage and keeping of their records. - Filing cabinets, box files, folders, dividers, envelopes, etc. shall be provided to organize records. **Protection** - Records shall be kept in a place where they can be protected from physical deterioration, damage, and loss. - Each department/unit shall ensure that records are kept in a place that is fire-proof. Records shall be kept in a dry place to prevent them from absorbing liquids (i.e. water, oil, chemicals).

		- Records shall be kept in a place where it can be protected from data tampering. - Documents, forms shall be organized in plastic sheets placed in binders to ensure safety. - Each department/ unit shall ensure that releasing of records to appropriate personnel is being tracked. To prevent unauthorized amendments on the recorded data, the following shall be implemented: • Only permanent blue or black ink pens shall be used to fill out forms; • Pens shall only be used to correct wrong data; and, • All corrected data shall be countersigned indicating the identity of the corrector. **Retrieval** - For easy retrieval, cabinets, shelves, box files, folders, envelopes, etc. shall be properly labeled. - Each unit/ department shall keep a listing of all records being kept within their area. The list specifies the document name, location, and retention period of records located at their respective areas. **Retention Period** - Records' retention period, aside from the specified records below, shall be indicated on the list of records specified in 6.5.2. - Records of internal audits and management review shall be retained for five (5) years. - Records shall remain active for a period of six (6) months. - An archival record that has permanent or historic value is inactive and is not required to be retained in the DCC after three (3) years. **Disposition** - For economic and environmental purposes, disposal of non-confidential documents shall be used as scratch papers and shall be marked with a slashed or diagonal line on the original. - Critical and /or confidential documents shall be disposed by means of shredding/tearing. - Disposal shall be done after a period of three (3) years.

e. Management Review Procedure

Person in-charge	Process Flow	Procedure Details
		Management Review of the quality system is held every six (6) months. The agenda shall include but will not be limited to the following: - Status of actions from previous management reviews - Changes in external and internal issues that are relevant to the Quality Management System -Information on the performance and effectiveness of the Quality Management System • Customer satisfaction and feedback from interested parties • Extent to which quality objectives have been met • Process Performance and conformity of products and services • Nonconformities and corrective actions • Result of Monitoring and Measurement • Audit Results (Internal Audit and External Audit Results) • Performance of external providers - Effectiveness of actions taken to address risks and opportunities - Opportunities for improvement **Initiating the Management Review** - The President shall discuss the agenda with the Corporate Management Representative (CMR) and Deputy Corporate Management Representative (DCMR) - The CMR shall circulate the memorandum informing the Top Management Committee of the management review - Notification of the Management Review is done at least two (2) working days **Conduct of Management Review** - Before the conduct of the Management Review, the CMR shall preside over the cellular management review of the core process units while the DCMR does the same with the support units.

		The said cellular management review shall be done at least three days before the Management Review - The DCO of each core process unit and support unit shall take down the minutes of cellular meeting - Results of cellular management review of the core process and support units shall be inputted during the Management Review of the Top Management Committee - The President and CMR shall convene the management review - The CMR shall state the agenda and shall read the concerned sections' reports from the cellular meeting conducted three days before the Management Review - Discussion of the evaluated quality management system shall follow -The Top Management Committee shall determine agreements on proposed actions. -Approval of proposed actions shall be decided in a form of resolution/s The Top Management Committee and the CMR may adjourn the Management Review **Documentation of Management Review** - The DCO of each core process unit shall record the minutes of the cellular management review and shall use Minutes of Management Review (USM-SYS-F23-Rev.1.2020.02.18) - The ISO Core Secretary shall take down the minutes of the meeting using the Management Review Minutes Form. The results of the Management Review shall be recorded in the Management Review Results **Management Review Outputs** - The Outputs of the Management Review shall include decisions and actions related to: • Opportunities for improvement • Any need for changes to the Quality Management System • Resource needs

		Implementation of Approved Resolutions - Resolutions may cause revision of the work procedures. In such cases, all relevant manuals and procedures pertaining to a particular activity considered not effective, may be changed, or developed. - An unscheduled audit may be made by the CMR to be able to pinpoint the real root of the problem for identified problems which cause cannot be determined -A corresponding Corrective Action Request shall be issued to a department/section not implanting the necessary agreed/approved resolutions of the Management Review. **Monitoring of Approved Resolutions** - The CMR exercises overall authority with regards to the implementation and monitoring of the Quality Management System. All procedures for implementation in each section/department shall be initiated by the CMR but proper monitoring shall be noted in the same.

f. Corrective Action Procedure

Person in-charge	Process Flow	Procedure Details
		Identification of Non-Conformity - Originator shall identify non-conformity based on the following source: • Complaints • Key Performance Indicators requiring remedial actions • Non-conformities from Audit findings, either internal or external audits • Results of compliance to legal requirements • Discrepancy noted for Supplies/Outsource performance • Request for Actions on Process/Product non-conformance - The University of Southern Mindanao shall ensure that determination of non-conformities is derived from objective processes utilizing established tools and techniques such as, but not limited to: • Process observation • Monitoring and measurement of course syllabus and service delivery: • Data analysis of Key Process Performance **Stating and Accomplishing Supplier/Corrective Action Request (S/CAR)** - Supplier/Corrective Action Request (S/CAR) shall be stated in a clear and objective manner, citing non-conformity using the S/CAR form (USM-SYS-F11-Rev.4.2021.11.05) - Interested personnel/department/internal audit process which intends to issue S/CAR shall enroll it with the University Quality Assurance Center (UQAC) who in turn, assigns S/CAR control number stating the incident or details leading to nonconformity along with the complete details and time of occurrence. A separate log, the Supplier/Corrective Action Request Log Sheet (USM-SYS-F17-Rev.3.2020.02.18), shall be maintained for Internal Audit Process.

		- For CARs issued to Suppliers, UQAC shall forward the S/CAR to the Purchasing for acknowledgement. The Purchaser shall ensure that the supplier receives and responds to the S/CAR -The Originator's Immediate Supervisor shall acknowledge the receipt of the S/CAR prior to issuance to Addressee - UQAC personnel shall log CAR number and nature of nonconformity on the Logbook for S/CAR Issuance for monitoring. **Analysis and Investigation of Nonconformity** - Addressee's Immediate Supervisor shall acknowledge the S/CAR by signing in the issues on the S/CAR - Concerned section shall conduct brainstorming to derive the root cause of nonconformities - The addressee shall document process of analysis and investigation and where appropriate, discussion of decisions and actions among attendees - Tools and techniques shall be utilized to determine objective action plan; such tools shall be of industry standards, namely: • 5-Why Analysis • Cause and Effect Analysis • Hazard and Risk Assessment • Histogram • Pareto Diagram • Process Effect Analysis • Statistical Process Control **Formulation of Corrective Action Plan** - Root cause analyses and corrective action requests for internal processes shall be accomplished within three (3) working days, while CARs issued to the suppliers are expected to arrive within five (5) working days for appropriate actions. The corrective actions shall be written following the PDCA cycle as framework.

		Review of Formulated Action Plan - The addressee's immediate superior shall review the adequacy of the corrective action and, where appropriate, shall apply the necessary action to prevent the recurrence of the problem or issue. **Implementation and Monitoring of Corrective Action Plan** - A follow-up audit shall be conducted, with a minimum of three (3) working days after implementation of the corrective action even without prior announcements, to verify if the committed action is implemented. Results of action taken are assessed, if there are no recurring issues pertaining to issued S/CAR, then action items are considered closed; continuous monitoring of implementation shall be made for effectiveness. Preferably a minimum of 10 working days after, another follow-up audit shall be done to verify the effectiveness of the implemented action. a. In case the nonconformity recurred within five (5) working days after S/CAR was submitted, another S/CAR with a unique tracking number, shall be issued. **Standardization of the Action Plan** - Addressee shall standardize the action item (e.g., revised affected Standard Operating Procedure or even specifications). In case of revisions in the documented procedure, Addressee may not recommend anymore S/CAR closure unless affected documents have been revised. Submission of S/CAR closure recommendation attached with justifications to the UQAO. - Analyze data and trends (machine or process history is a good input) to project performance of the product/ material and the causes of failure.

		Closure of Action Item - Originator shall validate and acknowledge closure justification of issues by affixing signature on the CAR. - All evidence of S/CAR implementation shall be verified on the conduct of follow- up audit. - Schedule for verification on effective implementation of action shall be set. **Verification of Effectiveness** **-** Evaluation on the effectiveness of action taken shall be performed based in the agreed schedule with the Addressee and the department concerned. - All results from implementation shall form part of the evidence presented by the addressee and the department concerned. - Results of verification shall be an input for the discussion of possible application of the same corrective action to relevant departments, areas, and/ or suppliers.

g. Internal Audit Procedure

Person in-charge	Process Flow	Procedure Details
		Planning, Scheduling and Preparation - All system process elements shall be audited twice a year, which shall be approved by the University President and four Vice-Presidents. In the planning stage, the risks associated with the conduct of the audit process shall be identified such as any interference in the conduct of internal audit process, the conflict of schedule between the auditor and auditee and the absence of the process owners. The schedule shall be formulated on the basis of the status and importance of the activity. However, a particular area of the entire quality system may be audited more frequently, when deemed necessary. The Internal Audit Program (USM-SYS-F16-Rev.3.2020.02.18) shall be prepared by the Internal Audit Chair to assess and determine the effectiveness of the quality management system. During planning, the auditor shall identify key areas of risk and areas of concern. In case the on-site audit is not feasible, the remote audit will be adopted. During the planning, the technology available must be identified and determine whether the auditors and auditees possess the required competencies and resources required during the remote audit. Related to the use of ICT in the audit, all legal and customer requirements related to confidentiality, security, and data protection (CSDP) shall be identified and actions are taken to ensure the effective implementation of the CSDP. - The Internal Audit Chair, in coordination with the USM top management, shall determine the objectives and scope of the audit, the selected names of the team members, and the colleges and support services to be audited to ensure the effectiveness of the audit. The Internal Audit Chair shall notify the process owners on the conduct of the internal audit by

		issuing the Internal Audit Notice (USM-SYS-F12-Rev.3.2020.02.18), and the Internal Audit Plan (USM-SYS-F15-Rev.3.2020.02.18). - The Internal Audit Plan (USM-SYS-F15-Rev.3.2020.02.18) shall include but shall not be limited to the audit date, audit scope, audit objectives, criteria, audit team, time of audit, elements and areas to be audited and the auditees. - The Internal Audit Chair shall ensure that all copies of the necessary documents such as quality manual, procedures, previous audit results and all other relevant documents are available. - The audit team with the aid of the necessary internal audit checklists (USM-SYS-F18-Rev.3.2020.02.18), shall ensure that all the important items/ elements are covered. - The internal audit checklist (USM-SYS-F18-Rev.3.2020.02.18) shall be referenced to the standards set beforehand, the quality manual, quality procedures, and necessary work instructions, where applicable. - The Internal Audit Chair shall discuss the necessary preparations, formulations of the audit plan and other audit activities, timetable, preparation, and review of the audit checklist. - In case of a remote audit, the Internal Audit Chair, in consultation with the Corporate Management Representative shall determine the extent of involvement between the auditor and the auditee, i.e., with human interaction or no human interaction. - The remote audit option should be agreed upon with the auditee and confirmed at the time of approval of the audit plan. The auditee must agree to provide all requested information required for the audit process. - The audit plan must include the preparation required by the auditor and the auditee, the sampling processes, and a description of

		how the meeting will be conducted. - The audit plan must describe which criteria/processes will be audited remotely and which will be part of the on-site audit. - Once the audit plan is finalized, the Internal Audit Chair shall inform the process owners of: **a**. The list of documents required for remote internal audit verification. **b.** The sampling methods applied to all relevant processes so that the auditees can prepare accordingly. **c.** The date by when all the documentary evidence needs to be sent or posted on the landing page. **d.** A landing page designed for the ISO 9001:2015 Internal Audit shall be put up on the Official University of Southern Mindanao website. The Core Processes and Support Units will have their links where objective evidence shall be made accessible through sub-links to a Google Drive account created by each process owner. **e.** Only auditors assigned to specific units shall have access to the documents. They shall be required to sign a non-disclosure agreement (USM-SYS-F95-Rev.0.2020.10.09) to ensure that the uploaded documents shall be used only for audit purposes. The access to documents shall be removed only after the closing meeting to allow auditors to validate audit findings before the submission of audit reports. **f.** All documents shall be scanned and uploaded in PDF format for protection from tampering or editing **Selection of Auditors/Audit Team** - Selection of Internal Audit Chair and auditors shall be based on the competence of the auditors from the “List of Qualified Auditors”. Independence in conducting of audits shall be ensured by the CMR and the Internal Audit Chair for objectivity, impartiality, and to

		avoid conflict of interest and bias in opinion. - The CMR and/or DCMR shall nominate the Internal Audit Chair and shall maintain the integrity of the audit by ensuring that neither the Internal Audit Chair nor any member of the audit team is/ are member/s of the department/unit or function to be audited. They shall have no direct responsibility on the activity being audited. - The audit team shall be composed of qualified and trained internal auditors. - The minimum qualification for the internal quality auditors shall be composed of the following: a. An employee of the university with a minimum tenure in USM for a period of six (6) months b. And in support of (a) a person who has participated in internal audits from previous employment; and c. Attended and Internal Audit training/seminar of at least sixteen (16) hours - Any personnel who intend to become an internal auditor and have not satisfied the requirements stated in 6.2.4 shall undergo the necessary training and shall act as auditor trainee to witness at least one (1) internal audit cycle duly guided by the Internal Audit Chairman and/ or the CMR. - The evaluation shall be performed for auditor trainee every conduct of audit to ensure that the required competencies are fully satisfied. **Opening Meeting** - An opening meeting shall be presided by the Internal Audit Chair before proceeding with the audit; to be participated by the audit team, auditees, and the involved units/departments, if necessary. The objective of the meeting is for familiarization and awareness of the participants on the mechanics of the entire audit process. In the remote audit, the opening meeting can be held through a video connection

		detailing how the audit will be conducted and shall be attended by the auditees that will be audited remotely. **Conducting Audit** - Using the applicable documents and the prepared internal audit checklist (USM-SYS-F18-Rev.3.2020.02.18), the Internal Audit Chair and the members shall conduct the audit. The audit shall be conducted by interviewing the auditee and the area being audited or desk audit (review of the applicable documents), and/or checking of actual implementation against documented information. A risk-based approach can also be adopted where the internal audit activities focus on areas with higher significance. - The remote audit will be conducted using a combination of documentary review and/or virtual meetings and interviews. - Objective evidence of the remote audit will be provided by conclusions from the interviews and/or document review. - The auditor shall note down on the checklist all the necessary findings during the time of the audit, including the objective evidence of conformity and/ or nonconformity. - The USM top management shall monitor and review the internal audit program (USM-SYS-F16-Rev.3.2020.02.18) for evaluation of timing and frequency. - Findings shall be classified as Non-conformance (NC) and Opportunities for Improvements (OFI) through Internal Audit Report (USM-SYS-F60-Rev.3.2020.02.18) and Supplier/Corrective Action Request (USM-SYS-F11-Rev.4.2021.11.05). **a. The following are classified as NC:** • Absence of a procedure required by the standard. Non closure of a previously raised nonconformity, or a number of lapses against one requirement of a standard

		that would represent total breakdown of the system • Non-implementation of a procedure required by the standard • A lapse in the implementation of the management system or and isolated lapse in an otherwise implemented management system requirement • Existence of required documents but lacks certain requisites or minor inconsistencies with actual practice, the objective evidence does not raise doubt to the quality of the product or service the organization is providing, and no implementation of health and safety requirements • These items are recorded into Supplier/Corrective Actions Request (USM-SYS-F11-Rev.4.2021.11.05) **b. Opportunities** for improvements (OFI) are: • Any matter/issue noted by the auditor/auditee in the procedure being audited that may lead to improvement where the evidence show that indicated procedure are followed. However, as per knowledge and analysis of auditor, the organization can benefit from through modified approach. It is an "opportunity" that will lead to a future nonconformance if not addressed. • These items are recorded into Internal Audit Report (USM-SYS-F60-Rev.3.2020.02.18) - The audit checklist shall be referenced on the standards set beforehand, the quality manual, quality procedures, and necessary work instructions, where applicable. - The Internal Audit Team shall discuss with the auditee the results of the audit. - The audit team shall evaluate their findings and deliberate on the non-conformance found during the audit. Final decision, as agreed

