REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF THE SOUTHERN MINDANAO
KABACAN, COTABATO

College of Science and Mathematics

BACHELOR OF SCIENCE IN APPLIED MATHEMATICS

LEVEL I
OCTOBER 26 - 30, 2026

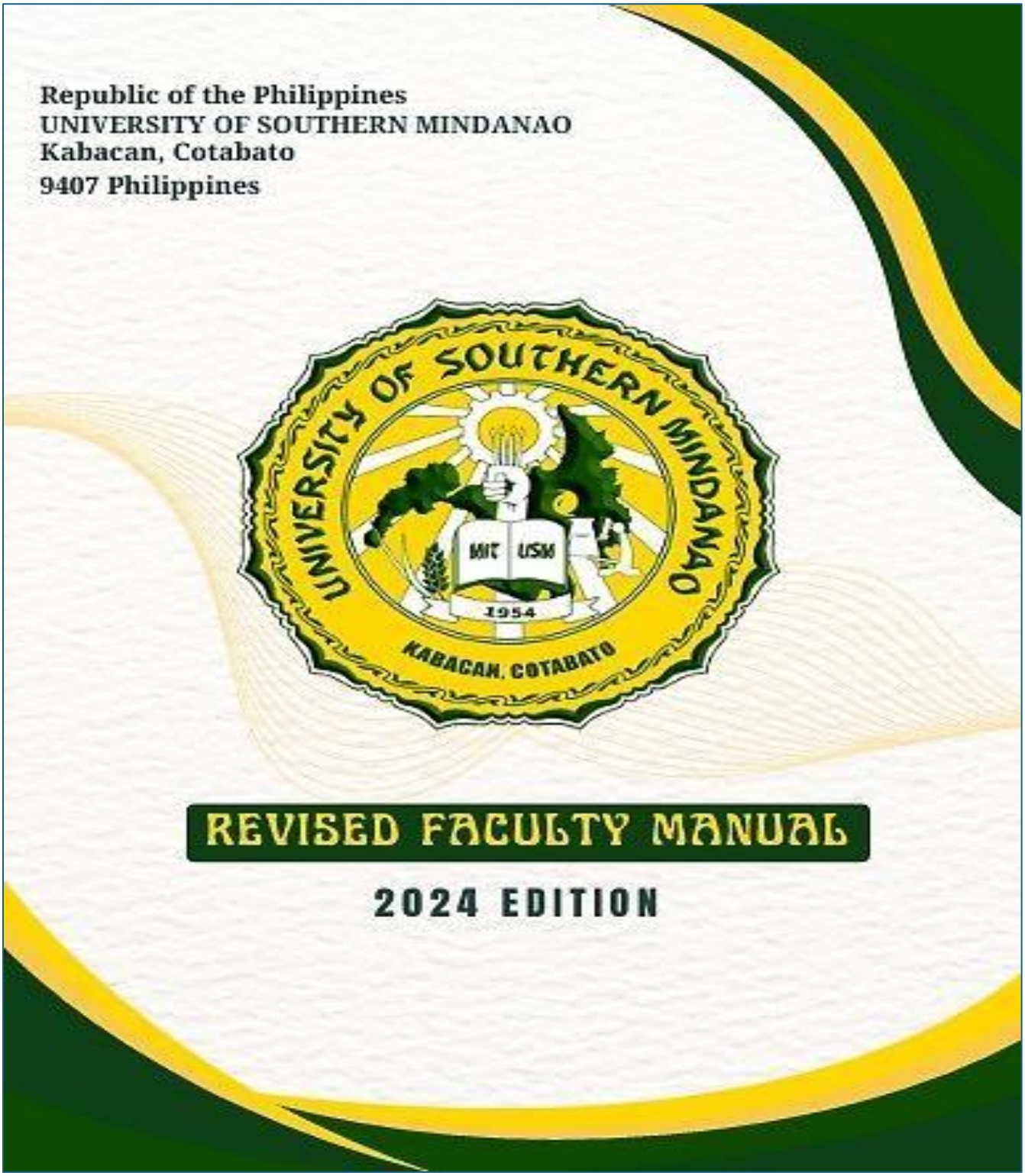


AREA III
Curriculum and Instructiton

SYSTEM-INPUTS AND PROCESS

S.1. The institution has policies on:

S.1.1. substitution or special arrangements whenever a faculty is on leave or absent



Faculty members are expected to perform at least two of the university's four-fold functions, as specified in MSP, BOR Resolution 32, s. 2024 of the university such as Instruction, Research, Extension and Production.