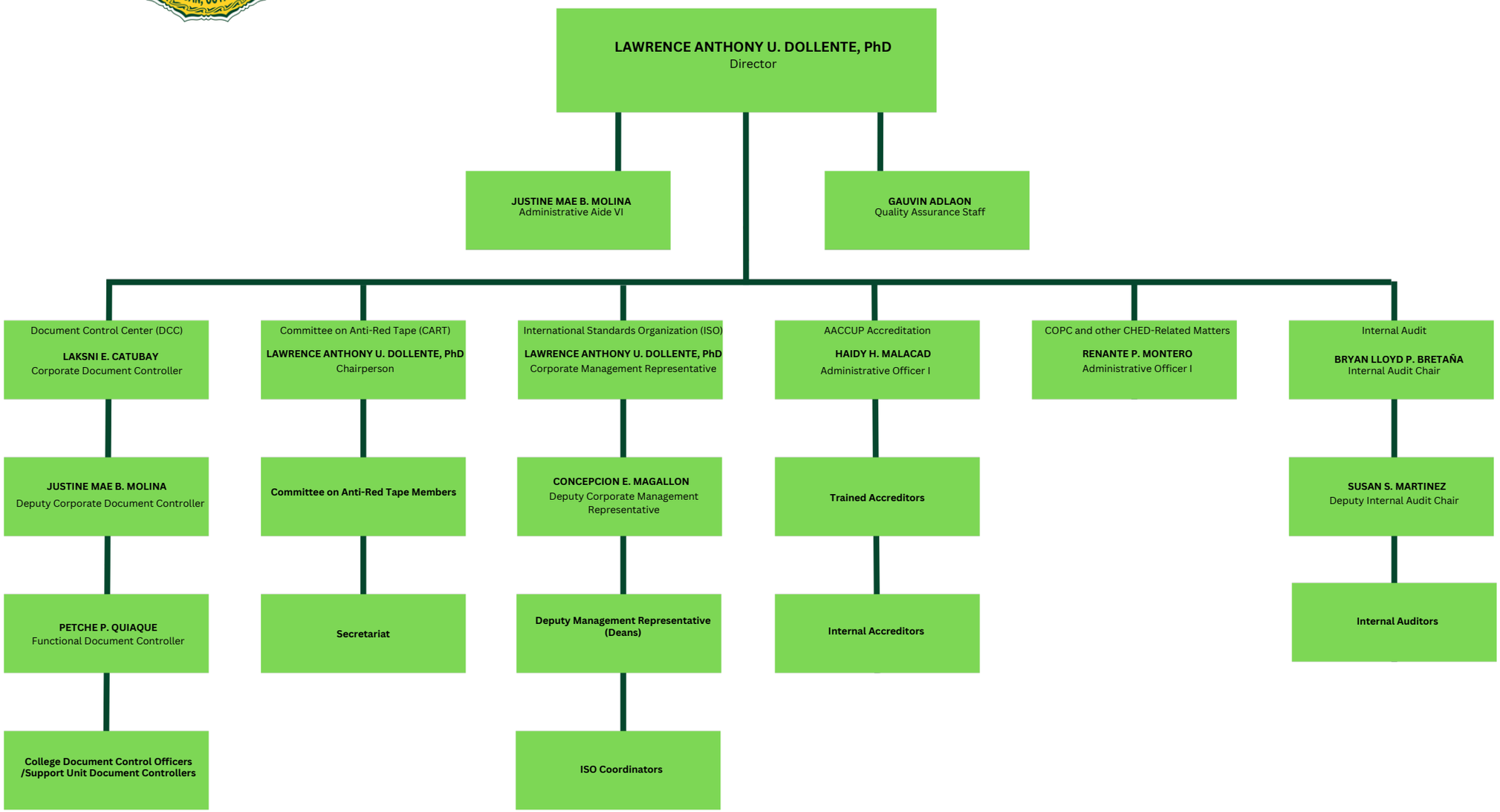
		upon by the audit team, shall be reflected on the Supplier/Corrective Action Request (USM-SYS-F11-Rev.4.2021.11.05). The CMR, DCMR, and Internal Audit Chair shall decide unresolved issues by the team. **Close Meeting** - Closing meeting shall be conducted after the conduct of audit. Similar participants during the opening meeting are expected to attend the closing meeting. - The Internal Audit Chair shall discuss the summarized results of the audit. For the findings called-out during the audit, corrective action requests are issued to the concerned unit/department. Unresolved issues with the auditee are elevated to the unit/department head. They shall likewise agree to the follow-up action to be taken as scheduled. **Reporting** - The final basis for the results of the audit shall be formalized through internal audit summary sheet (USM-SYS-F09-Rev. 4.2021.11.05). - The Internal Audit Chair shall prepare the internal audit summary sheet (USM-SYS-F09-Rev.4.2021.11.05) and submit it to the CMR and DCMR for review and approval. - All auditees with findings shall be issued with a Supplier/Corrective Action Request. The Internal Audit Report (USM-SYS-F60-Rev.3.2020.02.18) shall bear other details of follow-up from previous findings; possible improvement opportunities, and direct observations of the process during the audit. - Correction as necessary, corrective and/or continual improvement shall be initiated and implemented by the auditee/department head to be documented through the Internal Audit Report (USM-SYS-F60-Rev.3.2020.02.18), Supplier/Corrective Action Request (USM-SYS-F11-

		Rev.4.2021.11.05), Continual Improvement Plan and Continual Improvement Sheet (USM-SYS-F27-Rev.3.2020.02.18); duly coordinated with the Internal Audit Chair. For details on the investigation, refer to Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18) and/or Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18). - All results of the internal audit shall be an input to the Cellular Management Review and Institutional Management Review meeting for continual improvement. The auditee may consider relevant actions to address the improvement opportunities and take actions as appropriate. **Follow-up Audit** - A follow-up audit shall be conducted with a minimum of three (3) working days after implementation of the corrective action even without prior announcements to verify if the committed action is implemented. Preferably a minimum of 10 working days after, another follow-up audit shall be done to verify the effectiveness of the implemented action. This shall be recorded in the Corrective Action Monitoring Log in the Supplier/Corrective Action Request form (USM-SYS-F11-Rev.4.2021.11.05). - The same audit team shall be assigned to do the follow-up audit, if necessary, to maintain the continuity of audit. - Corrective actions not implemented on the committed date shall be elevated to the CMR for further disposition. - Corrective actions are then declared “closed” once verified to be effective upon approval of the CMR. - A corresponding Supplier/Corrective Action Request (USM-SYS-F11-Rev.4.2021.11.05) shall be generated for absence of implementation from the committed actions of the auditee

IV. Table of Organization

UNIVERSITY QUALITY ASSURANCE OFFICE (UQAO)

Table of Organization



V. Quality Assurance Plan

ACCREDITATION LEVEL STATUS and PLAN OF ACCREDITATION VISIT

No.	CAMPUS(ES) /PROGRAM(S)	LEVEL (ACCREDITATION STATUS)	DATE OF VALIDITY OF ACCREDITATION STATUS	PLAN OF ACCREDITATION VISIT
1.	Bachelor of Science in Industrial Technology (major in Automotive Technology, Architectural Drafting Technology, Electrical Technology, Electronics Technology)	Level III, Re-accredited Assessment on-going in Phase of the 4th Survey Visit (Revisit Areas V, VI, IX)	September 1, 2024 – August 31, 2025	September 2-4, 2025
2.	Bachelor of Science in Business Administration	Level II, Re-accredited Must comply w/mandatory recommendations	July 1, 2023 – June 30, 2024	Submitted mandatory recommendations
3	Bachelor of Science in Agricultural Economics	Level III, Re-accredited (must comply with mandatory recommendations	April 01, 2025 – March 31, 2030	
4	Bachelor of Science in Agribusiness	Level IV, Re-accredited (must comply with mandatory recommendations)	AUGUST 2022 – JULY 2023	June 18-20, 2025
5	Bachelor of Science in Accountancy	Level II, Re-accredited (must comply w/mandatory recommendations (Revisit Extension)	July 1, 2023 – June 30, 2024	June 18-20, 2025
6	Bachelor of Science in Electronics Engineering	Level II Re- accredited	December 16, 2021 – December 15, 2025	September 2-4, 2025
7	BS in Computer Engineering	Level II Re- Accredited	December 16, 2021 – December 15, 2025	September 2-4, 2025

8	**BS in Civil Engineering (Structural Engineering)**	**Level II Re-Accredited Assessment on-going in Phase 1 of the 3rd Survey Visit (Revisit ALL AREAS)**	**September 1, 2023 – August 31, 2027**	**May 2027**
9	**Bachelor of Science in Computer Science**	**Level III Re-accredited (must comply with mandatory recommendations) subject to another revisits in ALL AREAS**	**JULY 2022 – JUNE 2023**	**June 18-20, 2025**
10	**Bachelor of Science in Information Systems**	**Level III Re-accredited (must comply with mandatory recommendations)**	**JULY 2022 – JUNE 2023**	**Comply w/mandatory recommendations**
11	**BS in Library Information Science**	**Level III Re-accredited (must comply with mandatory recommendations)**	**JULY 2022 – JUNE 2023**	**Comply w/mandatory recommendations**
12	**BS in Agricultural Engineering (BS IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING)**	**Level III Re-accredited (The program is level III. Assessment ongoing in Phase 2 evaluation in the 4th survey visit. Must comply with mandatory recommendations.**	**September 1, 2024 – August 31, 2025**	**Submit compliance report 2025**
13	**Bachelor of Science in Hotel & Restaurant Management**	**Level II Re-Accredited (must comply w/mandatory recommendations)**	**July 1, 2023 – June 30, 2024**	**Waiting for result**
14	**Bachelor of Science in Tourism Management**	**Level II Re-Accredited (must comply w/mandatory recommendations)**	**July 1, 2023 – June 30, 2024**	**Comply w/mandatory recommendations**

15	Bachelor of Science in Nutrition Dietetics	Level III Re-accredited (must comply with mandatory recommendations) Revisit ALL Areas	December 1, 2023 – November 30, 2025	September 2-4, 2025
16	Bachelor of Science in Food Technology	Level III Re-accredited (must comply with mandatory recommendations)	JULY 2022 – JUNE 2023	Comply w/mandatory recommendations
17	Bachelor of Science in Physical Education	Level II Re-Accredited	JULY 16, 2022 – JULY 15, 2026	April 2026
18	Bachelor of Arts in Islamic Studies	Level I Accredited	APRIL 2022 - MARCH 2026	April 2026
19	Bachelor of Science in International Relations	Level II Re-accredited	APRIL 16, 2023 – APRIL 15, 2027	April 2027
20	Bachelor of Elementary Education	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages & Consortia	December 1, 2023 – November 30, 2024	June 18 -20, 2025
21	Bachelor of Secondary Education (major in Science, Math, Filipino, English & Social Studies)	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages & Consortia	December 1, 2023 – November 30, 2024	June 18 -20, 2025

22	Doctor of Veterinary Medicine	Level IV Re-accredited (must comply with mandatory recommendations)	AUGUST 2022 – JULY 2023	comply with mandatory recommendations
23	Bachelor of Arts in Psychology (AB Psychology)	Level III – Reaccredited (The program is Level III. Passed the Phase I of two (2) phases of evaluation in the 4th survey visit)	September 01, 2024 – August 31, 2025	September 2-4, 2025
24	Bachelor of Science in Development Communication	Level IV Re-accredited (must comply with mandatory recommendations)	AUGUST 2022 – JULY 2023	June 18 -20, 2025
25	Bachelor of Science in Chemistry	Level III Re-accredited	MAY 2022 – APRIL 2023	
26	Bachelor of Science in Biology	Level IV Re-accredited	March 1, 2020 – Feb. 28, 2025	June 18 -20, 2025
27	Bachelor of Arts in English	Level III Re-accredited	JULY 1, 2022 – JUNE 30, 2026	April 2026
28	Bachelor of Science in Criminology	Level I Accredited	APRIL 16, 2023 – APRIL 15, 2026	April 2026
29	Arts and Social Science (Political Science)	Level II Re-Accredited	May 1, 2024 – April 30, 2028	June 2028
30	Bachelor of Science in Nursing	Level I - Accredited	December 16, 2024 – December 15, 2028	June 2028
31	Bachelor of Science in Agriculture	Level IV Re-accredited (must comply with mandatory recommendations)	MAY 2022 – APRIL 2023	comply with mandatory recommendations
32	Bachelor of Science in Fisheries	Level I Accredited	May 1, 2024 – April 30, 2027	April 2027

No.	Kidapawan City Campus	LEVEL (ACCREDITATION STATUS)	DATE OF VALIDITY OF ACCREDITATION STATUS	PLAN OF ACCREDITATION VISIT
1.	Bachelor of Science in Industrial Engineering	Level III, Re-accredited Assessment on-going in Phase 1 of the 4th Survey Visit (Revisit ALL AREAS)	July 1, 2023 – June 30, 2028	June 2028
2.	Bachelor of Science in Mechanical Engineering	Level II, Re-accredited Assessment on-going in Phase 1 of the 3rd Survey Visit (Revisit ALL AREAS)	July 1, 2023 – June 30, 2027	April 2027
3.	Bachelor of Technology (Majors: Automotive Technology, Civil Technology, Electrical Technology, Electronic Technology, Mechanical Technology, refrigeration and Air-conditioning Technology)	Level III Re-accredited (assessment on-going in Phase 1 of the 4th Survey Visit (Revisit ALL AREAS)	July 1, 2023 – June 30, 2028	June 2028
4.	Bachelor of Secondary Education (majors: English, Filipino, Mathematics, Social Studies)	Level I Accredited Revisit All Areas)	January 1, 2025 – December 2028	June 2028
5.	Bachelor of Technical and Vocational Teacher Education (majors: Automotive Technology, Electronics Technology, Food Service and Management Technology, Garments, Fashion and Design Technology)	Level I Accredited Revisit All Areas)	January 1, 2025 – December 2028	June 2028
6.	Bachelor of Science in Electrical Engineering	Level I Accredited	JULY 16, 2022 – JULY 15, 2025	July 14-18, 2025
7.	Bachelor of Industrial Technology (major: Food and Beverage	Level II Re-accredited	December 16, 2024 – December 15, 2028	

	Preparation and Service Management)			
8.	Master of Technology Education	Level I Accredited	September 1, 2023 – August 31, 2026	

No.	Kabacan Campus: (GRADUATE PROGRAMS)	LEVEL (ACCREDITATION STATUS)	DATE OF VALIDITY OF ACCREDITATION STATUS	PLAN OF ACCREDITATION VISIT
1.	Doctor of Philosophy in Extension Education	Level III- Re-accredited	MAY 2022 – APRIL 2023	comply with mandatory recommendations
2.	Ph.D. - Agricultural Science (Doctor of Philosophy in Agricultural Science) majors: Animal Science, Crop Protection, and Crop Production and Management	Level III Re-accredited (must comply with mandatory recommendations) Revisit ALL Areas	December 1, 2023 – November 30, 2025	September 2-4, 2025
3.	Master of Science in Biology	Level IV Re-accredited (must comply with mandatory recommendations)	AUGUST 2022 – JULY 2023	June 18 – 20, 2025
4.	Doctoral of Education in Educational Management	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages and Consortia	December 1, 2023 – November 30, 2024	June 18 – 20, 2025
5.	Master of Science in Agronomy	Level III Re-accredited (Revisit ALL AREAS)	September 01, 2024 – August 31, 2026	2026

6.	**Master of Science in Crop Science**	**Level III Re-accredited (Revisit ALL AREAS)**	**September 01, 2024 – August 31, 2026**	**2026**
7.	**Master of Science in Horticulture**	**Level III Re-accredited (Revisit ALL AREAS)**	**September 01, 2024 – August 31, 2026**	**2026**
8.	**Master of Arts in Education in Educational Management**	**Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service, International Linkages and Consortia**	**December 1, 2023 – November 30, 2024**	**June 18 – 20, 2025**
9.	**Master of Science in Teaching - Physics**	**Level I – Accredited (Revisit ALL AREAS)**	**May 1, 2024 – April 30, 2028**	**2028**
10.	**Master of Science in Teaching – Mathematics**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
11.	**Master of Science in Teaching - Chemistry**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
12.	**Master of Science in Teaching-Biology**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
13.	**Master of Science in Extension Education**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
14.	**Master of Science in Plant Breeding**	**Level II Re- Accredited**	**May 1, 2024 – April 30, 2028**	**2028**
15.	**Master of Science in Agricultural and Biosystems Engineering**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
16.	**Master of Public Administration**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
17.	**Master of Engineering in Rural Infrastructure Engineering**	**Level I – Accredited (Revisit ALL AREAS)**	**September 1, 2023 – August 31, 2027**	**2027**
18.	**Master of Arts in Teaching Industrial Arts**	**Level I Accredited**	**APRIL 1, 2022 – MARCH 31, 2025**	**July 14 – 18, 2025**

19.	**Master of Arts in Language Teaching-Filipino**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
20.	**Master of Arts in Language Teaching-English**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
21.	**Master in Information Systems**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
22	**Doctor of Philosophy in Rural Development**	**Level II Re-accredited**	**September 1, 2023 – August 31, 2027**	**2027**
23	**Master of Science in Animal Science**	**Level I Accredited**	**APRIL 16, 2023 – APRIL 15, 2026**	**2026**

CERTIFICATE OF PROGRAM COMPLIANCE STATUS

Undergraduate Programs Main Campus

CAMPUS(ES)/PROGRAM(S) WITH COPC	NUMBER OF PROGRAMS
UNDERGRADUATE PROGRAMS	
College of Agriculture - Bachelor of Science in Agriculture - Bachelor of Science in Fisheries	2
College of Arts and Social Sciences - Bachelor of Science in Criminology - Bachelor of Arts in English - Bachelor of Science in Development Communication (major in Development Journalism, Educational Communication and Community Broadcasting) - Bachelor of Arts in Political Science - Bachelor of Arts in Psychology - AB Philosophy (NEW)	6
College of Science and Mathematics - Bachelor of Science in Chemistry - Bachelor of Science in Biology - BS Applied Mathematics (NEW) - BS Applied Physics (NEW) - BS Environmental Science (NEW)	5
College of Business Development and Economics Management - Bachelor of Science in Accountancy - Bachelor of Science in Business Administration (major in Marketing Management)	7

- **Bachelor of Science in Accounting Technology** - **Bachelor of Science in Agribusiness** - **Bachelor of Science in Agricultural Economics** - **Bachelor of Public Administration (NEW)** - **Bachelor of Science in Management Accounting (NEW)**	
<u>College of Education</u> - **Bachelor of Elementary Education** - **Bachelor of Secondary Education**	**2**
<u>College of Engineering & Computing</u> - **Bachelor of Science in Agricultural Engineering** - **Bachelor of Science in Electronics Engineering** - **Bachelor of Science in Civil Engineering** - **Bachelor of Science in Computer Engineering** - **Bachelor of Science in Information System** - **Bachelor of Science in Computer Science** - **Bachelor of Library and Information Science**	**7**
<u>College of Human Ecology & Food Sciences</u> - **Bachelor of Science in Food Technology** - **Bachelor of Science in Nutrition and Dietetics** - **Bachelor of Science in Hotel & Restaurant Management** - **Bachelor of Science in Travel Management** - **Bachelor of Science in Tourism Management**	**5**
<u>College of Veterinary Medicine</u> - **Doctor in Veterinary Medicine**	**1**
<u>College of Health Sciences</u> - **Diploma in Midwifery** - **Bachelor of Science in Nursing**	**2**

Institute in Middle East Asian Studies (IMEAS) - **Bachelor of Arts in Islamic Studies (major in Political Economy, Shari'ah Law, Halal Food Management and Technology, Islamic History, Islamic Values Education, and Arabic Language)** - **Bachelor of Arts in International Relations**	**2**
ISPEAR - **Bachelor of Physical Education (NEW)** - **Bachelor of Science in Sports Science (2 major) (NEW)**	**2**
College of Industrial Technology - **Bachelor of Industrial Technology (4 Major) (NEW)** - **Bachelor of Technical – Vocational Teacher Education (4 Major) (NEW)**	**2**
CITY OF KIDAPAWAN CAMPUS WITH COPC - **Bachelor of Technology (majors: Automotive Technology, Civil Technology, Electrical Technology, Electronic Technology, Mechanical Technology, Refrigeration and Air-conditioning Technology)** - **BS in Industrial Engineering** - **BS in Mechanical Engineering** - **Bachelor of Science in in Electrical Engineering** - **Bachelor of Secondary Education** - **Bachelor of Technical Teacher Education** **Bachelor of Industrial Technology**	**7**

Pending COPC

PROGRAM	STATUS	REMARKS
Bachelor of Science in Veterinary Technology	Visited July 2024, NQAT	Waiting for issuance of COPC
Bachelor of Science in Microbiology	Visited April 2024	Waiting for Issuance of COPC
Bachelor of Science in Midwifery	Visited February 2025	
Bachelor of Science in Pharmacy	Visited February 2025	

NO.	PALMA	Status	REMARKS
1.	Bachelor of Elementary Education (Alamada/Aleosan)	Visited (February 22, 2024)	Waiting for issuance of COPC
2.	Bachelor of Secondary Education (Libungan)	Visited (February 22, 2024)	Waiting for issuance of COPC
3.	Bachelor of Science in Business Administration	Visited (February 22, 2024)	Waiting for issuance of COPC
4.	Bachelor of Science in Agriculture (Libungan)	For Application	New Program 2019
5.	Bachelor of Science in Criminology (Libungan)	For Application	New Program 2020