3.1. Instruction

3.1.1. conduct classes as conscientiously as possible. Classes should be conducted regularly at the designated place and time. If a teacher is to be absent from the class for good reason including when on official travel, he/she should notify the Department Chair so that arrangements can be made with other faculty members to take over or submit a the filled-up make-up class form together with the attachment. If no substitute is available, missed classes are expected to be made up to the students. Faculty members may assign tasks/activities relevant to the course. Faculty members should aim to develop punctuality, honesty and conscientiousness among students.

3.1.2. exert all effort to maintain high quality education in harmony with the mission.

3.1.3. prepare, enrich and upgrade their syllabi. A file copy of their syllabi should be submitted to the Office of the Dean of a College/Unit at the beginning of each semester.

3.1.4. assist in reviewing library holdings in their respective disciplines.

3.1.5. devise instructional aids/materials for their respective courses.

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 10 minutes for 1 hour classes is considered absent and the students may leave the room. A teacher should not overstay in a room especially if another class will use the same classroom. The class is to be dismissed 10 minutes before the time to facilitate movement of students from one room/building to another.

3.1.7. prepare his/her own test questions and to supervise the reproduction of the same.

Chapter 7

7. FACULTY BENEFITS, COMPENSATION, PRIVILEGES, AWARDS, AND RIGHTS

7.1. Privileges

7.1.1. Leave Privileges

The provisions and policies promulgated herein are specified in Civil Service Commission, Rule XVI of the Omnibus Rules on Leave, Implementing Book V of EO 292 and pursuant to CSC MC No. 5, s. 2021 which cover the provisions of the civil service rules on maternity leave, paternity and adoption leave.

7.1.1.1. Teacher's Leave

Faculty members, without designation, shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Faculty members on teacher's leave basis who have summer load are entitled to honoraria based on BOR Resolution No. 40, s 2009.

7.1.1.2. Cumulative Leave

Granted to faculty members who are regularly performing administrative function whether permanent or temporary. After at least six months of continuous, faithful and satisfactory service the faculty shall be entitled to 15 days vacation leave and 15 days sick leave of absence with full pay, exclusive of Saturdays, Sundays and holidays of each year of service. Cumulative leaves not taken within the calendar year in which it was earned may be carried over to the succeeding year. The University President may, in his/her discretion, authorize the computation of the salary that would be received during the period of the vacation and sick leaves of any faculty member. Any faculty member who shall voluntary resign or be separated from the service through no fault of his own shall be entitled to a commutation of all accumulated leaves to his credit.

7.1.1.3. Vacation Service Credits

Teacher's vacation service credits refer to the leave credits earned for services rendered on activities, during mid-year term vacation or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons.

7.1.1.4. Maternity Leave

7.1.1.4.1. Grant of Maternity Leave

The guidelines on the grant and availment of Maternity Leave are prescribed based on the Civil Service Commission (CSC) Memorandum Circular No. 5, s. 2021 dated April 28, 2021, Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended.

All qualified female employee, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted the applicable maternity leave, as follows:

a. One hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.
b. Sixty (60) days with full pay for cases of miscarriage or emergency termination of pregnancy.

The expectant mother should submit their application for maternity leave through channels at least thirty (30) days in advance, and whenever possible, specify the coverage of the leave. Give prior notice of her pregnancy to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance, whenever possible, specifying the effectivity of the leave.