6.	Bachelor of Science in Hospitality Management (Libungan)	For Application	New Program 2020
7.	Bachelor of Science in Veterinary Technology (Aleosan)	For Application	New Program 2019
NO.	Mlang Campus	Status	REMARKS
1.	Bachelor of Science in Criminology	For Application	New Program 2021

CERTIFICATE OF COMPLIANCE (COPC) as of January 2025

GRADUATE SCHOOL

(Master's Program)

NO.	PROGRAMS with COPC	DATE ISSUED	Remarks
1.	Master of Science in Biology	September 18, 2020	with COPC
2.	Master of Science in Rural and Economic Development	November 24, 2020	with COPC
3.	Master of Science in Agronomy	November 24, 2020	with COPC
4.	Master of Science in Animal Science	November 24, 2020	with COPC
5.	Master of Science in Horticulture	November 24, 2020	with COPC
6.	Master of Science in Plant Breeding	November 24, 2020	with COPC
7.	Master of Engineering in Rural Infrastructure Engineering	May 31, 2023	with COPC

8.	Master of Science in Crop Science	November 24, 2020	with COPC
9	Master of Science in Education in Educational Management	169-2024 January 24,2025	with COPC
10	Master of Science in Teaching Mathematics	166-2024 January 24,2025	with COPC
11	MA in Language Teaching – Filipino	165-2024 January 24,2025	with COPC
12	Master of Science in Teaching Biology	167-2024 January 24,2025	with COPC
13	Master of Science in Information System		
14	Master of Science in Extension Education	168-2024 January 24,2025	with COPC

NO.	NO COPC	Remarks
1.	MST Chemistry	Visited (July 2018)
2.	Master of Science in Teaching – Physics	Visited (July 2018)
3.	MA in Language Teaching - English	Visited (July 2018)
4.	MA in Teaching industrial Arts	Visited (July 2018)
5.	MAED- Elementary Education	APPLIED
6.	MAED – Science	APPLIED
7.	MAED – Social Sciences	APPLIED
8.	Master in Public Administration	APPLIED
9.	MS Agricultural Economics	For Application

CERTIFICATE OF COMPLIANCE (COPC) as of January 2025

GRADUATE SCHOOL

(Doctorate Program)

No.	Programs With COPC	Date
1.	Doctor of Philosophy in Agricultural Science (major in animal science, & crop protection)	November 24, 2020
2.	Doctor of Philosophy in Agricultural Science (major in crop protection)	November 24, 2020
3.	Doctor of Philosophy in Rural Development	November 24, 2020
4.	PhD in Education Major in Mathematics	172-2024 January 24,2025
5.	PhD in Education Major in Biology	170-2024 January 24,2025
6.	PhD in Education Major in Applied Linguistics	173-2024 January 24,2025
7.	PhD in Education Major in Filipino	171-2024 January 24,2025
8.	EdD Major in Educational Management	174-2024 January 24,2025

No.	Programs Without COPC	Date
1.	PhD. In Extension Education	Visited (July 2018)

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 153rd REGULAR MEETING OF THE USM GOVERNING BOARD ON 26 OCTOBER 2023 AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY AND VIA ZOOM TELECONFERENCE

Resolution No. 59
Series of 2023

USM ACTION PLAN FOR ISSUANCE OF CERTIFICATE OF PROGRAM COMPLIANCE (COPC)

Approving the USM Action Plan for the Issuance of Certificate of Program Compliance (COPC) for its curricular offerings.

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-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:

LAKSNI E. CATUBAY
Board Secretary I
USM, Kabacan, Cotabato

List of Procedures Under Quality Management System of the University

Samples

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MASTER LIST OF REGISTERED DOCUMENTS

NO.	DOCUMENT CODE	TITLE	STORAGE AREA/Locator	ORIGINATOR
1	USM-QMS-002-Rev.8.2024.09.02	USM QUALITY MANAGEMENT SYSTEM MANUAL	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
2	USM-QMS-007-Rev.2.2020.02.18	USM QUALITY POLICY STATEMENT	CABINET 4, 01 QMS	JENNIFER E. SINCO
3	USM-QMS-013-Rev.9.2024.06.03	DOCUMENT CONTROL PROCEDURE	CABINET 4, 01 QMS	SOFIA LOREN B. DELA CRUZ
4	USM-QMS-014-Rev.7.2024.06.03	RECORDS CONTROL PROCEDURE	CABINET 4, 01 QMS	SOFIA LOREN B. DELA CRUZ
5	USM-QMS-015-Rev.8.2024.06.11	INTERNAL AUDIT PROCEDURE	CABINET 4, 01 QMS	BRYAN LLOYD P. BRETAÑA
6	USM-QMS-016-Rev.5.2024.09.02	CONTROL OF NON-CONFORMING PRODUCT AND SERVICES DELIVERY	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
7	USM-QMS-017- Rev.7.2024.09.02	CORRECTIVE ACTION PROCEDURE	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
8	USM-QMS-019-Rev.5.2024.08.05	PERFORMANCE MANAGEMENT REVIEW PROCEDURE	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
9	USM-QMS-020-Rev.4.2024.09.02	CONTINUAL IMPROVEMENT PROCEDURE	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
10	USM-QMS-023-Rev.6.2024.03.06	MONITORING OF CLIENT SATISFACTION	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
11	USM-QMS-025-Rev.4.2024.09.02	COMPLAINT HANDLING PROCEDURE	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
12	USM-QMS-026-Rev.4.2021.02.08	PROGRAM ACCREDITATION MANAGEMENT PROCEDURE	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
13	USM-QMS-028-Rev.1.2020.02.28	7S: SYSTEM OF GOOD HOUSE KEEPING PROCEDURAL ENFORCEMENT GUIDELINE	CABINET 4, 01 QMS	JANICE M. BANGOY
14	USM-QMS-029-Rev.4.2024.01.04	RISK AND OPPORTUNITY MANAGEMENT PROCEDURE	CABINET 4, 01 QMS	RENEL M. ALUCILJA
15	USM-QMS-030-Rev.5.2025.01.08	CONTEXT OF THE ORGANIZATION AND RELEVANT INTERESTED PARTIES	CABINET 4, 01 QMS	LAWRENCE ANTHONY U. DOLLENTE
16	USM-QMS-031-Rev.1.2024.09.02	ORGANIZATIONAL KNOWLEDGE	CABINET 4, 01 QMS	MARLYN A. RESURECCION URDUJA G. NACAR

USM-SYS-F04-Rev.2.2022.10.14

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MASTER LIST OF REGISTERED DOCUMENTS

NO.	DOCUMENT CODE	TITLE	STORAGE AREA/Locator	ORIGINATOR
17	USM-EDU-007-Rev 2 2015.06.24	FACILITATING INITIATIVES FOR POOR ACADEMIC PERFORMANCE PROCEDURE	CABINET 4, 01 CORE	ANETA C. SORINETO MARK-ALJAMIE J. MAYYULANI NORQUEZ M. MANGUNDIRA
18	USM-EDU-008-Rev 3 2013.01.13	EVALUATING LEARNING OUTCOMES, TEST CONSTRUCTION AND ADMINISTRATION	CABINET 4, 01 CORE	ELSA A. GONZAGA KHARLO L. SUBIBO
19	USM-EDU-009-Rev 3 2015.06.24	PROCEDURE FOR DELIVERY OF INSTRUCTION	CABINET 4, 01 CORE	CHERYL Y. DULAY MARLENE E. ORFRECIO MARLYN A. RESURRECCION ARLENE P. ROGELON
20	USM-EDU-010-Rev 3 2015.06.30	PROCEDURE FOR COURSE SYLLABUS PREPARATION AND REVISION	CABINET 4, 01 CORE	CHERYL Y. DULAY MARLENE E. ORFRECIO MARLYN A. RESURRECCION ARLENE P. ROGELON
21	USM-EDU-011-Rev 2 2015.06.24	DISTRIBUTION OF FACULTY WORKLOAD PROCEDURE	CABINET 4, 01 CORE	ELSA A. GONZAGA KHARLO L. SUBIBO
22	USM-EDU-012-Rev 2 2015.06.24	PROCEDURE FOR FACILITATION OF EXAMINATIONS	CABINET 4, 01 CORE	CHERYL Y. DULAY MARLENE E. ORFRECIO MARLYN A. RESURRECCION ARLENE P. ROGELON
23	USM-EDU-014-Rev 2 2015.06.30	USE OF FACILITIES AND BORROWING OF COLLEGE EQUIPMENT	CABINET 4, 01 CORE	LILIAN A. LUMBAO CARLO JASON S. DELA CRUZ QUEENIE L. MUFINO MELCHE G. PALAPAR
24	USM-EDU-015-Rev 2 2015.01.13	PRACTICE TEACHING PROCEDURE	CABINET 4, 01 CORE	ANETA C. SORINETO MARK-ALJAMIE J. MAYYULANI NORQUEZ M. MANGUNDIRA
25	USM-EDU-016-Rev 0 2013.04.13	PROCEDURE FOR DELIVERY OF INSTRUCTION (FACE-TO-FACE)	CABINET 4, 01 CORE	ELSA A. GONZAGA
26	USM-ACC-001-Rev 3 2020.03.02	DISBURSEMENT PROCEDURE	CABINET 4, 03 ACC	BERNABE B. MONDRA
27	USM-ACC-002-Rev 2 2020.03.02	REFUND OF SCHOOL FEES, SCHOLARSHIP GRANTS AND OTHER FEES PROCEDURE	CABINET 4, 03 ACC	BERNABE B. MONDRA

USM-SYS-F04-Rev 2 2015.06.24

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MASTER LIST OF REGISTERED DOCUMENTS

NO.	DOCUMENT CODE	TITLE	STORAGE AREA/Locator	ORIGINATOR
38	USM-ACC-003-Rev 2 2020.03.02	WITHHOLDING OF TAXES & PREPARATION OF CERTIFICATES AND RETURNS OF TAXES WITHHELD PROCEDURE	CABINET 4, 03 ACC	BERNABE B. MONDRA
39	USM-BRD-001-Rev 3 2015.04.25	BOARD OF REGENTS MEETING PROCESS	CABINET 4, 04 BUD	JENNIFER E. SINCO
40	USM-BUD-002-Rev 2 2015.10.22	PROCEDURE FOR CERTIFICATION OF BUDGET OBLIGATION FOR ALL FUNDS	CABINET 4, 05 BUD	CHARISSE ANGELA S. GUAMBAO
41	USM-DIO-001-Rev 2 2014.01.22	PROCEDURE FOR FACILITATION OF INSTRUCTION-RELATED REQUESTS	CABINET 4, 06 DIO	ELSA A. GONZAGA
42	USM-DIO-004-Rev 3 2012.11.28	MAKE-UP CLASS PROCEDURE	CABINET 4,	ELSA A. GONZAGA
43	USM-DIO-006-Rev 3 2014.01.22	ON-THE-JOB TRAINING PROCEDURE	06 DIO	HAZELANN S. SORIANO
44	USM-EXT-001-Rev 3 2015.01.28	COMMUNITY ENGAGEMENT PROCEDURE	CABINET 4, 07 EXT	ARIANEL A. BALADIAY JANICE M. BANGOY
45	USM-FMC-001-Rev 1 2015.11.18	CHECK AND CASH PAYMENT PROCEDURE	CABINET 4, 08 FMC	HELEN B. EDAÑO
46	USM-FMC-002-Rev 1 2015.11.18	COLLECTION AND DEPOSIT PROCESS	CABINET 4, 08 FMC	HELEN B. EDAÑO
47	USM-HRD-001-Rev 3 2015.10.25	COMPETENCE, AWARENESS AND TRAINING PROCEDURE	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
48	USM-HRD-002-Rev 1 2020.03.13	PROCEDURES ON RECUITMENT, SELECTION AND APPOINTMENT OF NON-TEACHING PERSONNEL	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
49	USM-HRD-003-Rev 1 2020.03.13	PROCEDURE ON TURNING-OVER OF DUTIES AND RESPONSIBILITIES	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
50	USM-HRD-004-Rev 2 2015.06.08	PROCEDURE ON ADMINISTRATION OF LEAVE OF ABSENCE	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
51	USM-HRD-005-Rev 1 2020.03.13	PROCEDURE ON SALARY OF PERMANENT AND CASUAL EMPLOYEES	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
52	USM-HRD-006-Rev 1 2020.03.13	PROCEDURE ON WAGES FOR CONTRACT OF SERVICE AND JOB ORDERS	CABINET 4, 09 HRD	WILLIE JONES B. SALILING
53	USM-HRD-007-Rev 1 2020.03.13	PROCEDURE ON ISSUANCE OF TRAINING / SEMINAR / ORIENTATION CERTIFICATES	CABINET 4, 09 HRD	RALPH BUTCH S. GARDAN WILLIE JONES B. SALILING

USM-SYS-F04-Rev 2 2015.06.24

Present Status of the USM Quality Assurance Office

The University of Southern Mindanao (USM) continues to uphold its commitment to quality and excellence through the proactive efforts of the University Quality Assurance Office (UQAO). As the institution's central body for quality assurance, the UQAO has achieved significant milestones that reflect the University's dedication to continuous improvement, institutional excellence, and stakeholder satisfaction.

Foremost among its accomplishments, USM is ISO 9001:2015 certified for its Quality Management System. This certification was awarded on February 13, 2023, and remains valid until February 12, 2026. The ISO 9001:2015 certification is a globally recognized standard that affirms USM's compliance with international quality management principles, including a strong customer focus, process-based approaches, and continuous improvement.

In recognition of its exemplary performance in quality management and institutional governance, USM was also awarded the Philippine Quality Award (PQA) Level II. The PQA is the highest national recognition for performance excellence and organizational effectiveness in the Philippines, and the Level II distinction signifies the University's well-deployed quality systems and approaches that are yielding positive results across functions and programs.

Additionally, USM has made remarkable progress in program accreditation. Currently, 87.5% of the University's academic programs are accredited by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), covering all levels of higher education. The remaining programs that are eligible for accreditation have already been scheduled for upcoming evaluations, affirming the University's commitment to full compliance and academic excellence.

In terms of government compliance, all academic programs of USM—except for newly opened ones—have undergone evaluation and were granted Certificates of Program Compliance (COPCs) by the Commission on Higher Education (CHED). The issuance of COPCs indicates that USM's programs meet the minimum requirements set by CHED, including standards in curriculum, faculty qualifications, facilities, and administrative support.

With these achievements, the University Quality Assurance Office continues to lead with strategic direction, ensuring that USM remains a model of quality and integrity in the higher education landscape. These efforts not only validate the University's current standing but also position USM for sustained excellence in the years to come.

Status of USM Internationalization

The University of Southern Mindanao (USM) has significantly advanced its internationalization efforts through structured programs and global engagements. By institutionalizing its Office of International Affairs, USM has systematically strengthened its international presence, forging partnerships with higher education institutions (HEIs) and research organizations worldwide. The university supports faculty development through scholarships for graduate studies in international universities, while also facilitating international trainings, speakerships, and the Balik-Scientist Program to enhance research and academic collaboration. USM promotes student mobility by admitting international students and hosting internship programs, alongside active participation in cultural exchanges.

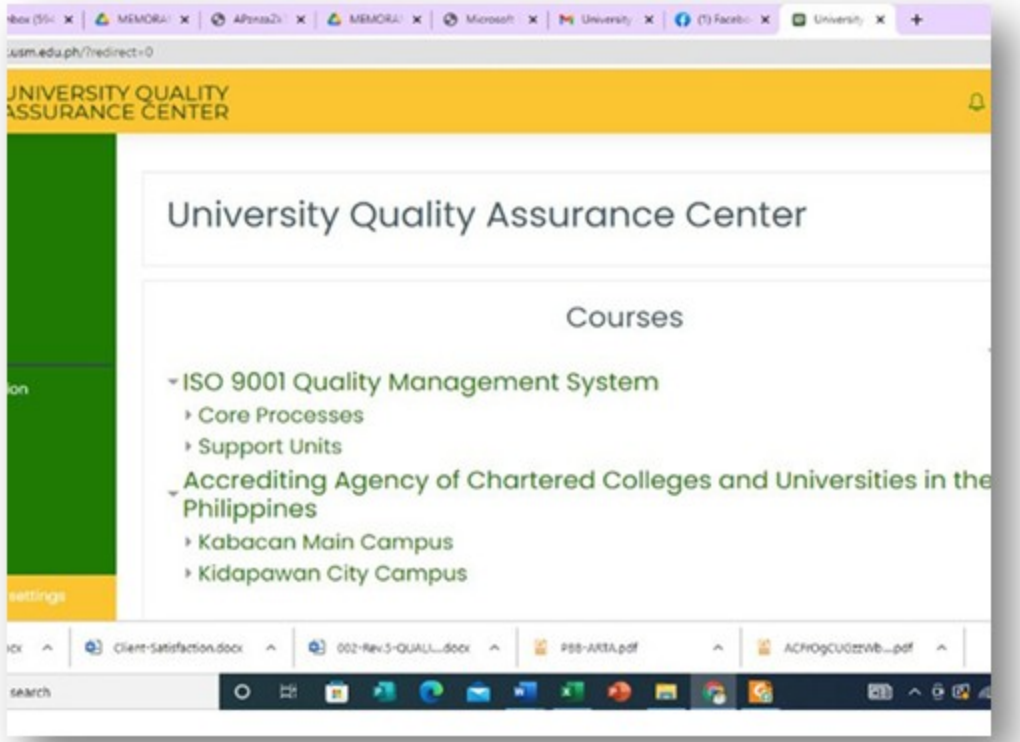
Its growing global reputation is reflected in its inclusion in QS Asia, Times Higher Ed Impact Rankings, WURI, EduRank, and Webometrics, as well as through awards recognizing its internationalization initiatives. As a leader in regional cooperation, USM serves as the lead institution in Region XII and a key member of the BIMP-EAGA HEI Consortium, reinforcing its role in fostering academic and research collaboration across Southeast Asia. These efforts collectively underscore USM's commitment to global academic excellence, cross-border innovation, and sustainable international partnerships.

UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO
1ST REGION XII
5968TH IN THE WORLD
6118TH
PREVIOUSLY RANKED IN 2024
Webometrics
RANKING WEB OF UNIVERSITIES
The Ranking Web or Webometrics is the largest academic ranking of higher education institutions offering every six months an independent, objective, free, open scientific exercise for providing reliable, multidimensional, updated and useful information about the performance of universities from all over the world.
O+USM

CONGRATULATIONS!
University of Southern Mindanao
WURI
The WORLD UNIVERSITY RANKINGS for INNOVATION
Rank 50
in the World University Rankings for Innovation (WURI)
CRISIS MANAGEMENT CATEGORY
#GREATUSM
O+USM

Newly ranked
in the Impact
Rankings 2024
UNIVERSITY OF
SOUTHERN MINDANAO
Times Higher Education
Impact Rankings 2024

Further, the UQAC, in coordination with the University Information Communication Technology Office, launched the University Quality Assurance Center website (https://uqac.usm.edu.ph) which serves as the landing page for AACCUP accreditation and ISO Audit.



Quality Assurance Targets and Accomplishment for 2024

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, LAWRENCE ANTHONY U. DOLLENTE of the UQAC commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January- December 2024.

Submitted by:	Reviewed by: Date	Compiled by: Date	Rating Scale
LAWRENCE ANTHONY U. DOLLENTE		RENEL M. ALUCILJA	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor
Deputy Head of Unit	Immediate Supervisor	Director for Planning & Dev't.	

OUTPUT		Success Indicator (Target + Measures)		Actual Accomplishment	Rating Q1	E2	T3	A4	Remarks
CORE FUNCTIONS		**80%**						**3.80**	
1.	**Supervision in the Implementation of Mandated Functions**	**60%**			2.83	-	2.70	2.84	
a.	**To align individual and unit objectives to its strategic goals on the attainment of university**								
	a.1 Percentage of PPAs Reviewed	100%	50% Evaluation of the compliance with processes	100% of all processes were evalauted based on the procedure	5.00			5.00	
b.	**To continuously innovate systems for the customers and stakeholders to submit feedback of their satisfaction or dissatisfaction to the services provided by the university.**								
	b.1 Percentage of updated processes / procedures due for revision	100%	Review of 50% enrolled procedure/processes	All (100%) due for enrollment were reviewed	5.00			5.00	
		100%	Revise 50% enrolled procedures/processes	100% of the procedures due for revison were reviewed and revised	5.00			5.00	
	b.2 percentage of utilized VOC information systems	100%	Conduct of 1 User's Training	Conducted User's Training on january 3, 2024				5.00	
		100%	Monitor the 100% of Usability of the VOC	100% monitored on the Usability of the VOC	5.00			5.00	

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		100%	Evaluate 100% of the implementation of VOC	100% of the implementation of VOC	5.00			5.00	
	b.3 Achieve VS client satisfaction rating	100%	Monitoring and evaluation of monthly client satisfaction ratings of units	Conducted 6 months Client satisfaction results	5.00		5.00	5.00	
		100%	Monitoring and evaluation of units' compliance with provisions of CART	100% monitored on CART Compliance	5.00			5.00	
	b.4 number of enrolled necessary new processes / procedures and policies	100%	Enroll 5 new and revised procedures/processes	109 procedures were enrolled and 35 WRI	5.00			5.00	
			Conduct 1 retooling workshop in crafting procedures	Conducted 2 series of caoching with Procuement group	4.00			4.00	
c.	**Undergo Program accreditation**		Submit all due programs for accreditation	Submitted 4 programs for accreditation	4.00			4.00	
d.	**Undergo institutional assessment**								
	d.1 Maintain ISO 9001:2015	100%	Conduct 1 surveillance audit	Conducted 1 surveillance audit	5.00			5.00	
		100%	Conduct 1 cycle of Internal Audit	Conduct 2 cycles of Internal Audit	5.00			5.00	
			Conduct 1 Implementation Check	Conducted 2 Implementaion Check			4.00		
	d.2 Maintain Philippine Quality Award	100%	Review of the compliance to the findings of PQA	Reviewed necessary requirements for PQA	4.00			4.00	
	d.3 Certificate of Program Compliance	100%	Submit all programs for IRQAT and COPC	Submitted 12 programs for COPC	4.00			4.00	
2. Administrative Management		**20%**			0.92	0.00	1.00	2.84	
a.	**Documents**								
	a.1 Receiving of Documents	100%	receive all documents	100% received all documents	5.00			5.00	
	a.2 Processing of documents							-	
	a.2.1 Routinary documents	100%	process all routinary documents	Proceesed all routinary documents	5.00			5.00	
	a.2.2 Urgent Documents	100%	process all urgent documents	Processed all (100%) urgent documents	5.00		5.00	5.00	
	a.3 Action Taken on the requests/Documents	100%	Act on all the request/documents	Acted on all the request/documents	5.00	5.00	5.00	5.00	
b.	Evaluation of Subordinates' IPCRs	100%	Evaluate all IPCRs of UQAC Staff	Evaluatde all IPCRs of UQAC Staff	5.00			5.00	
c.	Assistance to immediate supervisor	100%	Assist the immediate supervisor	Assisted the immediate supervisor	5.00			5.00	
d.	Signing of Documents	100%	sign all documents	signed all documents	5.00		5.00	5.00	
e.	Consultation/Attending to client's needs/ queries/concerns	100%	Attend to all clients' needs	Attended all clients' needs	5.00			5.00	
f.	Fund Utilization (05)	100%	50% utilization	32.21	3.00			3.00	
3. Support and other functions		**20%**			0.96	0.00	-	2.84	

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a.	Communication/Coordination		10%							
	a.	Number of meetings conducted	100%	conduct 4 meetings	Conducted 8 meetings with UQAC staff	5.00			5.00	
	b.	Action to communications	100%	act to all communications	act to all communications	5.00			5.00	
	c.	Other Committee Membership	100%	3 committee membership	4 committee membership	5.00			5.00	
	d.	Adviser/Trainor/Coach/ Coordinator/Facilitator/Judge/ Performer/Panelist and the likes.	100%	at least 3 Adviser/Trainor/Coach/ Coordinator/Facilitator/Judge/ Performer/Panelist and the likes.	10 Adviser/coordinator/panel membership	5.00			5.00	
b.	Commitment & Purpose		5%					-	0.23	
	a.	Attendance to University-wide activities (as defined)	100%	Attend all mandated University activities	Attended all mandated University activities	5.00			5.00	
	b.	Attendance to Unit Convocations & activities	100%	Attend all unit convocation and activities	Attended all unit convocation and activities	5.00			5.00	
	c.	Attendance to Unit meetings	100%	Attend to all unit meetings	Attended to all unit meetings	5.00			5.00	
	d.	Submission of required Documents (FDTR, OPCR, SALN, TOR, Training Certificates, PDS, training accomplishment report, CA Liquidation report, etc.)	100%	submit all required Documents (FDTR, OPCR, SALN, TOR, Training Certificates, PDS, training accomplishment report, CA Liquidation report, etc.)	submited all required Documents (FDTR, OPCR, SALN, TOR, Training Certificates, PDS, training accomplishment report, CA Liquidation report, etc.)	3.00			3.00	
	e.	Observance to basic health protocols based on DOH and IATF protocols	100%	Observance to basic health protocols based on DOH and IATF protocols	Observed to basic health protocols based on DOH and IATF protocols	5.00			5.00	
c.	Professional Development		5%					-	3.80	
	a.	Attendance to seminars	100%	Attend at least 2 seminars and trainings	Attended 4 trainings	5.00	5.00		5.00	
	b.	Membership to professional organization	100%	atleast 1 membership to professional organization	1 membership	5.00			5.00	
d.	Other Accomplishments		__%			-	-	-	-	
									-	
									-	
	Final Average Rating		100%						4.75	
	Category									
Supervision in the Implementation of Mandated Functions			60%						3.80	
Administrative Management			20%						0.96	
Support and Other Functions			20%						-	
Communication/Coordination									0.00	
Commitment & Purpose									3.80	
Other Accomplishments									-	

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Total Overall Rating	100%						4.75	
Final Average Rating							4.75	
Adjectival Rating							Very Satisfactory	
Recommending Approval:		Date		Approved by:			Date	
EIMER M. ESTILLOSO				JONALD L. PIMENTEL, PhD				
Chairperson, Performance Management Team				SUC IV President				
Legend:	1 - Quality		2 - Efficiency	3 - Timeliness	4 -Average			

USM-PDO-F01-Rev.1.2020.07.01

3. ISO 9001: 2015

Activities	2023	2024	2025	2026	2027	2028
Internal Audit	June December	June December	June December	June December	June December	June December
7S Audit	June December	June December	June December	June December	June December	June December
Surveillance Audit	December	November		December	December	
Re-certification			December			
Recertification with upgrade						December
Management Performance Review	November	November	November	November	November	November

4. Philippine Quality Award

The University targets Philippine Quality Award (PQA) for Performance Excellence (Level 4) in 2028.

Prepared by:

LAWRENCE ANTHONY U. DOLLENTE
Director

Approved by:

Digitally signed by Monderin Marcos Fernandez

PROF. MARCOS F. MONDERIN
VP Academic Affairs

QUALITY ASSURANCE PLAN MONITORING REPORT

QA Plan

Monitoring Report

Accreditation Level Status and Plan of Accreditation Visit

University of Southern Mindanao-Main Campus Undergraduate Programs

No.	Program	Accreditation Level/Status	Validity of Accreditation Status	Plan of Accreditation Visit	2026 QA Progress Monitoring		
					Level (Accreditation Status)	Date of Validity of Accreditation Status	Date of Accreditation Visit
1	BS Industrial Technology (Automotive Technology, Architectural Drafting Technology, Electrical Technology, Electronics Technology)	Level III, Re-accredited (Assessment on-going in Phase of the 4th Survey Visit – Revisit Areas V, VI & IX)	September 1, 2024 – August 31, 2025	September 2–4, 2025	Level III, Re-accredited (The program is Level III. Passed the Phase 1of two (2) Phases of evaluation in the 4th survey visit. Has to undergo Phase 2)	September 16, 2025 – September 15, 2026	September 2026
2	BS Business Administration	Level II, Re-accredited (Must comply with mandatory recommendations)	July 1, 2023 – June 30, 2024	Submitted mandatory recommendations	Level III, Re-accredited	July 16, 2025 – July 15, 2029	April 2029
3	BS Agricultural Economics	Level III, Re-accredited (Must comply with	April 1, 2025 – March 31, 2030	—	Level IV, Re-accredited	April 01, 2025 – March 31, 2030	December 2029

		mandatory recommendations)					
4	BS Agribusiness	Level IV, Re-accredited (Must comply with mandatory recommendations)	August 2022 – July 2023	June 18–20, 2025	Level III, Re-accredited (must comply with mandatory recommendations)	July 01, 2025 – June 30, 2026	July 2026
5	BS Accountancy	Level II, Re-accredited (Revisit Extension; Must comply with mandatory recommendations)	July 1, 2023 – June 30, 2024	June 18–20, 2025	Level III, Re-accredited	July 1, 2025 – June 30, 2029	April 2029
6	BS Electronics Engineering	Level II, Re-accredited	December 16, 2021 – December 15, 2025	September 2–4, 2025	Level II Re-accredited (Revisit Extension)	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
7	BS Computer Engineering	Level II, Re-accredited	December 16, 2021 – December 15, 2025	September 2–4, 2025	Level II Re-Accredited	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
8	BS Civil Engineering (Structural Engineering)	Level II, Re-accredited (Assessment on-going in Phase I of the 3rd Survey Visit – Revisit All Areas)	September 1, 2023 – August 31, 2027	May 2027			
9	BS Computer Science	Level III, Re-accredited (Must comply with mandatory	July 2022 – June 2023	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations)	July 1, 2025 – June 30, 2027	April 2027

		recommendations; Subject to another revisit in all areas)			subject to another revisits in ALL AREAS		
10	BS Information Systems	Level III, Re-accredited (Must comply with mandatory recommendations)	July 2022 – June 2023	Comply with mandatory recommendations	Level III Re-accredited	June 01, 2025 – May 31, 2029	April 2029
11	BS Library Information Science	Level III, Re-accredited (Must comply with mandatory recommendations)	July 2022 – June 2023	Comply with mandatory recommendations	Level III Re-accredited	June 01, 2025 – May 31, 2029	April 2029
12	BS Agricultural and Biosystems Engineering	Level III, Re-accredited (Assessment ongoing in Phase II of the 4th Survey Visit; Must comply with mandatory recommendations)	September 1, 2024 – August 31, 2025	Submit compliance report (2025)	Level IV, Re-accredited	September 1, 2025 – August 31, 2030	Sept 2030
13	BS Hotel & Restaurant Management	Level II, Re-accredited (Must comply with mandatory recommendations)	July 1, 2023 – June 30, 2024	Waiting for result	Level II Re-Accredited (must comply w/mandatory recommendations)	July 1, 2023 – June 30, 2024	Waiting for result
14	BS Tourism Management	Level II, Re-accredited (Must comply with mandatory recommendations)	July 1, 2023 – June 30, 2024	Comply with mandatory recommendations	Level III Re-accredited	September 1, 2025 – August 31, 2030	Sept 2030

15	BS Nutrition and Dietetics	Level III, Re-accredited (Must comply with mandatory recommendations; Revisit All Areas)	December 1, 2023 – November 30, 2025	September 2–4, 2025	Level III Re-accredited (Revisit Community Service)	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
16	BS Food Technology	Level III, Re-accredited (Must comply with mandatory recommendations)	July 2022 – June 2023	Comply with mandatory recommendations			
17	Bachelor of Physical Education	Level II, Re-accredited	July 16, 2022 – July 15, 2026	April 2026	Level III Re-Accredited	May 01,2026-Apr. 30, 2030	April 2030
18	BA Islamic Studies	Level I Accredited	April 2022 – March 2026	April 2026	Level II Re-accredited	May 01,2026-Apr. 30, 2030	April 2030
19	BS International Relations	Level II, Re-accredited	April 16, 2023 – April 15, 2027	April 2027	Level II Re-accredited	APRIL 16, 2023 – APRIL 15, 2027	April 2027
20	Bachelor of Elementary Education	Level III, Re-accredited (Revisit Community Service & International Linkages/Consortia)	December 1, 2023 – November 30, 2024	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations) Revisit International Linkages & Consortia	July 1, 2025 – June 30, 2026	August 2026
21	Bachelor of Secondary Education (Science, Math,	Level III, Re-accredited (Revisit Community Service &	December 1, 2023 – November 30, 2024	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations)	July 1, 2025 – June 30, 2026	August 2026

	Filipino, English & Social Studies)	International Linkages/Consortia)			Revisit International Linkages & Consortia		
22	Doctor of Veterinary Medicine	Level IV, Re-accredited (Must comply with mandatory recommendations)	August 2022 – July 2023	Comply with mandatory recommendations			
23	AB Psychology	Level III, Re-accredited (Passed Phase I of the 4th Survey Visit)	September 1, 2024 – August 31, 2025	September 2–4, 2025	Level III – Reaccredited	October 01, 2025 – September 30, 2026	comply with mandatory recommendations
24	BS Development Communication	Level IV, Re-accredited (Must comply with mandatory recommendations)	August 2022 – July 2023	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations) Revisit Research Area	July 1, 2025 – June 30, 2026	April 2026
25	BS Chemistry	Level III, Re-accredited	May 2022 – April 2023	—	Level IV Re-accredited	Apr. 16, 2026-Apr.15, 2031	May 2031
26	BS Biology	Level IV, Re-accredited	March 1, 2020 – February 28, 2025	June 18–20, 2025	Level IV Re-accredited, revisit all areas	July 01, 2025 – June 30, 2027	April 2027
27	BA English	Level III, Re-accredited	July 1, 2022 – June 30, 2026	August 2026			
28	BS Criminology	Level I Accredited	April 16, 2023 – April 15, 2026	April 2026	Level II Re-accredited	May 01, 2026-Apr. 30, 2030	April 2030
29	BA Political Science	Level II, Re-accredited	May 1, 2024 – April 30, 2028	June 2028	Level II Re-Accredited	May 1, 2024 – April 30, 2028	June 2028

30	BS Nursing	Level I Accredited	December 16, 2024 – December 15, 2028	June 2028			
31	BS Agriculture	Level IV, Re-accredited (Must comply with mandatory recommendations)	May 2022 – April 2023	Comply with mandatory recommendations	Level IV Re-accredited	Feb.01,2026-Jan.31,2031	March 2031
32	BS Fisheries	Level I Accredited	May 1, 2024 – April 30, 2027	April 2027			
33	Bachelor of Science in Exercise and Sports Science, major in: Fitness and Sports Coaching (FSC), Fitness and Sports Management (FSM)				Level I	May 01, 2026-Apr.30,2029	April 2029
34	Bachelor of Science in Veterinary Technology				Candidate Status	May 01, 2026-Apr.30,2028	April 2028
35	Bachelor of Arts in Philosophy				Candidate Status	Aug.01, 2025-July 31,2027	August 2027
36	Bachelor of Science in Applied Mathematics				Candidate Status	Aug.01, 2025-July 31,2027	August 2027

	Management Accounting						
38	Bachelor of Public Administration				Candidate Status	Aug.01, 2025-July 31,2027	August 2027
39	Bachelor of Technical-Vocational Teacher Education, Major in: Automotive Technology, Drafting Technology, Electrical Technology, Electronics technology)				Candidate Status	Aug.01, 2025-July 31,2027	August 2027
40	Bachelor of Science in Applied Physics				Not Accreditable	Program is being offered for less than five years and has not yet reached the required batch of graduates	
41	Bachelor of Science in Environmental Sciences				Not Accreditable	Program is being offered for less than five years and has not yet reached the required	

						batch of graduates	
42	Bachelor of Science on Microbiology				Not Accreditable	Program is being offered for less than five years and has not yet reached the required batch of graduates	
43	Bachelor of Science in Midwifery				Not Accreditable	Program is being offered for less than five years and has not yet reached the required batch of graduates	
44	Bachelor of Science in Pharmacy				Not Accreditable	Program is being offered for less than five years and has not yet reached the required batch of graduates	
45	Bachelor of Science in				Level II	Jul.16, 2019-Jul.15,2021	Phase out

	Development management						

University of Southern Mindanao-Kidapawan City Campus Undergraduate Programs

No.	Program	Accreditation Level/Status	Validity of Accreditation Status	Plan of Accreditation Visit	2026 QA Progress Monitoring		
					Level (Accreditation Status)	Date of Validity of Accreditation Status	Date of Accreditation Visit
1	Bachelor of Science in Industrial Engineering	Level III, Re-accredited Assessment on-going in Phase I of the 4th Survey Visit (Revisit All Areas)	July 1, 2023 – June 30, 2028	June 2028			
2	Bachelor of Science in Mechanical Engineering	Level II, Re-accredited Assessment on-going in Phase I of the 3rd Survey Visit (Revisit All Areas)	July 1, 2023 – June 30, 2027	April 2027			
3	Bachelor of Technology*(Majors: Automotive Technology, Civil Technology, Electrical Technology, Electronic Technology, Mechanical Technology,*	Level III, Re-accredited Assessment on-going in Phase I of the 4th Survey Visit (Revisit All Areas)	July 1, 2023 – June 30, 2028	June 2028			