7.1.1.4.2. Extended Maternity Leave

The female faculty who availed of the 105 days maternity leave may file an extension up to a maximum of thirty (30) days

either without pay, or with pay charged against her earned sick/vacation leave credits.

To avail of this, the female faculty must submit a written notice to HRMDO Director at least 45 days before the end of her maternity leave period, except in case of medical emergencies. The extension of maternity leave without pay shall not be considered as gap in the service of the concerned faculty.

7.1.1.4.3. Frequency of the Grant of Maternity Leave

The female faculty shall be granted maternity leave in every instance of pregnancy, regardless of frequency.

In case of overlapping benefit claims, she shall be granted maternity benefits for the two contingencies in consecutive manner. She shall also be paid only one maternity leave benefit, regardless of the number of offspring, per childbirth of delivery.

7.1.1.4.4. Tenure of Female Faculty Availing the Expanded Maternity Leave

The availment of maternity leave shall not be used as basis for diminution or reduction in rank, status or salary of the faculty nor for termination of her employment.

7.1.1.4.5. Maternity Leave After Termination of Employment

Maternity leave with full pay shall be granted even if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than (15) calendar days after the termination of faculty's service as her right thereto has already accrued.

However, in case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply and the faculty shall be paid, based on salary, the full amount of the maternity leave depending on her case.

7.1.1.4.6. Maternity Leave of Employee with Pending Administrative Case

Maternity leave benefits shall be enjoyed by the female faculty even if she has a pending administrative case.

The female faculty who delivers a child while under preventive suspension or serving the penalty of suspension, shall be allowed to enjoy her maternity leave in accordance with 7.1.1.4.1. until the full enjoyment of the said leave. However, she shall be required to serve the unexpired portion of her suspension.

The female faculty who is found guilty of an administrative case and whose penalty of dismissal from the service became final and executory shall not be entitled to a maternity leave.

7.1.1.4.7. Allocation of Maternity Leave Credits

For live childbirth, the female faculty may opt to allocate up to seven (7) days of her maternity leave to the following individuals, provided, that they are employed either in private or public office:

a. The child's father, whether or not the female faculty is married to him, may be entitled to the allocation over and above the seven (7)-day paternity leave benefit under R.A. 8187 or the Paternity Leave Act of 1996; or
b. The female employee's alternate caregiver or current partner in case of death, absence or incapacity of the child's father.

The allocated leave may be availed of by the child's father or the alternate caregiver, either in a continuous or in an intermittent manner, not later than the period of the maternity leave of the female faculty.

The female faculty shall use the CS Form No. 6a, s.2020 (Annex B) as notice of allocation of maternity leave and shall be submitted to HRMDO Director together with the Application for Maternity Leave Form

7.1.1.5. Paternity Leave

Every married male faculty shall be entitled to paternity leave of seven (7) working days with full pay for the first four (4) deliveries, whether live childbirth or miscarriage, of his legitimate spouse with whom he is cohabiting.

The male faculty with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries, regardless of whoever among his spouses deliver.

Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed in a continuous or in an intermittent manner by the faculty on the days immediately before, during and after the delivery of his legitimate spouse, but not later than the period of the maternity leave availed of by the spouse.

Approval of the leave application shall be mandatory on the part of the head of institution unless the services of the male faculty are urgently needed to preserve life and property in which case the male faculty shall be entitled to overtime pay.

The male faculty shall accomplish and file the Application for Leave Form within one (1) week, prior to the expected delivery, except in cases of miscarriage and abnormal deliveries. Certified true copies of the following documents are required and to be submitted to the head of institution for approval.

a. Marriage contract
b. Birth certificate of the newborn child
c. Medical certificate with pathology report in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.

7.1.1.6. Adoption Leave

The following faculty, who are qualified as adoptive parents pursuant to R.A. 8552 or the "Domestic Adoption Act of 1998" and whose prospective adoptees are below seven (7) years of age as of adoptive placement, shall be qualified to avail of adoption leave, as follows:

a. Qualified female faculty regardless of civil status, and length of service shall be entitled to sixty (60) days adoption leave with full pay. If the female faculty is married, her legitimate spouse, who is likewise in the government service, can avail of adoption leave of seven (7) days with full pay.

b. Single male faculty, regardless of employment status and length of service, and married male faculty, whose wife is unemployed, shall be entitled to adoption leave of sixty (60) days with full pay.

Adoption leave shall be availed of in a continuous and uninterrupted manner.

Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020 and accompanied by an authenticated copy of the following documents, as follows:

a. Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption.
b. Decree of Adoption issued by the proper court, if the leave is availed after the grant of the petition for adoption.

7.1.1.7. Mandatory/Forced Leave (EO 107)

Mandatory Leave requires all officials and employees, with 10 days or more vacation leave credits whether continuous or intermittent, in the government to a mandatory leave of absence of 5 working days annually which need not be excessive. If not availed, it is automatically forfeited, if not taken during the year, except if the scheduled leave has been cancelled in the exigency of the service, in which case the leave will not be deducted from the total accumulated leave.

An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absence though less than thirty (30) working days 5x in a semester, such that a pattern is already apparent dropping from the rolls without notice may likewise be justified (MC No 13 s 2007 and CSC Res No 070631 (Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave)

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls. (3) Leave without pay not exceeding one year may be granted in addition to vacation and sick leave. Any leave beyond 30 days require clearance from proper authorities (MC No 13 s 2007 and CSC Res No 070631 (Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave)

7.1.1.8. Special Leave Privileges (Rule XVI, Omnibus Rules on Leave, Section 21)

In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

"(a) funeral/mourning leave

"(b) graduation leave

"(c) enrollment leave

"(d) wedding/anniversary leave

"(e) birthday leave

"(f) hospitalization leave

"(g) accident leave

"(h) relocation leave

"(i) government transaction leave

"(j) calamity leave

- That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his choice which he would opt to avail;
- That such privileges shall be non-cumulative and non-commutative;
- That the official/employee shall submit the application for the said special leave privileges for at least one (1) week prior to its availment except on emergency cases; and
- Special leave privilege may be availed of by the official/employee when the occasion is personal to him and that of his immediate family.

7.1.1.9. Sick Leave

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family (CSC MC. 41, s.1998). May be granted only on account of illness on the part of the faculty member or any member of his immediate family not due to vicious and immoral habits, intemperance, or willful misconduct.

7.1.1.10. Relocation Leave

Relocation leave refers to a special leave privilege granted to a teacher whenever he/she transfers residence (CSC MC. 41, s.1998).

7.1.1.11. Terminal Leave

Terminal leave refers to money value of the total accumulated leave credits of a teacher, based on the highest salary rate received prior to or upon the retirement date/voluntary separation (CSC MC. 41, s.1998).

7.1.1.12. Leave Without Pay

Leave without pay not exceeding one (1) year may be granted to a regular employee in addition to the vacation and/or sick leave earned (USM Code, Article 101, Section 10. Leave without pay in excess of one (1) month shall require the clearance of the proper head of the department.

Leave without pay should not be granted whenever an employee has leave with pay to his/her credit except in case of secondment.

Where officers and employees have pending formal administrative charges against them, no vacation leave with pay shall be granted to the respondent during the pendency of the case.

Officers and employees who are absent for at least thirty (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped from the service after due notice (Section 63, Rule XVI of the Omnibus Rule on Leave - CSC MC Nos. 41 and 14, s. 1998. and 1999, respectively). However, when in the exigency of the service requires his/her immediate presence and he/she fails or refuses to return to the service, the head of office may drop him/her from the service even prior to the expiration of the thirty-day period above stated.