	Refrigeration and Air-conditioning Technology)						
4	Bachelor of Secondary Education*(Majors: English, Filipino, Mathematics, Social Studies)*	Level I Accredited (Revisit All Areas)	January 1, 2025 – December 2028	June 2028			
5	Bachelor of Technical and Vocational Teacher Education*(Majors: Automotive Technology, Electronics Technology, Food Service and Management Technology, Garments, Fashion and Design Technology)*	Level I Accredited (Revisit All Areas)	January 1, 2025 – December 2028	June 2028			
6	Bachelor of Science in Electrical Engineering	Level I Accredited	July 16, 2022 – July 15, 2025	July 14–18, 2025	Level II Re-accredited	August 01, 2025 – July 31, 2029	April 2029
7	Bachelor of Industrial Technology*(Major: Food and Beverage Preparation and Service Management)*	Level II, Re-accredited	December 16, 2024 – December 15, 2028	—			
8	Master of Technology Education	Level I Accredited	September 1, 2023 – August 31, 2026	—	Level I Accredited	May 01, 2026-Apr.30, 2027	April 2027

University of Southern Mindanao-Main Campus Graduate Programs

No.	Program	Accreditation Level/Status	Validity of Accreditation Status	Plan of Accreditation Visit	2026 QA Progress Monitoring		
					Level (Accreditation Status)	Date of Validity of Accreditation Status	Date of Accreditation Visit
1	Doctor of Philosophy in Extension Education	Level III, Re-accredited	May 2022 – April 2023	Comply with mandatory recommendations			
2	Doctor of Philosophy in Agricultural Science*(Majors: Animal Science, Crop Protection, and Crop Production & Management)*	Level III, Re-accredited (Must comply with mandatory recommendations; Revisit All Areas)	December 1, 2023 – November 30, 2025	September 2–4, 2025	Level IV Re-accredited	Feb.01,2026 – Jan.31,2031	March 2031
3	Master of Science in Biology	Level IV, Re-accredited (Must comply with mandatory recommendations)	August 2022 – July 2023	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community	July 1, 2025 – June 30, 2026	April 2026

					Service and International Linkages and Consortia		
4	Doctor of Education in Educational Management	Level III, Re-accredited (Must comply with mandatory recommendations; Revisit Area of Community Service and International Linkages & Consortia)	December 1, 2023 – November 30, 2024	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages and Consortia	July 1, 2025 – June 30, 2026	April 2026
5	Master of Science in Agronomy	Level III, Re-accredited (Revisit All Areas)	September 1, 2024 – August 31, 2026	2026			
6	Master of Science in Crop Science	Level III, Re-accredited (Revisit All Areas)	September 1, 2024 – August 31, 2026	2026			
7	Master of Science in Horticulture	Level III, Re-accredited (Revisit All Areas)	September 1, 2024 – August 31, 2026	2026			
8	Master of Arts in Education in Educational Management	Level III, Re-accredited (Must comply with mandatory recommendations; Revisit Area of Community Service,	December 1, 2023 – November 30, 2024	June 18–20, 2025	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International	July 1, 2025 – June 30, 2026	April 2026

		International Linkages & Consortia)			Linkages and Consortia		
9	Master of Science in Teaching – Physics	Level I, Accredited (Revisit All Areas)	May 1, 2024 – April 30, 2028	2028			
10	Master of Science in Teaching – Mathematics	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
11	Master of Science in Teaching – Chemistry	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
12	Master of Science in Teaching – Biology	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
13	Master of Science in Extension Education	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
14	Master of Science in Plant Breeding	Level II, Re-accredited	May 1, 2024 – April 30, 2028	2028			
15	Master of Science in Agricultural and Biosystems Engineering	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			

16	Master of Public Administration	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
17	Master of Engineering in Rural Infrastructure Engineering	Level I, Accredited (Revisit All Areas)	September 1, 2023 – August 31, 2027	2027			
18	Master of Arts in Teaching – Industrial Arts	Level I, Accredited	April 1, 2022 – March 31, 2025	July 14–18, 2025			
19	Master of Arts in Language Teaching – Filipino	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
20	Master of Arts in Language Teaching – English	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
21	Master in Information Systems	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
22	Doctor of Philosophy in Rural Development	Level II, Re-accredited	September 1, 2023 – August 31, 2027	2027			
23	Master of Science in Animal Science	Level I, Accredited	April 16, 2023 – April 15, 2026	2026			
24	Doctor of Philosophy in				Candidate	May 01, 2026-Apr. 30, 2028	April 2028

	Education Major in Biology						
25	Doctor of Philosophy in Education Major in Mathematics				Candidate	May 01, 2026-Apr. 30, 2028	April 2028
26	Doctor of Philosophy in Education Major in Applied Linguistics				Candidate	May 01, 2026-Apr. 30, 2028	April 2028
27	Doctor of Philosophy in Education Major in Filipino				Candidate	May 01, 2026-Apr. 30, 2028	April 2028

Prepared by:

HAIDY H. MALACAD
Program/Institutional Accreditation Coordinator

Attested by:

LAWRENCE ANTHONY U. DOLLENTE, PhD
Director

Certificate of Program Compliance Status

University of Southern Mindanao-Main Campus Undergraduate Programs

Programs with COPC	Number of Programs	2026 QA Progress Monitoring		
		Program	Serial Number	Date Issued
College of Agriculture • Bachelor of Science in Agriculture • Bachelor of Science in Fisheries	2	**College of Agriculture** 1. Bachelor of Science in Agriculture a. Major in Crop Science (Agronomy) b. Major in Animal Science c. Major in Crop Science (Horticulture) d. Major in Crop Protection (Entomology) e. Major in Crop Protection (Plant Pathology) f. Major in Plant Breeding and Genetics g. Major in Agricultural Extension h. Major in Soil Science 2. Bachelor of Science in Fisheries	015 122 117 120 124 123 121 119 118 010	3/18/2015 9/9/2025 9/9/2025 9/9/2025 9/9/2025 9/9/2025 9/9/2025 9/9/2025 9/9/2025 3/18/2015
College of Arts and Social Sciences • Bachelor of Science in Criminology • Bachelor of Arts in English • Bachelor of Science in Development Communication *(major in Development Journalism, Educational Communication and*	6	**College of Arts and Social Sciences** 1. Bachelor of Science in Criminology 2. Bachelor of Arts in English 3. Bachelor of Science in Development Communication	014 027 026	3/18/2015 3/18/2015 3/18/2015

Community Broadcasting) • Bachelor of Arts in Political Science • Bachelor of Arts in Psychology • AB Philosophy *(NEW)*		4. Bachelor of Arts in Political Science 5. AB Philosophy 6. Bachelor of Arts in Psychology (AB Psychology)	004 017 028	3/18/2015 8/8/2024 3/18/2015
College of Science and Mathematics • Bachelor of Science in Chemistry • Bachelor of Science in Biology • BS Applied Mathematics *(NEW)* • BS Applied Physics *(NEW)* • BS Environmental Science *(NEW)*	**6**	**College of Science and Mathematics** 1. Bachelor of Science in Chemistry 2. Bachelor of Science in Biology 3 Majors Applied, waiting for RQAT 3. BS Applied Mathematics 4. BS Applied Physics 5. BS Environmental Science 6. Bachelor of Science in Microbiology	003 002 016 019 015 175	3/18/2015 3/18/2015 8/8/2024 8/29/2024 8/8/2024 6/17/2025
College of Business Development Economics and Management • Bachelor of Science in Accountancy • Bachelor of Science in Business Administration *(major in Marketing Management)* • Bachelor of Science in Accounting Technology • Bachelor of Science in Agribusiness	**6**	**College of Business, Development Economics and Management** 1. Bachelor of Science in Business Administration 2. Bachelor of Science in Agricultural Economics 3. Bachelor of Science in Agri-business 4. Bachelor of Science in Accountancy 5. Bachelor of Public Administration 6. Bachelor of Science in Management Accounting	016 2016-0005 2016-0006 017 007 004	3/18/2015 2016 2016 3/18/2015 01/08/2025 01/08/2025

• Bachelor of Science in Agricultural Economics • Bachelor of Public Administration *(NEW)* • Bachelor of Science in Management Accounting *(NEW)*				
College of Education • Bachelor of Elementary Education • Bachelor of Secondary Education	**2**	**College of Education** 1. Bachelor of Elementary Education 2. Bachelor of Secondary Education a. Major in Mathematics b. Major in Science c. Major in Filipino d. Major in Social Studies e. Major in English	029 030 019 018 017 016 015	11/18/2015 11/18/2014 07/09/2026 07/09/2026 07/09/2026 07/09/2026 07/09/2026
College of Engineering & Computing • Bachelor of Science in Agricultural Engineering • Bachelor of Science in Electronics Engineering • Bachelor of Science in Civil Engineering • Bachelor of Science in Computer Engineering • Bachelor of Science in Information System • Bachelor of Science in Computer Science • Bachelor of Library and Information Science	**8**	**College of Engineering and Information Technology** 1. Bachelor of Science in Electronics Engineering 2. Bachelor of Science in Computer Engineering 3. BS in Civil Engineering (Structural Engineering) 4. Bachelor of Science in Computer Science 5. Bachelor of Science in Information Systems 6. BS in Library Information Science 7. BS in Agricultural Engineering (BS IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING) 8. Bachelor of Science in Information Technology	006 008 009 023 024 025 007 091 005	3/18/2015 3/18/2015 3/18/2015 3/18/ 2015 3/18/2015 3/18/2015 3/18/2015 7/24/2025 5/28/2026

College of Human Ecology & Food Sciences • Bachelor of Science in Food Technology • Bachelor of Science in Nutrition and Dietetics • Bachelor of Science in Hotel & Restaurant Management • Bachelor of Science in Travel Management • Bachelor of Science in Tourism Management	**5**	**College of Human Ecology and Food Sciences** 1. Bachelor of Science in Hotel & Restaurant Management Bachelor of Science in Hospitality Management 2. Bachelor of Science in Tourism Management 3. Bachelor of Science in Nutrition and Dietetics 4. Bachelor of Science in Food Technology 5. BS in Travel Management	011 116 013 020 2016-0007 012	3/18/ 2015 9/3/2025 3/18/2015 3/18/2015 3/8/2016 3/18/ 2015
College of Veterinary Medicine • Doctor in Veterinary Medicine	**2**	**College of Veterinary Medicine** 1. Doctor of Veterinary Medicine 2. Bachelor of Science in Veterinary Technology	005 025	3/18/2015 3/10/2025
College of Health and Sciences • Diploma in Midwifery • Bachelor of Science in Nursing	**3**	**College of Health and Sciences** 1. Bachelor of Science in Nursing 2. Bachelor of Science in Midwifery 3. Bachelor of Science in Pharmacy	019 104 105	3/18/2015 8/19/2025 8/19/2025
Institute of Middle East Asian Studies (IMEAS) • Bachelor of Arts in Islamic Studies *(major in Political Economy, Shari'ah/Law, Halal Food Management and Technology, Islamic History, Islamic Values Education, and Arabic Language)*	**2**	**Institute of Middle East and Asian Studies (IMEAS)** 1. Bachelor of Arts in Islamic Studies 2. Bachelor of Science in International Relations	No number 022	5/25/ 2015 3/18/2015

• Bachelor of Arts in International Relations				
ISPEAR • Bachelor of Physical Education *(NEW)* • Bachelor of Science in Sports Science *(2 majors) (NEW)*	**2**	**College of Human Kinetics** 1. Bachelor of Physical Education 2. Bachelor of Science in Sports Science (2 majors)	035 034,038	11/28/2024 11/28/2024

University of Southern Mindanao-Main Campus Undergraduate New Programs

No.	Program	2026 QA Progress Monitoring
1	Bachelor of Culture and Arts Education	With RRPA
2	Bachelor in Early Childhood Education	With RRPA
3	Bachelor of Science in Radiologic Technology	With RRPA
4	Bachelor of Science in Social Work	With RRPA
5	Bachelor of Science in Economics	With RRPA

University of Southern Mindanao-PALMA Campus Undergraduate Programs

No.	Program	Status	Remarks	2026 QA Progress Monitoring
1	Bachelor of Elementary Education (Alamada/Aleosan)	Visited (February 22, 2024)	Waiting for issuance of COPC	Converted to Extension Classes, COPC not required
2	Bachelor of Secondary Education (Libungan)	Visited (February 22, 2024)	Waiting for issuance of COPC	
3	Bachelor of Science in Business Administration	Visited (February 22, 2024)	Waiting for issuance of COPC	
4	Bachelor of Science in Agriculture (Libungan)	For Application	New Program 2019	

5	Bachelor of Science in Criminology (Libungan)	For Application	New Program 2020	
6	Bachelor of Science in Hospitality Management (Libungan)	For Application	New Program 2020	
7	Bachelor of Science in Veterinary Technology (Aleosan)	For Application	New Program 2019	

University of Southern Mindanao-M'lang Campus Undergraduate Program

No.	Program	Status	Remarks	2026 QA Progress Monitoring
1	Bachelor of Science in Criminology	For Application	New Program 2021	Converted to Extension Classes, COPC not required

University of Southern Mindanao-Main Campus Graduate School
Master's Program

No.	Programs With COPC	Date Issued	Remarks
1	Master of Science in Biology	September 18, 2020	With COPC
2	Master of Science in Rural and Economic Development	November 24, 2020	With COPC
3	Master of Science in Agronomy	November 24, 2020	With COPC
4	Master of Science in Animal Science	November 24, 2020	With COPC
5	Master of Science in Horticulture	November 24, 2020	With COPC
6	Master of Science in Plant Breeding	November 24, 2020	With COPC
7	Master of Engineering in Rural Infrastructure Engineering	May 31, 2023	With COPC
8	Master of Science in Crop Science	November 24, 2020	With COPC
9	Master of Science in Education in Educational Management	COPC No. 169-2024 January 24, 2025	With COPC

10	Master of Science in Teaching Mathematics	COPC No. 166-2024 January 24, 2025	With COPC
11	MA in Language Teaching – Filipino	COPC No. 165-2024 January 24, 2025	With COPC
12	Master Of Science In Teaching Biology	COPC No. 167-2024 January 24, 2025	With COPC
13	Master of Science in Information System	-	With COPC
14	Master of Science in Extension Education	COPC No. 168-2024 January 24, 2025	With COPC

University of Southern Mindanao-Main Campus Graduate Programs Without COPC

No.	No COPC	Remarks	2026 QA Progress Monitoring
1	MST Chemistry	Visited (July 2018)	Reapplied, waiting for CHED Visit
2	Master of Science in Teaching – Physics	Visited (July 2018)	
3	MA in Language Teaching – English	Visited (July 2018)	
4	MA in Teaching Industrial Arts	Visited (July 2018)	
5	MAED – Elementary Education	Applied	Waiting for CHED Visit
6	MAED – Science	Applied	
7	MAED – Social Sciences	Applied	
8	Master in Public Administration	Applied	
9	MS Agricultural Economics	For Application	

University of Southern Mindanao-Main Campus Graduate School
Doctorate Program

No.	Programs With COPC	Date Issued
1	Doctor of Philosophy in Agricultural Science *(Major in Animal Science & Crop Protection)*	November 24, 2020
2	Doctor of Philosophy in Agricultural Science *(Major in Crop Protection)*	November 24, 2020
3	Doctor of Philosophy in Rural Development	November 24, 2020
4	PhD in Education Major in Mathematics	COPC No. 172-2024 January 24, 2025
5	PhD in Education Major in Biology	COPC No. 170-2024 January 24, 2025
6	PhD in Education Major in Applied Linguistics	COPC No. 173-2024 January 24, 2025
7	PhD in Education Major in Filipino	COPC No. 171-2024 January 24, 2025

University of Southern Mindanao-Main Campus Graduate School
Doctorate Program Without COPC

No.	Programs Without COPC	Date/Status	2026 QA Progress Monitoring
1	PhD in Extension Education	Visited (July 2018)	Waiting for CHED Visit

Prepared by:

RENANTE P. MONTERO
CHED/COPC and Program-Related Assessment Coordinator

Attested by:

LAWRENCE ANTHONY U. DOLLENTE, PhD
Director

List of Procedures under Quality Management System of the University

	DOCUMENT CODE	TITLE	2026 QA Progress Monitoring
1	USM-QMS-002-Rev.9.2026.01.12	USM QUALITY MANAGEMENT SYSTEM MANUAL	Revised 2026
2	USM-QMS-007-Rev.2.2020.02.18	USM QUALITY POLICY STATEMENT	
3	USM-QMS-013-Rev.10.2026.01.05	DOCUMENT CONTROL PROCEDURE	Revised 2026
4	USM-QMS-014-Rev.7.2024.06.03	RECORDS CONTROL PROCEDURE	
5	USM-QMS-015- Rev.8.2024.06.11	INTERNAL AUDIT PROCEDURE	
6	USM-QMS-016-Rev.5. 2024.09.02	CONTROL OF NON-CONFORMING PRODUCT AND SERVICES DELIVERY	
7	USM-QMS-017- Rev.7.2024.09.02	CORRECTIVE ACTION PROCEDURE	
8	USM-QMS-019-Rev.5. 2024.08.05	PERFORMANCE MANAGEMENT REVIEW PROCEDURE	
9	USM-QMS-020-Rev.4.2024.09.02	CONTINUAL IMPROVEMENT PROCEDURE	
10	USM-QMS-023-Rev.6.2024.03.06	MONITORING OF CLIENT SATISFACTION	
11	USM-QMS-025-Rev.4.2024.09.02	COMPLAINT HANDLING PROCEDURE	
12	USM-QMS-026-Rev.5.2025.01.20	PROGRAM ACCREDITATION MANAGEMENT PROCEDURE	
13	USM-QMS-028-Rev.1.2020.02.28	7S: SYSTEM OF GOOD HOUSE KEEPING PROCEDURAL ENFORCEMENT GUIDELINE	
14	USM-QMS-029-Rev.4.2024.01.04	RISK AND OPPORTUNITY MANAGEMENT PROCEDURE	
15	USM-QMS-030-Rev.6.2026.01.12	CONTEXT OF THE ORGANIZATION AND RELEVANT INTERESTED PARTIES	Revised 2026
16	USM-QMS-031-Rev.2.2024.09.02	ORGANIZATIONAL KNOWLEDGE	
17	USM-EDL-001-Rev.3.2025.08.04	CALIBRATION OF LABORATORY EQUIPMENT	
18	USM-EDL-002-Rev.3.2025.08.04	PROCEDURE FOR THE CONDUCT OF LABORATORY ACTIVITIES	
19	USM-EDL-004-Rev.3.2025.08.04	PROCEDURE FOR PREVENTIVE AND CORRECTIVE MAINTENANCE OF LABORATORY INSTRUMENTS AND FACILITIES	
20	USM-EDL-005-Rev.2.2025.08.04	PROCEDURE FOR SAFETY OF STUDENTS AND LABORATORY STAFF	