7.1.2. Study Privileges

7.1.2.1. Sabbatical Leave or Assignment

Subject to the approval of the Board of Regents, a sabbatical leave maybe granted to any regular member of the faculty to write a book, conduct study or research work, pursue a new idea or invention or perform any other activity with national or international importance, provided he/she meets the following conditions (USM Code, Article 97):

a. He/she must have continuously served the University as regular faculty for not less than seven (7) consecutive years immediately preceding his application for sabbatical leave and has a performance of at least Very Satisfactory;

b. He/she must be a holder of a rank not lower than Associate Professor 1;

c. He/she must possess the capacity to fulfill the purpose of the assignment expressed in his/her application;

d. He/she must submit a Plan of Work to the USM Scholarship Committee and must pass the same to the Committee; and

e. He/she must not be more than 60 years old

A sabbatical leave shall be for a period of one (1) year. Failure to come up with an output shall be a ground for the grantee to repay the University of the salaries and other emoluments he/she has received during the Sabbatical leave period.

7.1.2.2. Study Leave

Faculty members may enjoy a study leave subject to Human Resource Development guidelines/policies.

7.1.2.3. Scholarship Grant (BOR Resolution No. 34, s 2024)

7.1.2.3.1. General Policy

The scholarship policy is a set of rules for the management of professional development among personnel. This covers degree programs funded locally by the University only. Scholarship grants from national and international organizations shall govern by MOA between the grantees and USM and MOA from funding agencies. Seminars, symposia, conferences, and workshops are not within the coverage of these guidelines.

The members of FTDC shall administer the scholarship matters in the University. Its actions shall be recommendatory in nature.

The scholarship policy shall be the basis for personnel in the University to get involved in the capability-building and/or enhancement program.

The scholarship policy shall be observed at all levels of management to ensure smooth administration of the scholarship matters.

7.1.2.3.2. Scholarship Policy

1. This USM scholarship Grant/ USM Financial Grant is open for all regular employees of the University of Southern Mindanao both Teaching and Non-teaching personnel;

2. Must have been employed with University of Southern Mindanao (USM) on a permanent status for at least 2 years;

3. Shall seek admission from Delivering Higher Education Institutions (DHEI) with at least Level 3 institutional accreditation or its equivalent. The applicant may also seek admission from Delivering Higher Education Institutions (DHEI) with a lower accreditation level provided that the program applied for is either Center of Excellence (COE) or Center of Development (COD);

4. Upon admission from Delivering Higher Education Institutions (DHEI), the applicant must submit a formal letter of intent to the University President for a permit to study, among others, and to be reviewed by the Faculty Training and Development Committee (FTDC) for recommendation and deliberation by Administrative council for Board of Regents' (BOR) approval;

5. Only Board of Regents' (BOR) approved applicants shall be granted a USM Scholarship Grant/USM Financial Grant;

6. Permit to study maybe issued even if the applicant has already commenced his/her enrolment in an institution of his/her choice, but shall not be able to avail USM Scholarship Grant/USM Financial Grant;

7. Must submit the USM Scholarship Grant/USM Financial Grant to the Human Resource Management and Development Office (HRMDO), along with other pertinent documents as maybe required by the latter;

8. Must finish the required number of years for the program applied for;

9. Failure to complete the program would require the applicant to pay the full amount of the grant with 12% interest per annum. Although the applicant may apply for an extension appeal of at least one semester but not more than 2 consecutive or cumulative semesters;

10. Failure to complete the program after availing the maximum period of extension appeal shall result into payment of the grant as stipulated in the immediate previous item (provision No.9). The intent of the grantee to continue and finish his/her studies after having availed of the maximum period of extension shall be shouldered on the personal basis of the grantee;

11. Failure to complete the program due to severe illness/serious accident and resulting to non-continuity of attending the school shall not be counted as part of the years of program requirement;

12. Must enroll in a program that is academically articulated/aligned to the immediate preceding graduated/completed program.