21	USM-EDR-005-Rev.9.2025.09.08	STUDENT RESEARCH ENGAGEMENT PROCEDURE	
22	USM-EDU-001-Rev.3.2025.08.04	PROCEDURE FOR ACADEMIC ADVISING	
23	USM-EDU-003-Rev.4.2024.07.19	DESIGN, DEVELOPMENT AND REVISION OF CURRICULUM	
24	USM-EDU-005-Rev.3.2025.08.04	ASSESSMENT OF ACADEMIC PERFORMANCE AND SUBMISSION OF GRADES	
25	USM-EDU-006-Rev.4.2025.08.04	PROCEDURE ON EVALUATION OF INSTRUCTIONAL MATERIALS	
26	USM-EDU-007-Rev.2.2021.06.14	FACILITATING INITIATIVES FOR POOR ACADEMIC PERFORMANCE PROCEDURE	
27	USM-EDU-008-Rev.3.2023.01.23	EVALUATING LEARNING OUTCOMES, TEST CONSTRUCTION AND ADMINISTRATION	
28	USM-EDU-009-Rev.3.2021.06.14	PROCEDURE FOR DELIVERY OF INSTRUCTION	
29	USM-EDU-010-Rev.6.2025.08.04	PROCEDURE FOR COURSE SYLLABUS PREPARATION AND REVISION	
30	USM-EDU-011-Rev.3.2026.02.12	DISTRIBUTION OF FACULTY WORKLOAD PROCEDURE	Revised 2026
31	USM-EDU-012-Rev.2.2021.06.14	PROCEDURE FOR FACILITATION OF EXAMINATIONS	
32	USM-EDU-014-Rev.2.2025.08.04	USE OF FACILITIES AND BORROWING OF COLLEGE EQUIPMENT	
33	USM-EDU-015-Rev.1.2021.01.13	PRACTICE TEACHING PROCEDURE	
34	USM-EDU-016-Rev.1.2025.08.04	PROCEDURE FOR DELIVERY OF INSTRUCTION (FACE-TO-FACE)	
35	USM-EDU-017-Rev.0.2025.09.18	PROCEDURE FOR COMMUNITY IMMERSION	
36	USM-ACC-001-Rev.4.2025.06.02	DISBURSEMENT PROCEDURE	
37	USM-ACC-002-Rev.2.2020.03.02	REFUND OF SCHOOL FEES, SCHOLARSHIP GRANTS AND OTHER FEES PROCEDURE	
38	USM-ACC-003-Rev.2.2025.06.02	Withholding of Taxes & Preparation of Certificates and Returns of Taxes Withheld Procedure	
39	USM-BRD-001-Rev.3.2025.04.15	BOARD OF REGENTS MEETING PROCESS	
40	USM-BUD-001- Rev.2.2026.01.05	PROCEDURE FOR CERTIFICATION OF BUDGET OBLIGATION FOR ALL FUNDS	Revised 2026
41	USM-DIO-001-Rev.7.2024.02.22	PROCEDURE FOR FACILITATION OF INSTRUCTION-RELATED REQUESTS	

42	USM-DIO-002-Rev.3.2025.10.21	PROCEDURE FOR CLASSROOM OBSERVATION	
43	USM-DIO-004-Rev.4.2026.01.15	MAKE-UP CLASS PROCEDURE	Revised 2026
44	USM-DIO-006- Rev.4.2026.01.15	ON-THE-JOB TRAINING PROCEDURE	Revised 2026
45	USM-EXT-001-Rev.5.2026.03.30	COMMUNITY ENGAGEMENT PROCEDURE	Revised 2026
46	USM-FMC-001-Rev.1.2021.11.16	CHECK AND CASH PAYMENT PROCEDURE	
47	USM-FMC-002-Rev.1.2021.11.16	COLLECTION AND DEPOSIT PROCESS	
48	USM-HRD-001-Rev.4.2025.01.22	COMPETENCE, AWARENESS AND TRAINING PROCEDURE	
49	USM-HRD-002-Rev.2.2025.01.22	PROCEDURES ON RECUITMENT, SELECTION AND APPOINTMENT OF NON-TEACHING PERSONNEL	
50	USM-HRD-003-Rev.1.2020.03.13	PROCEDURE ON TURNING-OVER OF DUTIES AND RESPONSIBILITIES	
51	USM-HRD-004-Rev.4.2025.01.22	PROCEDURE ON ADMINISTRATION OF LEAVE OF ABSENCE	
52	USM-HRD-005-Rev.2.2025.01.07	PROCEDURE ON SALARY OF PERMANENT AND CASUAL EMPLOYEES	
53	USM-HRD-006-Rev.2.2025.01.16	PROCEDURE ON WAGES FOR CONTRACT OF SERVICE AND JOB ORDERS	
54	USM-HRD-007-Rev.1.2020.03.13	PROCEDURE ON ISSUANCE OF TRAINING / SEMINAR / ORIENTATION CERTIFICATES	
55	USM-HRD-008-Rev.1.2021.06.08	PROCEDURE ON FORMAT, CONTENT AND SIGNATORY OF CERTIFICATE	
56	USM-HRD-009-Rev.2.2025.01.16	PROCEDURE FOR OVERTIME SERVICES	
57	USM-HRD-010-Rev.3.2025.01.22	PROCEDURE FOR DESIGNATIONS AND ISSUANCE OF SPECIAL ORDERS	
58	USM-HRD-011-Rev.2.2025.01.16	PROCEDURE IN CONDUCTING AUTOMATED FACULTY EVALUATION	
59	USM-HRD-012-Rev.1.2020.04.01	PREPARATION OF FACULTY WORKLOAD AND MONITORING OF ATTENDANCE PROCEDURE	
60	USM-HRD-013-Rev.1.2025.01.22	PROCEDURES ON RECRUITMENT, SELECTION AND APPOINTMENT OF TEACHING PERSONNEL	
61	USM-HRD-014-Rev.0.2025.01.07	PROCEDURE ON HIRING OF JOB ORDER (JO) AND INDIVIDUAL CONTRACT OF SERVICE (COS) PERSONNEL	

62	USM-ICT-001-Rev.6.2024.12.23	SYSTEMS ACCESS AND MAINTENANCE PROCEDURE	
63	USM-ICT-002-Rev.4.2021.01.11	UICTO MAINTENANCE PROCEDURE	
64	USM-ICT-003-Rev.4.2024.10.07	IT EQUIPMENT REPAIR PROCEDURE	
65	USM-ICT-004-Rev.4.2021.01.11	IT EQUIPMENT BORROWING PROCEDURE	
66	USM-ICT-005-Rev.0.2026.03.05	SOFTWARE PROJECT INITIATION PROCEDURE	Originated 2026
67	USM-LRC-001-Rev.5.2025.03.03	PROCEDURE TO ACCESS WEB OPAC	
68	USM– LRC-002-Rev.5.2025.03.03	PROCEDURE TO ACCESS ONLINE RESOURCES	
69	USM– LRC-003-Rev.5.2025.03.03	SELECTION AND ACQUISITION OF LIBRARY MATERIALS PROCEDURE	
70	USM– LRC-004-Rev.6.2025.03.03	CIRCULATION OF BOOKS PROCEDURE	
71	USM– LRC-005-Rev.6.2025.03.03	CATALOGING AND CLASSIFICATION OF BOOKS PROCEDURE	
72	USM– LRC-008-Rev.5.2025.03.03	INDEXING PROCEDURE	
73	USM-OSA-002-Rev.4.2025.05.05	MANAGEMENT OF VARIOUS SCHOLARSHIP PROGRAMS PROCEDURE	
74	USM-OSA-003-Rev.3.2025.05.05	MANAGEMENT OF STUDENT CAMPUS ORGANIZATIONS PROCEDURE	
75	USM-OSA-004-Rev.1.2022.12.05	PARTICIPATION AND FINANCIAL ASSISSTANCE TO LEADERSHIP TRAININGS (PARFALT)	
76	USM-OSA-005-Rev.3.2026.01.05	PUBLICATION PROCESS OF THE STUDENT PUBLICATION	Revised 2026
77	USM-OSA-006-Rev.2.2026.01.05	SCREENING OF THE MINDANAO TECH EDITORIAL STAFF	Revised 2026
78	USM-CAA-001-Rev.2.2023.01.19	PROCEDURE ON THE SELECTION OF CULTURE AND ARTS SCHOLARS	
79	USM-CAA-002-Rev.2.2023.01.19	REQUEST FOR UPAG SERVICES PROCEDURE	
80	USM-CAA-003-Rev.2.2023.01.19	CONDUCT OF KALILINE FESTIVAL PROCE DURE	
81	USM-SPO-001-Rev.2.2022.11.28	UNILYMPIC GAMES PROCEDURE	
82	USM-SPO-002- Rev.3.2025.04.04	VARSITY SELECTION AND RETENTION PROCEDURE	
83	USM-HOS-001-Rev.5.2025.09.29	STUDENT HEALTH SERVICES PROCEDURE	
84	USM-HOS-003-Rev.1.2025.09.29	UNIVERSITY HEALTH SERVICES VACINATION DRIVE	

85	USM-HOS-004-Rev.0.2025.04.04	UNIVERSITY HEALTH SERVICES PROCEDURE FOR SATELLITE CAMPUSES	
86	USM-CCD-001-Rev.5.2022.12.20	COUNSELING PROCEDURE	
87	USM-CCD-002-Rev.4.2024.02.16	FACILITATION OF TESTING PROCEDURE	
88	USM-REG-002-Rev.5. 2025.12.23	PROCEDURE IN HANDLING CURRICULAR CHANGES	
89	USM-REG-003-Rev.6.2025.12.23	STUDENTS' RECORDS MANAGEMENT PROCEDURE	
90	USM-REG-006-Rev.6.2025.12.23	ENROLMENT PROCEDURE (UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION RA 10931)	
91	USM-PDO-001-Rev.2 2020.06.01	OPERATIONAL PLANNING AND CONTROL PROCEDURE	
92	USM-PDO-002-Rev.2. 2020.07.01	PERFORMANCE EVALUATION PROCEDURE	
93	USM-GSO-001-Rev.4.2025.10.27	BUILDING REPAIR MANAGEMENT PROCEDURE	
94	USM-GSO-002-Rev.4.2025.10.27	ELECTRICAL SYSTEM MANAGEMENT PROCEDURE	
95	USM-GSO-003-Rev.0.2025.10.27	GROUND MAINTENANCE AND WATER SYSTEM PROCEDURE	
96	USM-GSO-004-Rev.0.2025.10.27	MECHANICAL & TRANSPORT MANAGEMENT SYSTEM PROCEDURE	
97	USM-PRO-001-Rev.3.2020.03.06	PROCEDURE ON THE ISSUANCE OF ACCOUNTABLE FORMS	
98	USM-PRO-002-Rev.4.2025.07.01	PROPERTY, PLANT & EQUIPMENT INVENTORY PROCEEDURE	
99	USM-PRO-003-Rev.11.2025.10.06	PROCUREMENT PROCEDURE	
100	USM-PRO-004-Rev.3.2024.07.01	PROCEDURES ON RECEIVING AND RELEASING, RECORDING AND DISTRIBUTION OF SUPPLIES AND EQUIPMENT	
101	USM-RES-001-Rev.5.2021.12.01	RESEARCH ENGAGEMENT PROCEDURE	
102	USM-SEC-001-Rev.5.2024.01.26	INCIDENT REPORT HANDLING PROCEDURE	
103	USM-SEC-002-Rev.6.2026.03.04	ISSUANCE OF USM STICKER/GATE PASS TO USM EMPLOYEES, STUDENTS, VISITORS & UTILITY VEHICLE PROCEDURE	Revised 2026
104	USM-SEC-007-Rev.5.2024.01.26	REQUEST FOR SECURITY ASSISSTANCE PROCEDURE	
105	USM-SEC-008-Rev. 0.2025.03.06	CCTV MONITORING AND MAINTENANCE PROCEDURE	

106	USM-UCS-001-Rev.5.2021.10.28	MANAGEMENT OF FOODSERVICE PROVIDERS PROCEDURE (CANTEENS)	
107	USM-REC-001-Rev.0.2020.08.17	RECORDS MANAGEMENT PROCEDURE	
108	USM-UCA-001-Rev.2.2020.12.10	CATERING AND ACCOMMODATION MANAGEMENT	
109	USM-PRM-001-Rev.5.2026.04.06	CONSTRUCTION MANAGEMENT PROCEDURE	Revised 2026
110	USM-UPG-001-Rev.0.2023.06.22	PROTOCOL FOR OUTSIDERS TO CONDUCT ACTIVITIES IN THE CAMPUS	
111	USM-UPG-002-Rev.0.2023.06.22	PROTOCOL FOR SIGNING DOCUMENTS BY AUTHORIZED OFFICER	
112	USM-UPG-003-Rev.0.2023.06.22	PROTOCOL FOR CONDUCTING UNIVERSITY PROGRAMS	
113	USM-WRI-001-Rev.2.2026.01.05	WORK INSTRUCTION FOR ENROLMENT OF FORM SHEETS	Revised 2026
114	USM-WRI-002-Rev.3.2026.01.05	WORK INSTRUCTION FOR ENROLMENT OF SYLLABUS	Revised 2026
115	USM-WRI-003-Rev.0.2020.02.17	WORK INSTRUCTION FOR PROVISION OF FEEDBACK TO SERVICE PROVIDERS	
116	USM-WRI-004-Rev.2.2022.12.07	WORK INSTRUCTION FOR FORM SHEETS DISTRIBUTION	
117	USM-WRI-005-Rev.3.2025.08.04	WORK INSTRUCTION FOR DEVELOPMENT AND REVIEW OF INSTRUCTIONAL MATERIALS	
118	USM-WRI-007-Rev.1.2023.02.20	WORK INSTRUCTION FOR THE COMPLETION OF "INC" GRADE	
119	USM-WRI-008-Rev.1.2024.01.16	WORK INSTRUCTION FOR ADDING/DROPPING OF SUBJECTS	
120	USM-WRI-009-Rev.1.2021.08.03	WORK INSTRUCTION FOR SIMPLIFIED STUDENT'S FINAL CLEARANCE	
121	USM-WRI-010-Rev.1.2024.01.16	WORK INSTRUCTION FOR DOCUMENT REQUEST	
122	USM-WRI-011-Rev.1.2024.01.17	WORK INSTRUCTION FOR REQUEST SUBJECT	
123	USM-WRI-012-Rev.1.2024.01.17	WORK INSTRUCTION FOR WITHDRAWAL OF SUBMITTED CREDENTIALS AND CANCELLATION OF ENROLLMENT	
124	USM-WRI-013-Rev.0.2020.12.10	WORK INSTRUCTION FOR ONLINE CLIENT SATISFACTION SURVEY	

125	USM-WRI-14-Rev.1.2025.10.27	WORK INSTRUCTION FOR EMERGENCY LIGHT CHECKLIST	
126	USM-WRI-015-Rev.2.2026.03.04	WORK INSTRUCTION FOR FIRE EXTINGUISHER INSPECTION	Revised 2026
127	USM-WRI-016-Rev.1.2024.01.22	WORK INSTRUCTION FOR USMCEE ONLINE REGISTRATION	
128	USM-WRI-017-Rev.0.2020.12.15	WORK INSTRUCTION FOR (FTF) CHANGE/RECTIFICATION OF GRADES	
129	USM-WRI-018-Rev.0.2020.12.15	WORK INSTRUCTION FOR ONLINE SUBMISSION OF GRADES	
130	USM-WRI-019-Rev.2.2024.01.22	WORK INSTRUCTION FOR ONLINE ENROLMENT	
131	USM-WRI-020-Rev.0.2021.06.14	WORK INSTRUCTION FOR MONITORING FOR ONLINE DELIVERY OF INSTRUCTION	
132	USM-WRI-021-Rev.1.2025.05.05	WORK INSTRUCTION FOR STUDENT ACTIVITY PERMIT APPLICATION AND COMPLETION (ONLINE TRANSACTION)	
133	USM-WRI-022- Rev.1.2025.05.05	WORK INSTRUCTION FOR STUDENT ACTIVITY PERMIT APPLICATION AND COMPLETION (ONSITE TRANSACTION)	
134	USM-WRI-023-Rev.1.2022.12.20	WORK INSTRUCTION FOR GUIDANCE SERVICES EVALUATION	
135	USM-WRI-024- Rev.1.2022.12.20	WORK INSTRUCTION FOR STUDENT NEED ASSESSMENT	
136	USM WRI-025- Rev.2.2024.01.17	WORK INSTRUCTIONS FOR ACCOMPLISHING THE COMMITMENT FORM FOR STUDENTS WHO CANNOT SUBMIT ORIGINAL DOCUMENTS DURING THE PRE-REGISTRATION	
137	USM WRI-026-Rev.1.2025.10.27	WORK INSTRUCTIONS FOR APPLICATION FOR CAMPUS TRANSFER	
138	USM WRI-027-Rev.0.2023.04.17	WORK INSTRUCTION FOR PASSENGER FEEDBACK FORM AND RETURN SLIP	
139	USM-WRI-028-Rev.0.2023.05.22	WORK INSTRUCTION ON ANALYSIS AND REPORTING OF PASSENGER FEEDBACK SURVEY	
140	USM-WRI-029-Rev.0.2023.08.23	WORK INSTRUCTION FOR ONLINE PROCESSING OF PERSONNEL CLEARANCE FOR COS TEACHING FACULTY	

141	USM-WRI-030-Rev.0.2023.08.15	WORK INSTRUCTION FOR VISITING THE UNIVERSITY	
142	USM-WRI-031-Rev.3.2026.01.05	ONLINE DISTRIBUTION OF CONTROLLED DOCUMENTS	Revised 2026
143	USM-WRI-032-Rev.1.2023.08.18	WORK INSTRUCTIONS FOR REQUEST AND ACCESS OF PERSONAL AND SENSETIVE DATA IN THE ADMISSION AND RECORDS OFFICE (ARO)	
144	USM-WRI-033-Rev.0.2024.02.02	WORK INSTRUCTIONS FOR REISSUANCE OF RFID (Radio Frequency Identification)	
145	USM WRI-34-Rev.0.2024.02.16	WORK INSTRUCTION FOR THE USAGE OF THE CCD AVR	
146	USM WRI-35-Rev.0.2024.02.16	WORK INSTRUCTION FOR THE REMOTE ADMISSION OF THE OSA-CCD'S BRIEF PSYCHOSOCIAL SCREENING	
147	USM-WRI-036-Rev.0.2024.05.15	WORK INSTRUCTION FOR ENROLLMENT (RETURNING STUDENTS AND SHIFTERS)	
148	USM-WRI-037-Rev. 0.2024.05.15	WORK INSTRUCTION FOR ONLINE ENROLLMENT (FRESHMEN AND TRANSFEREES)	
149	USM-WRI-038-Rev.0-2024.10.2	WORK INSTRUCTION FOR ACCOMPLISHING THE OSA-CCD INDIVIDUAL STUDENT RECORD (ISR)	
150	USM-WRI-039-Rev.1.2025.10.27	WORK INSTRUCTION FOR FIRE FIGHTING SYSTEM	
151	USM-WRI-040-Rev.0.2025.04.15	ISSUANCE OF TRAVEL AUTHORITY	
152	USM-WRI-041- Rev.0.2025.04.15	ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE	
153	USM-WRI-042- Rev.0.2025.06.13	WORK INSTRUCTION FOR EXIT SURVEY FOR GRADUATING STUDENTS	

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UNIVERSITY QUALITY ASSURANCE OFFICE ACCOMLISHMENT REPORT 2025

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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

UNIVERSITY QUALITY ASSURANCE OFFICE

2025
Accomplishment Report

DOCUMENT CONTROL CENTER (DCC)

UQAO, through the Document Control Center (DCC), facilitated the origination, revision, and dissemination of institutional procedures, work instructions, and forms of the university. A total of 23 procedures and work instructions and 30 official forms across academic, support, and administrative units were reviewed, updated, and controlled to ensure accuracy, relevance, and compliance with ISO 9001:2015 requirements. These efforts contributed to improved consistency and clarity in university processes.