13. Enrolment in violation of the immediate provision (No.12) would result in non avalment of the USM Scholarship Grant/USM Financial Grant, but permit to study maybe issued on enrolment in any institution of choice;

14. USM Scholarship Grant/USM Financial Grant is awarded to applicants on a full-time study leave with pay, although the grantees may opt to avail study leave only with pay or the financial assistance only, or both;

15. Scheme 1: Grantee who availed study leave with pay only is required a one-year return service for every one year of study leave;

16. Scheme 2: Grantee who availed the financial grant only is required a return service of one year for every year of study leave;

17. Scheme 3: Grantee who avails both study leave with pay and financial assistance is required a return service of 2years for every year of study leave;

18. Grantee who fails to complete the required return service for the availed scholarship scheme shall be required to pay commensurate to the deficiency;

19. Grantee shall receive the following benefits, depending on the availed scheme:

    a. Financial assistance every semester given on a lump sum basis;
    b. (Scheme 1 or 2) Thesis/Dissertation support
    c. (Scheme 3) Study leave
    d. (Scheme 1) Study leave with pay
    e. (Scheme 2) Study leave without pay

20. Scheme 4: Study leave without pay and without benefits maybe availed but no return service is required;

21. All applications for the USM Scholarship Grant/USM Financial Grant should be lodged to the Human Resource Management and Development Office (HRMDO) and be deliberated at the Faculty Training Development Committee;

22. USM Scholarship Grant/USM Financial Grant shall only be awarded to applicants who have no existing scholarship within or from any other scholarship granting agencies/institutions;

23. USM Scholarship Grant/USM Financial Grant is only intended for degree programs;

24. Benefits afforded to the grantee are outlined as follows:

a. Twenty Five Thousand Pesos (Php 25000.00) stipend per semester for both masteral and doctoral programs, lump sum payment is released upon presentation of the proof of enrolment;
b. Thirty Thousand Pesos (30000.00) Dissertation Support for Masteral program;
c. Fifty Thousand Pesos (50000.00) for Doctoral program;
d. Fifty percent of the dissertation support is released only upon presentation of proof of successful outline defense (start), and the remaining fifty percent shall be released only after presentation of the proof of successful final manuscript defense or hardbound/project (completion). These conditions apply for both masteral and doctoral programs. Programs that require projects, in lieu of thesis or dissertation may still avail the same support provided that sufficient proof required in the start and completion of such course or program is presented thereof.
e. One time or lump sum processing of thesis/ dissertation support is strictly prohibited, for purposes of academic completion monitoring. Failure to present and avail of the approved outline financial support, and subsequently proceeded to the presentation of the hardbound would lead to only avail 50% of the thesis/dissertation support or project.

25. Upon completion of the degree program, the Grantee shall submit his/her bound manuscript, TOR, Diploma, Re-entry Action Plan to the Human Resource Management and Development Office (HRMDO) as the basis to confirm reinstatement.

USM Code

2024 Edition

Article 183. Make-up Classes

Section 1. Make-up classes shall be held for class hours lost due to fortuitous events, such as typhoons or other unavoidable circumstances or University activities. Similar make-up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule and venue of in-person make-up classes shall be conducted within the University. Online make-up classes may also be conducted in lieu of in-person make up classes. All make- up classes shall be subject to the recommendation of the Dean of the academic unit, and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 2. Faculty members whose absences are justifiable and approved, may also conduct make-up classes provided, they have secured recommendation from the Dean of the Academic Unit, with approval from the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 3. There shall also be a consultation time on the daily schedule of each faculty member equivalent to at least one (1) hour a day in consideration that most, if not all, of the students can possibly avail of the faculty members consultation time.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
DEPARTMENT OF MATHEMATICS AND STATISTICS

May 05, 2025

JONALD L. PIMENTEL, PhD
SUC President IV
This University

THRU: **FLORENCE C. TANDOG, PhD**
VP for Academic Affairs

Dear Sir Pimentel,

Subject: Faculty Replacement Recommendation for Dr. Jennifer R. Pama

I hope this message finds you well.

I am writing to formally inform your office that Dr. Jennifer R. Pama, a faculty member of the Department of Mathematics and Statistics, has availed her special leave last April 7, 2025.

To ensure the continuity of her courses and minimize disruption to the academic schedule, we have identified the following faculty members who are available to take over her classes:

Faculty In Charge	Subjects	Proposal
Jupiter G. Pilongo (Dept. Chair)	GE 04 (Math in the Modern World) / 1BSVT-A / MW / 8:30-10:00 / 3 Units	To be overloaded proportionately according to number of days and converted to service credits
Sandra A. Nandino (Permanent)	GE 04 (Math in the Modern World) / 2BSE-Eng / TTh / 2:30-4:00 / 3 Units	
Fitzmee Ann D. Tamulak (Permanent)	GE 04 (Math in the Modern World) / 2BSE-Sci / TTh / 10:00-11:30 / 3 Units	
Lawton John A. Yabes (Permanent)	GE 04 (Math in the Modern World) / 1BPEd-B / MT / 1:00-2:30 / 3 Units	
Jead M. Macalisang (COS)	GE 04 (Math in the Modern World) / 1BTVTEd-D / MW / 7:00-8:30 / 3 Units	Additional Pay

Republic of the Philippines
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Kabacan, Cotabato
DEPARTMENT OF MATHEMATICS AND STATISTICS

Faculty In Charge	Subjects	Proposal
	GE 04 (Math in the Modern World) / 1BSCS-A / TTh / 4:00-5:30/ 3 Units	
Normaila M. Putong (COS)	GE 04 (Math in the Modern World) / 1BSCS-A / TTh 8:30-10:00 / 3 Units	

These faculty members have already started taking over the affected courses since April 7, 2025 to prevent any delays.

I kindly request your approval of these arrangements to ensure the smooth continuation of the courses and minimize any disruption to both the academic calendar and our students' learning experience. Should you require any additional information or clarification, please feel free to contact me at your earliest convenience.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

JUPITER G. PILONGO, MS
Chairperson, Mathematics and Statistics
09662334527

Noted by:

PHILIP LESTER P. BENJAMIN, PhD
CSM Dean

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF SCIENCE AND MATHEMATICS
Department of Mathematics and Statistics

Memorandum No: 6
Series of 2026

TO: **Dr. Jupiter G. Pilongo**
SUBJECT: **Designation as OIC Chair**
DATE: **October 8, 2026**

You are hereby designated as OIC Chair of the Department of Mathematics and Statistics on **October 12, 2026**.

As OIC Chair, you will be responsible for the day-to-day operations of the department. Please keep me informed of the development in my absence.

For information and compliance.

SANDRA A. NANDING
Chair

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF SCIENCE AND MATHEMATICS
Department of Mathematics and Statistics

Memorandum No: 4
Series of 2026

TO: **Ms. Hannah Faith Jane A. Palmos**
SUBJECT: **Designation as OIC Chair**
DATE: **June 10, 2026**

You are hereby designated as OIC Chair of the Department of Mathematics and Statistics on **June 11, 2026**.

As OIC Chair, you will be responsible for the day-to-day operations of the department. Please keep me informed of the development in my absence.

For information and compliance.

SANDRA A. NANDING
Chair

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF SCIENCE AND MATHEMATICS
Department of Mathematics and Statistics

Memorandum No: 13
Series of 2025

TO: **Mr. Lawton John A. Yabes**
SUBJECT: **Designation as OIC Chair**
DATE: **November 26, 2025**

You are hereby designated as OIC Chair of the Department of Mathematics and Statistics on **November 28, 2025**.