Originated/Revised Procedures and Work Instructions

	DOCUMENT CODE	TITLE
1	USM-QMS-030-Rev.5.2025.01.08	CONTEXT OF THE ORGANIZATION AND RELEVANT INTERESTED PARTIES
2	USM-EDR-005-Rev.9.2025.09.08	STUDENT RESEARCH ENGAGEMENT PROCEDURE
3	USM-EDU-006-Rev.4.2025.08.04	PROCEDURE ON EVALUATION OF INSTRUCTIONAL MATERIALS
4	USM-BRD-001-Rev.3.2025.04.15	BOARD OF REGENTS MEETING PROCESS
5	USM-LRC-001-Rev.5.2025.03.03	PROCEDURE TO ACCESS WEB OPAC
6	USM– LRC-002-Rev.5.2025.03.03	PROCEDURE TO ACCESS ONLINE RESOURCES
7	USM– LRC-003-Rev.5.2025.03.03	SELECTION AND ACQUISITION OF LIBRARY MATERIALS PROCEDURE
8	USM– LRC-004-Rev.6.2025.03.03	CIRCULATION OF BOOKS PROCEDURE
9	USM– LRC-005-Rev.6.2025.03.03	CATALOGING AND CLASSIFICATION OF BOOKS PROCEDURE
10	USM– LRC-008-Rev.5.2025.03.03	INDEXING PROCEDURE
11	USM-OSA-002-Rev.4.2025.05.05	MANAGEMENT OF VARIOUS SCHOLARSHIP PROGRAMS PROCEDURE
12	USM-OSA-003-Rev.03.2025.05.05	MANAGEMENT OF STUDENT CAMPUS ORGANIZATIONS PROCEDURE
13	USM-SPO-002-Rev.3.2025.04.04	VARSITY SELECTION AND RETENTION PROCEDURE
14	USM-HOS-004-Rev.0.2025.04.04	UNIVERSITY HEALTH SERVICES PROCEDURE FOR SATELLITE CAMPUSES
15	USM-PRO-003-Rev.10.2025.01.06	PROCUREMENT PROCEDURE
16	USM-SEC-008-Rev. 0.2025.03.06	CCTV MONITORING AND MAINTENANCE PROCEDURE
17	USM-WRI-005-Rev.3.2025.08.04	WORK INSTRUCTION FOR DEVELOPMENT AND REVIEW OF INSTRUCTIONAL MATERIALS
18	USM-WRI-015-Rev.1.2025.03.06	WORK INSTRUCTION FOR FIRE EXTINGUISHER INSPECTION
19	USM-WRI-021-Rev.01.2025.05.05	WORK INSTRUCTION FOR STUDENT ACTIVITY PERMIT APPLICATION AND COMPLETION (ONLINE TRANSACTION)

20	USM-WRI-022-Rev.01.2025.05.05	WORK INSTRUCTION FOR STUDENT ACTIVITY PERMIT APPLICATION AND COMPLETION (ONSITE TRANSACTION)
21	USM-WRI-040-Rev.0.2025.04.15	ISSUANCE OF TRAVEL AUTHORITY
22	USM-WRI-041-Rev.0.2025.04.15	ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE
23	USM-WRI-042-Rev.0.2025.06.13	WORK INSTRUCTION FOR EXIT SURVEY FOR GRADUATING STUDENTS

Originated/Revised Forms

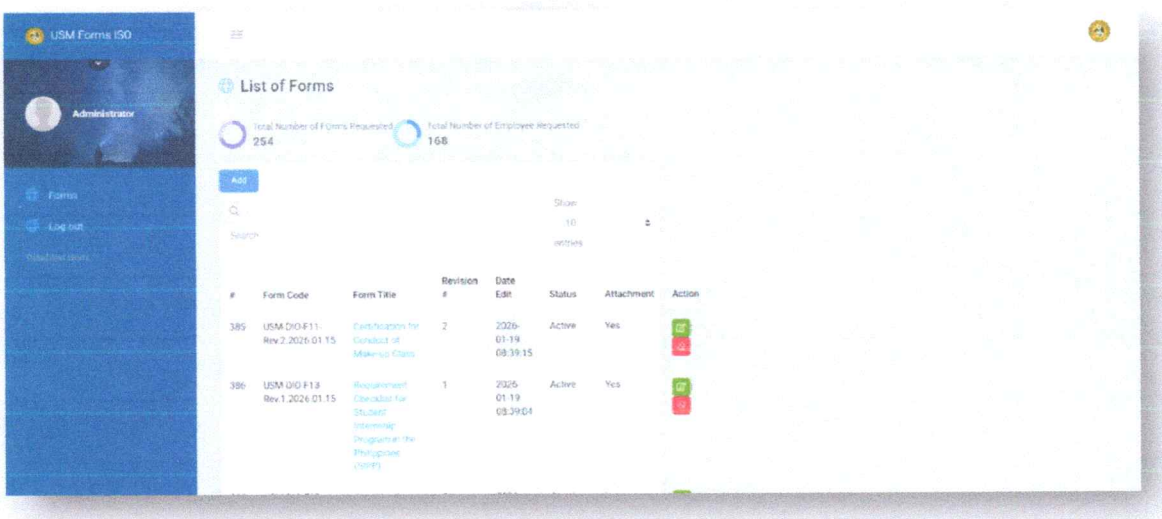
	DOCUMENT CODE	TITLE
1	USM-SYS-F29-Rev.2.2025.05.15	PURCHASE REQUEST
2	USM-SYS-F114-Rev.0.2025.04.11	ATTENDANCE SHEET (GENDER AND DEVELOPMENT)
3	USM-EDR-F20-Rev.0.2025.09.08	TASK ALLOCATION MATRIX
4	USM-EDR-F21-Rev.0.2025.09.08	PEER EVALUATION FORM
5	USM-EDR-F22-Rev.0.2025.09.08	PROGRESS REPORT
6	USM-EDR-F23-Rev.0.2025.09.08	THESIS EVALUATION FORM
7	USM-EDU-F45-Rev.1.2025.08.04	INSTRUCTIONAL MATERIAL REVIEW AND EVALUATION SHEET
8	USM-EDU -F09-Rev.3.2025.08.04	REQUEST FOR APPROVAL OF INSTRUCTIONAL MATERIAL
9	USM-OSA-F06-Rev.2.2025.05.05	REGISTRATION/ACCREDITATION OF STUDENT CAMPUS ORGANIZATIONS
10	USM-OSA-F37-Rev.1.2025.05.05	STUDENT ACTIVITY PERMIT
11	USM-OSA-F40-Rev.0.2025.05.05	DOCUMENTARY CHECKLIST FOR ACCREDITATION
12	USM-OSA-F41-Rev.0.2025.05.05	CAMPUS ORGANIZATION SEMESTRAL SUMMARY ACCOMPLISHMENT REPORT
13	USM-OSA-F42-Rev.0.2025.05.05	STUDENT GOVERNMENT SEMESTRAL SUMMARY ACCOMPLISHMENT REPORT
14	USM-OSA-F43-Rev.0.2025.05.05	NARRATIVE ACCOMPLISHMENT REPORT
15	USM-OSA-F44-Rev.0.2025.05.05	CAMPUS ORGANIZATION SEMESTRAL SUMMARY FINANCIAL REPORT
16	USM-OSA-F45-Rev.0.2025.05.05	STUDENT GOVERNMENT SEMESTRAL SUMMARY FINANCIAL REPORT
17	USM-OSA-F46-Rev.0.2025.05.05	LIQUIDATION REPORT
18	USM-OSA-F47-Rev.0.2025.05.05	CAMPUS ORGANIZATION SEMESTRAL SUMMARY PROPERTY REPORT
19	USM-OSA-F48-Rev.0.2025.05.05	STUDENT GOVERNMENT SEMESTRAL SUMMARY PROPERTY REPORT
20	USM-OSA-F49-Rev.0.2025.05.05	PICTURES OF PROPERTY REPORT

21	USM-OSA-F50-Rev.0.2025.05.05	CAMPUS ORGANIZATION SEMESTRAL SUMMARY NARRATIVE ACTION PLAN
22	USM-OSA-F51-Rev.0.2025.05.05	STUDENT GOVERNMENT SEMESTRAL SUMMARY NARRATIVE ACTION PLAN
23	USM-OSA-F52-Rev.0.2025.05.05	NARRATIVE ACTION PLAN
24	USM-OSA-F53-Rev.0.2025.05.05	LIST OF OFFICERS AND ADVISER CONTACT INFORMATION
25	USM-OSA-F54-Rev.0.2025.05.05	SUMMARY OF MEMEBERS
26	USM-OSA-F55-Rev.0.2025.05.05	MEMBERS INFORMATION SHEET
27	USM-OSA-F56-Rev.0.2025.05.05	ORGANIZATION'S FACEBOOK PAGE
28	USM-OSA-F57-Rev.0.2025.05.05	MEMBERSHIP FORM
29	USM-OSA-F58-Rev.0.2025.05.05	ACTIVITY EVALUATION FORM
30	USM-OSA-F59-Rev.0.2025.05.05	STUDENT ORGANIZATION PROPERTY ACKNOLWEDGEMENT RECEIPT

Online ISO Forms Request System

The online ISO forms request system streamlines and digitizes the process of acquiring ISO (International Organization for Standardization) forms through a user-friendly web interface. Users can easily submit requests for specific ISO forms by filling out intuitive online forms, reducing paperwork and manual processing. The system efficiently manages requests, enabling swift review, approval, and distribution of the required forms to authorized personnel.

During the reporting period, the system processed 254 form requests from 168 employees, significantly reducing manual processing and turnaround time while improving accessibility and traceability of documents.



Click the link to visit the website:

http://172.16.0.35:8099/login.php

Orientation for Newly Designated Document Control Officers and Cascading of Updated Procedures and Forms

In support of effective document management, UQAO, through the DCC, conducted an Orientation for Newly Designated Document Control Officers (DCOs) and the Cascading of Updated Procedures and Forms on May 6, 2025. Led by Ms. Laksni E. Catubay, Corporate Document Controller, the activity aimed to clarify roles and responsibilities of DCOs, promote proper document handling, and strengthen alignment with quality standards across Core and Support Units.

Orientation for New Document Control Officers (DCOs)

In an ongoing effort to strengthen the University's document management processes, the University Quality Assurance Office-Document Control Center, hosted an orientation for newly appointed Document Control Officers (DCOs). This orientation is designed to provide them with a clear understanding of their roles and responsibilities within both Core and Support Units, while also offering an overview of University procedures, forms, and records. This also aimed to foster greater operational efficiency and ensure the highest standards of quality and accountability in document control.

COMMITTEE ON ANTI-RED TAPE (CART)

USM Supports 2025 Ease of Doing Business Campaign

To strengthen its commitment to efficient public service delivery, the University of Southern Mindanao (USM) launched its observance on Ease of Doing Business (EODB) Month 2025 with a kickoff ceremony on May 06, 2025 at the Administration Building, USM, Kabacan, Cotabato.

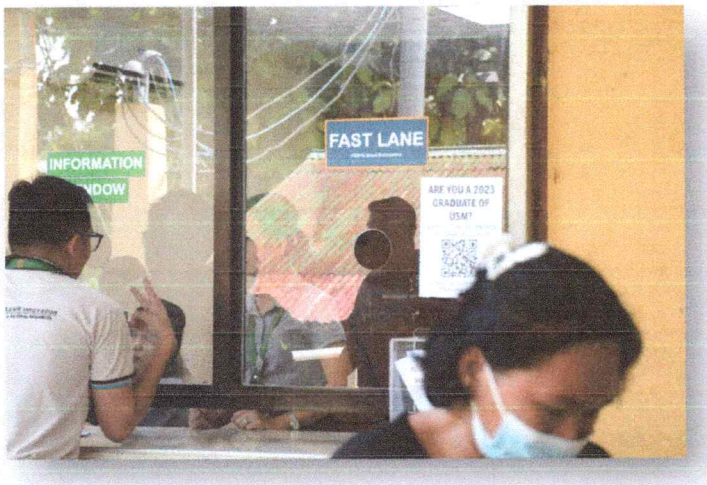
UQAO actively participated in initiatives aligned with the EODB Month 2025. These included orientations, inspections of frontline services, and support to process improvements such as the implementation of fast-lane services for Transcript of Records requests. These initiatives underscored the university's efforts to improve efficiency, reduce bureaucratic procedures, and enhance client satisfaction.

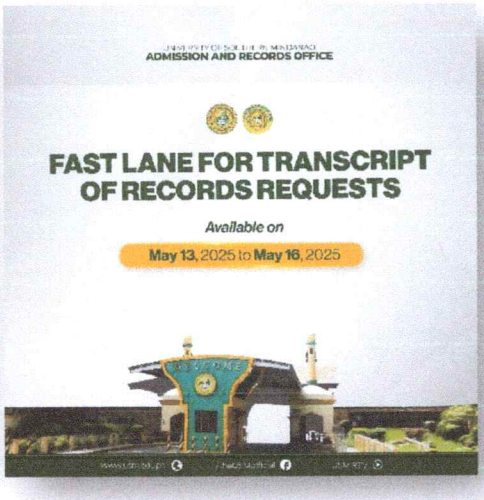
Click the link to read the full story:

https://www.usm.edu.ph/usm-supports-2025-ease-of-doing-business-campaign/

USM Launches Fast Lane for TOR Requests in Support to EODB Month

In celebration of Ease of Doing Business Month, the Admission and Records Office (ARO) of the University of Southern Mindanao (USM) launched a Fast Lane for Transcript of Records (TOR) Requests for board examination takers.





Click the link to read the full story:

https://www.usm.edu.ph/usm-launches-fast-lane-for-tor-requests-in-support-to-eodb-month/

USM Employees Participate in Customer Service, Complaints Handling Seminar

The University of Southern Mindanao joined the Communication and Customer Complaint Handling for the Service Driven Sector by the Philippine Information Office (PIO) Inc. on May 29, 2025, at the Camelot Hotel, Mother Ignacia Avenue, Quezon City.

Click the link to read the full story:

https://www.usm.edu.ph/usm-employees-participate-in-customer-service-complaints-handling-seminar/

USM – Kidapawan City Campus Holds Orientation on Citizen's Charter and Harmonized Client Satisfaction Measurement

On May 27, 2025, the University Quality Assurance Office of the University of Southern Mindanao (USM), in collaboration with the Quality Assurance Office of the USM–Kidapawan City Campus (USM-KCC), conducted a comprehensive orientation on the Citizen's Charter (CC) and the Harmonized Client Satisfaction Measurement (HCSM) Report. The session took place at the USM-KCC Mini Convention Hall, with heads from various campus offices in attendance.

Dr. Lawrence Anthony U. Dollete, Director of University Quality Assurance, opened the event by emphasizing the university's commitment to transparency, accountability, and continuous service improvement. During the orientation, Information Officer II Charlotte Andrea D. Tutor explained the provisions of ARTA Memorandum Circular 2019-002, which outlines the updated guidelines for the Citizen's Charter. Administrative Officer IV Laksni E. Catubay then presented ARTA Memorandum Circulars 2022-05 and 2023-05, which detail the standardized processes for the Harmonized Client Satisfaction Measurement Report.

USM-CART Inspects USM-KCC Frontline Services

The University of Southern Mindanao-Committee on Anti-Red Tape (USM-CART) conducted an onsite inspection of the frontline services at one of its external campuses, USM – KCC, today, May 22, 2025. This initiative is in compliance with ARTA Memorandum Circular No. 2025–01, in observance of the Ease of Doing Business (EODB) Month 2025.

Click the link to read the full story:

https://www.usm.edu.ph/usm-cart-inspects-usm-kcc-frontline-services/

INTERNATIONAL STANDARDS ORGANIZATION (ISO)

UQAO played a key role in coordinating ISO-related activities, including meetings with ISO coordinators, performance management reviews, and preparations for external audits. The University successfully underwent the ISO External Surveillance Audit on April 10–11, 2025, demonstrating continued compliance with ISO 9001:2015 standards. This collective effort reaffirmed USM's commitment to maintaining an effective and responsive Quality Management System.

Meeting with ISO Coordinators	February 26, 2025
Performance Management Review	February 27-28, 2025
ISO External Surveillance Audit	April 10-11, 2025

USM Maintains ISO 9001:2015 Certification

The University of Southern Mindanao (USM) once again earned its certification for International Organization for Standardization (ISO) 9001:2015 after the second surveillance audit held on April 10-11, 2024.

Click the link to read the full story:

https://www.usm.edu.ph/usm-maintains-iso-90012015-certification/

AACCUP ACCREDITATION

UQAO provided continuous support to academic units in preparation for and compliance with AACCUP accreditation activities. As of December 2025, numerous undergraduate and graduate programs achieved or maintained Levels I to IV accreditation statuses across multiple campuses. The office assisted in documentation, coordination, and monitoring of compliance with mandatory recommendations, contributing to the sustained quality of academic offerings.

ACCREDITATION LEVEL STATUS as of DECEMBER 2025

No.	CAMPUS(ES) /PROGRAM(S)	LEVEL (ACCREDITATION STATUS)	DATE OF VALIDITY OF ACCREDITATION STATUS	DATE OF ACCREDITATION VISIT
1.	Bachelor of Science in Industrial Technology (major in Automotive Technology, Architectural Drafting Technology, Electrical Technology, Electronics Technology)	Level III, Re-accredited (The program is Level III. Passed the Phase 1of two (2) Phases of evaluation in the 4th survey visit. Has to undergo Phase 2)	September 16, 2025 – September 15, 2026	August 2026
2.	Bachelor of Science in Business Administration	Level III, Re-accredited	July 16, 2025 – July 15, 2029	April 2029
3	Bachelor of Science in Agricultural Economics	Level IV, Re-accredited	April 01, 2025 – March 31, 2030	December 2029
4	Bachelor of Science in Agribusiness	Level III, Re-accredited (must comply with mandatory recommendations)	July 01, 2025 – June 30, 2026	April 2026
5	Bachelor of Science in Accountancy	Level III, Re-accredited	July 1, 2025 – June 30, 2029	April 2029
6	Bachelor of Science in Electronics Engineering	Level II Re- accredited (Revisit Extension)	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
7	BS in Computer Engineering	Level II Re- Accredited	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
10	Bachelor of Science in Information Systems	Level III Re-accredited	June 01, 2025 – May 31, 2029	April 2029
11	BS in Library Information Science	Level III Re-accredited	June 01, 2025 – May 31, 2029	April 2029
12	BS in Agricultural Engineering (BS IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING)	Level IV re-accredited	September 01, 2025 – August 31, 2030	August 2030
15	Bachelor of Science in Nutrition Dietetics	Level III Re-accredited (Revisit Community Service)	October 01, 2025 – September 30, 2026	Comply w/mandatory recommendations
20	Bachelor of Elementary Education	Level III Re-accredited (must comply with	July 1, 2025 – June 30, 2026	April 2026

		mandatory recommendations) Revisit International Linkages & Consortia		
21	Bachelor of Secondary Education (major in Science, Math, Filipino, English & Social Studies)	Level III Re-accredited (must comply with mandatory recommendations) Revisit International Linkages & Consortia	July 1, 2025 – June 30, 2026	April 2026
23	Bachelor of Arts in Psychology (AB Psychology)	Level III – Reaccredited	October 01, 2025 – September 30, 2026	comply with mandatory recommendations
24	Bachelor of Science in Development Communication	Level III Re-accredited (must comply with mandatory recommendations) Revisit Research Area	July 1, 2025 – June 30, 2026	April 2026
26	Bachelor of Science in Biology	Level IV Re-accredited, revisit all areas	July 01, 2025 – June 30, 2027	April 2027

No.	Kidapawan City Campus			
4.	Bachelor of Secondary Education (majors: English, Filipino, Mathematics, Social Studies)	Level I Accredited Revisit All Areas)	January 1, 2025 – December 2028	June 2028
5.	Bachelor of Technical and Vocational Teacher Education (majors: Automotive Technology, Electronics Technology, Food Service and Management Technology, Garments, Fashion and Design Technology)	Level I Accredited Revisit All Areas)	January 1, 2025 – December 2028	June 2028
6.	Bachelor of Science in Electrical Engineering	Level II Re-accredited	August 01, 2025 – July 31, 2029	April 2029

No.	Kabacan Campus: (GRADUATE PROGRAMS)			
2.	Ph.D. - Agricultural Science (Doctor of Philosophy in Agricultural Science) majors: Animal Science, Crop Protection, and Crop Production and Management	Level III Re-accredited (must comply with mandatory recommendations)	October 01, 2025 – September 30, 2026	comply with mandatory recommendations
3.	Master of Science in Biology	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages and Consortia	July 1, 2025 – June 30, 2026	April 2026
4.	Doctoral of Education in Educational Management	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages and Consortia	July 1, 2025 – June 30, 2026	April 2026
8.	Master of Arts in Education in Educational Management	Level III Re-accredited (must comply with mandatory recommendations) Revisit Area of Community Service and International Linkages and Consortia	July 1, 2025 – June 30, 2026	April 2026

Undergraduate Programs		
Programs	**Accreditation Level**	**Date of Evaluation**
BS Biology	4th Survey, 2nd Cycle	June 18-20, 2025
BS Computer Science	3rd Survey, Revisit All Areas	June 18-20, 2025
BS Agribusiness	4th Survey, Revisit All Areas	June 18-20, 2025
BS Development Communication	4th Survey, Revisit All Areas	June 18-20, 2025
BS Accountancy	3rd Survey, Revisit Extension	June 18-20, 2025
Bachelor of Elementary Education	4th Survey, Revisit Community Services, International Linkages and Consortia	June 18-20, 2025
Bachelor of Secondary Education	4th Survey, Revisit Community Services, International Linkages and Consortia	June 18-20, 2025
AB Philosophy	Preliminary Survey Visit	July 14-18, 2025

BS Applied Mathematics	Preliminary Survey Visit	July 14-18, 2025
BS Management Accounting	Preliminary Survey Visit	July 14-18, 2025
Bachelor of Public Administration	Preliminary Survey Visit	July 14-18, 2025
Bachelor of Technical-Vocational Teacher Education	Preliminary Survey Visit	July 14-18, 2025
Bachelor of Science in Exercise and Sports Science	Preliminary Survey Visit	July 14-18, 2025
Bachelor of Science in Electrical Engineering`(USM-KCC)	2nd Survey	July 14-18, 2025
AB Psychology	4th Survey, Phase II	September 2-4, 2025
BS Industrial Technology	4th Survey, Phase I-Revisit Areas 5, 6, and 9	September 2-4, 2025
BS Nutrition and Dietetics	4th Survey, Revisit All Areas	September 2-4, 2025
BS Computer Engineering	3rd Survey	September 2-4, 2025
BS Electronics Engineering	3rd Survey	September 2-4, 2025

Graduate Programs		
Program	**Accreditation Level**	**Date of Evaluation**
Doctor of Education	4th Survey, Revisit Community Services, International Linkages and Consortia	June 18-20, 2025
MS Biology	4th Survey, Revisit All Areas	June 18-20, 2025
MA Education	4th Survey, Revisit Community Services, International Linkages and Consortia	June 18-20, 2025
Master of Arts in Teaching Industrial Arts	2nd Survey	July 14-18, 2025
PhD Agricultural Science	4th Survey, Revisit All Areas	September 2-4, 2025

COPC AND OTHER CHED-RELATED MATTERS

In coordination with academic units, UQAO supported the processing and monitoring of Certificates of Program Compliance (COPC) for both undergraduate and graduate programs. By the end of the reporting period, 45 programs held COPCs, with additional programs granted or awaiting Recognition of Program Authority (RRPA). These accomplishments reflect the university's adherence to CHED standards and its continued expansion of compliant academic programs.

CERTIFICATE OF PROGRAM COMPLIANCE
UNDERGRADUATE PROGRAMS

COLLEGE OF AGRICULTURE

No.	Program	Serial Number	Date Issued
1.	Bachelor of Science in Agriculture	*015*	*3/18/2015*
	a. Major in Crop Science (Agronomy)	122	9/9/2025
	b. Major in Animal Science	117	9/9/2025
	c. Major in Crop Science (Horticulture)	120	9/9/2025
	d. Major in Crop Protection (Entomology)	124	9/9/2025
	e. Major in Crop Protection (Plant Pathology)	123	9/9/2025
	f. Major in Plant Breeding and Genetics	121	9/9/2025
	g. Major in Agricultural Extension	119	9/9/2025
	h. Major in Soil Science	118	9/9/2025

COLLEGE OF BUSINESS DEVELOPMENT AND MANAGEMENT

No.	Program	Serial Number	Date Issued
1.	Bachelor of Public Administration	007	01/08/2025
2.	Bachelor of Science in Management Accounting	004	01/08/2025

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

No.	Program	Serial Number	Date Issued
1.	BS in Agricultural Engineering (BS IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING)	*007* 091	*3/18/2015* 7/24/2025

COLLEGE OF HUMAN ECOLOGY AND FOOD SCIENCES

No.	Program	Serial Number	Date Issued
1.	Bachelor of Science in Hotel & Restaurant Management	*011*	*3/18/ 2015*
	Bachelor of Science in Hospitality Management	116	9/3/2025

INSTITUTE OF MIDDLE EAST AND ASEAN STUDIES

No.	Program	Serial Number	Date Issued
1.	Bachelor of Arts in Islamic Studies	No number	5/5/ 2025

COLLEGE OF SCIENCE AND MATHEMATICS

No.	Program	Serial Number	Date Issued
1.	Bachelor of Science in Microbiology	175	6/17/2025

COLLEGE OF HEALTH AND SCIENCES

No.	Program	Serial Number	Date Issued
1.	Bachelor of Science in Midwifery	104	8/19/2025
2.	Bachelor of Science in Pharmacy	105	8/19/2025

COLLEGE OF VETERINARY MEDICINE

No.	Program	Serial Number	Date Issued
1.	Bachelor of Science in Veterinary Technology	025	3/10/2025

COLLEGE OF TRADES AND INDUSTRIES

No.	Program	Serial Number	Date Issued
1.	Bachelor of Technical-Vocational Teacher Education (4 majors)	014,015,016,017	1/15/ 2025
2.	Bachelor of Industrial Technology (4 Major)	027,026,028,025	1/15/2025

COLLEGE OF MEDICINE

No.	Program	Serial Number	Date Issued
1.	Doctor of Medicine	278	9/17/ 2025

NEW PROGRAMS

No.	Program	Status	Remarks
1.	Bachelor of Culture and Arts Education	With RRPA	
2.	Bachelor in Early Childhood Education	APPLIED	
3.	Bachelor of Science in Radiologic Technology	Done Evaluation	Waiting for RRPA
4.	Bachelor of Science in Social Work	Done Evaluation	Waiting for RRPA
5.	Bachelor of Science in Economics	Done Evaluation	Waiting for RRPA

SUMMARY

45 PROGRAMS – WITH COPC
1 NEW PROGRAM – WITH RRPA
3 NEW PROGRAMS- WAITING FOR RRPA
1 NEW PROGRAM- Applied

CERTIFICATE OF PROGRAM COMPLIANCE
GRADUATE PROGRAMS

Programs	Number	Date Issued
Master of Science in Education in Educational Management	169	January 24,2025
Master of Science in Teaching – Mathematics	166	January 24,2025
Master of Arts in Language Teaching-Filipino	165	January 24,2025
Master of Science in Teaching-Biology	167	January 24,2025
Master of Science in Extension Education	168	January 24,2025
PhD in Education Major in Mathematics	172	January 24,2025
PhD in Education Major in Biology	170	January 24,2025
PhD in Education Major in Applied Linguistics	173	January 24,2025
PhD in Education Major in Filipino	171	January 24,2025
EdD Major in Educational Management	174	January 24,2025
Master in Information System		For issuance

NQAT/RQAT Evaluation

Undergraduate Programs	
Programs	**Date of Evaluation**
BS Pharmacy	February 19, 2025
BS Midwifery	February 19, 2025
BS Microbiology	March 20, 2025
BS Social Work	November 27, 2025
BS Economics	November 27, 2025

Graduate Program	
Program	**Date of Evaluation**
Master in Information Systems	April 29, 2025

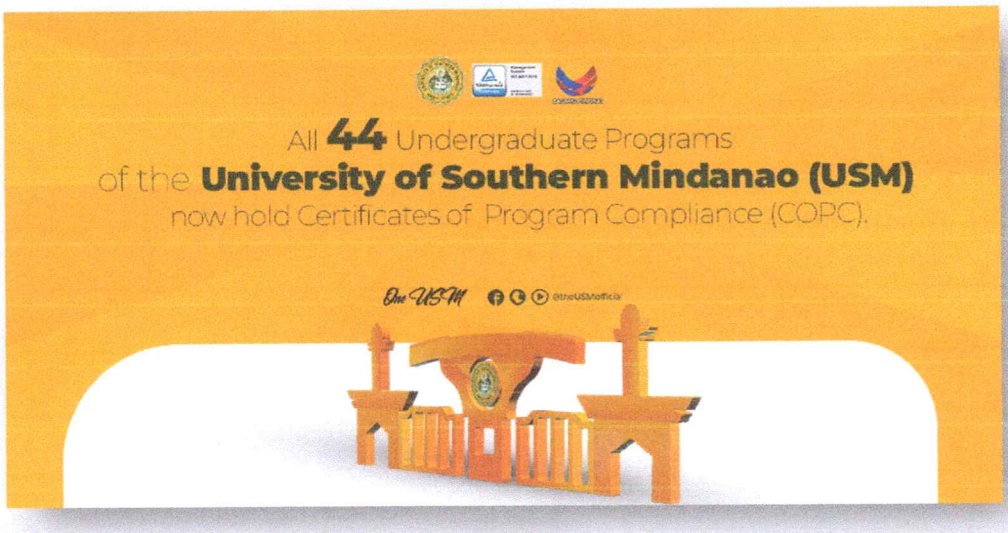
USM Strengthens Graduate Programs through COPC Orientation

Program chairpersons of the University of Southern Mindanao (USM) Graduate School convened for an orientation on the Certificate of Program Compliance (COPC) on August 13, 2025, at the Graduate School Conference Room in Kabacan, Cotabato.

Click the link to read the full story:

https://www.usm.edu.ph/usm-strengthens-graduate-programs-through-copc-orientation-2

USM Secures COPC for All 44 Undergraduate Programs



All forty-four (44) undergraduate programs of the University of Southern Mindanao (USM) now hold Certificates of Program Compliance (COPC), following the recent approval of two additional programs—BS in Microbiology and BS in Veterinary Technology. These programs received their COPCs after the Board of Regents (BOR) meeting held on September 18, 2025, at the University Commercial Building, USM, Kabacan, Cotabato. Commission on Higher Education (CHED) Commissioner, Hon. Desiderio R. Apag III, formally handed over the COPCs to the respective deans during the awarding ceremony.

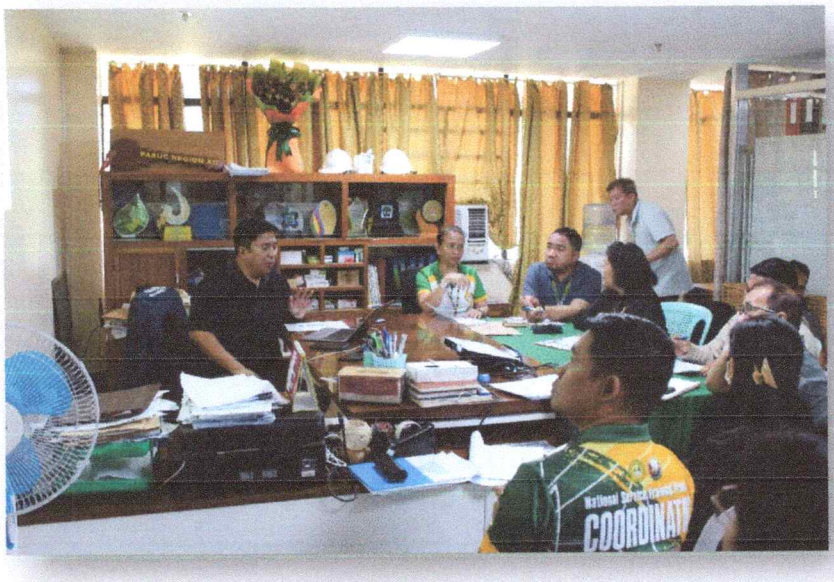
Click the link to read the full story:

https://www.usm.edu.ph/usm-secures-copc-for-all-44-undergraduate-programs/

Center of Excellence Application	**October 31, 2025 extended to December 31, 2025**

Orientation on CHED Memorandum Order No. 10, Policies and Standards for Centers of Excellence (COE)

The University Quality Assurance Office (UQAO) held an orientation on CHED Memorandum Order No. 10, which outlines the Policies and Standards for Centers of Excellence (COE). The session was led by Dr. Lawrence Anthony U. Dollente, UQAO Director, and joined by Dr. Leorence C. Tandog, Vice President for Academic Affairs, and Dr. Leonard M. Paleta, Director for Instruction, together with the College Deans and Department Chairpersons. The discussion focused on guiding the university's academic programs, particularly those aspiring for Center of Excellence status toward meeting CHED's quality standards.



INTERNAL AUDIT

For the audit period covering Calendar Year 2025, the University Quality Assurance Office (UQAO) consistently performed its functions in accordance with the requirements of ISO 9001:2015, applicable CHED policies, ARTA regulations, and institutional quality objectives. The office demonstrated effective implementation of documented procedures, systematic monitoring of processes, and sustained coordination with academic and administrative units to support compliance and continual improvement.

The photos below document the ISO Core Team and Internal Audit Team, together with Dr. Jonald L. Pimentel, SUC President IV of the University of Southern Mindanao, during the welcoming of the External Auditors for the ISO Surveillance Audit conducted on April 10–11, 2025.

CLIENT SATISFACTION

UQAO consistently monitored and evaluated client feedback through the Harmonized Client Satisfaction Measurement. For 2025, the office recorded an average satisfaction rating of 99.22%, described as Outstanding. This performance reflects the collective efforts of UQAO personnel and partner units to deliver responsive and quality services. In recognition of this achievement, UQAO received a Certificate of Recognition during the awarding ceremony on May 5, 2025.

2025	Over-all Rating	Rating Description
January	100%	Outstanding
February	100%	Outstanding
March	100%	Outstanding
April	99.43%	Outstanding
May	100%	Outstanding
June	100%	Outstanding
July	100%	Outstanding
August	100%	Outstanding
September	99%	Outstanding
October	96.57%	Outstanding
November	95.63%	Outstanding
December	100%	Outstanding
Average Rating	**99.22%**	**Outstanding**

The University Quality Assurance Office (UQAO) received a Certificate of Recognition during the awarding ceremony for units with outstanding ratings on May 5, 2025. The certificate was received in the presence of Dr. Jonald L. Pimentel, SUC President IV, and Ms. Quenielyn L. Durendes, MSBA, Vice President for Administration and Finance.

EVENTS MANAGEMENT AND OTHER ACCOMPLISHMENTS

UQAO actively supported and participated in major university events, including Recognition Day, Commencement Exercises, the Founding Anniversary, and other institutional milestones. Notably, during the Gabi ng Parangal 2025, UQAO was conferred the Outstanding Administrative Unit Award, recognizing the office's dedication to service, integrity, and excellence. Individual recognitions received by UQAO leadership and staff further highlighted the collaborative efforts behind these accomplishments.

Events	Date
USM Recognition Day	March 13, 2025
Investiture Ceremony of President Jonald L. Pimentel	June 24, 2025
Graduation	June 25-27, 2025
Commencement Exercises	June 27, 2025
Opening of Trade Fair	September 15, 2025
Founding Anniversary	September 24-October 1, 2025

UQAO Receives Recognition at Gabi ng Parangal 2025

The University Quality Assurance Office (UQAO) was conferred the Outstanding Administrative Unit Award during the Gabi ng Parangal 2025 of the University of Southern Mindanao, a recognition of its steadfast commitment to service, integrity, and excellence. Further highlighting the occasion, Dr. Lawrence Anthony U. Dollente, UQAO Director, was named Outstanding Administrative Supervisor, while Prof. Bryan Lloyd P. Bretaña, Director of the Office of International Affairs, received a Special Award in acknowledgment of OIA's accomplishments in recent years. The recognition likewise honored the dedication of UQAO personnel: Dr. Concepcion E. Magallon, Ms. Laksni E. Catubay, Mr. Renante P. Montero, Ms. Haidy H. Malacad, Ms. Justine Mae B. Molina, and Mr. Gauvin Adlaon, whose exemplary service continues to strengthen the University's culture of excellence.

The accomplishments of the University Quality Assurance Office in 2025 were the result of sustained collaboration with university leadership, academic units, and administrative offices. While significant milestones were achieved in document control, accreditation, ISO compliance, regulatory adherence, and service delivery, UQAO remains mindful that quality assurance is a continuous process. The office remains committed to further strengthening systems, supporting institutional goals, and contributing to the university's mission of excellence in instruction, research, extension, and governance.

Attested by:

LAWRENCE ANTHONY U. DOLLENTE, PhD
Director, UQAO