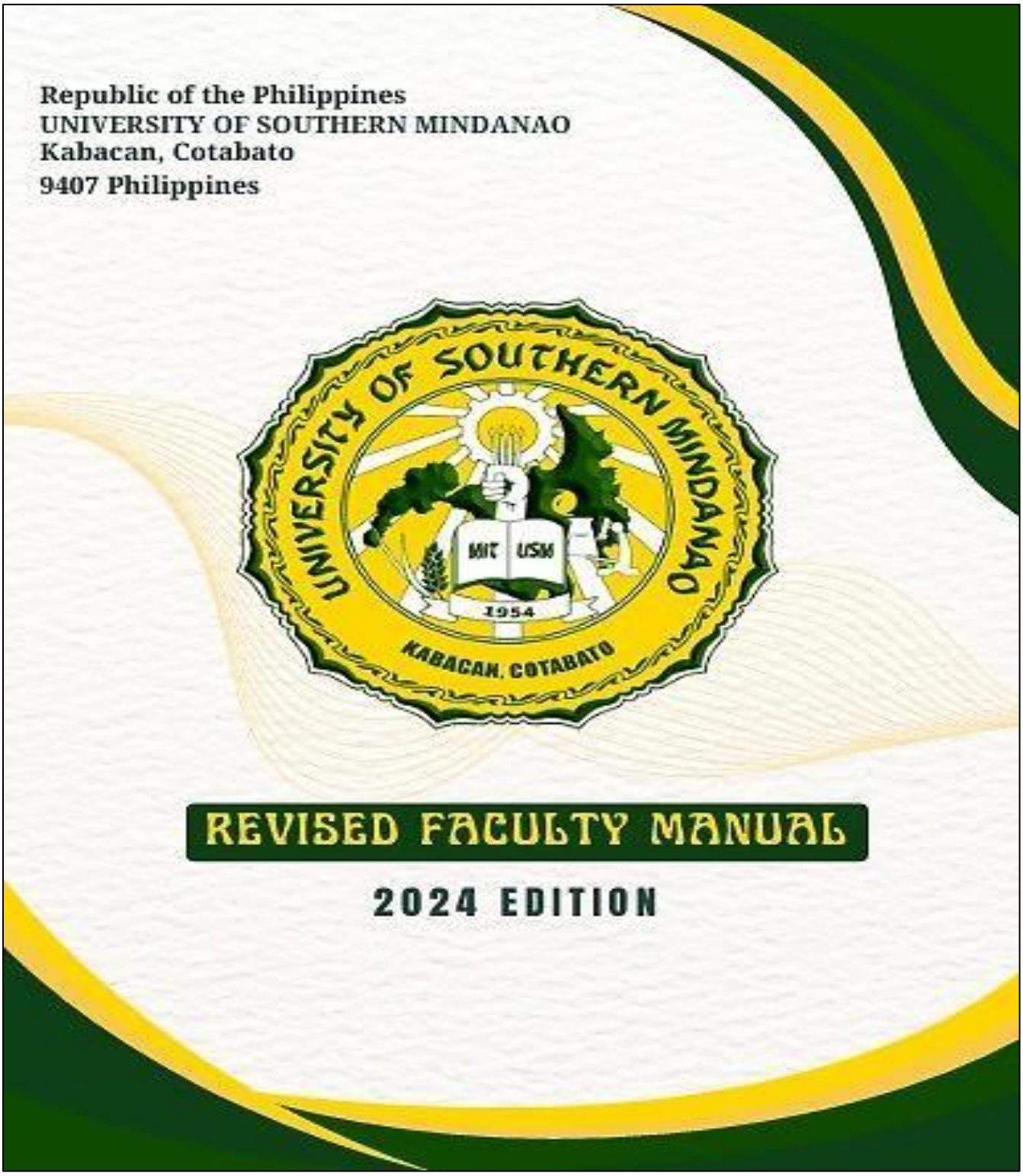
As OIC Chair, you will be responsible for the day-to-day operations of the department. Please keep me informed of the development in my absence.

For information and compliance.

SANDRA A. NANDING
Chair

S.1. The institution has policies on:

S.1.2. giving awards and/or recognition for faculty and students with outstanding achievements



7.3. Awards

7.3.1. General Policy

Pursuant to the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 01, s. 2001, the University Program on Awards and Incentives for Service Excellence (USM PRAISE) is to be known as Gawad Ulirang sa Serbisyong Mahusay (GAWAD USM). Through the Gawad Ulirang sa Serbisyong Mahusay Gawad USM PRAISE system, faculty members are regularly monitored with their performance as gleaned from EDTR, learning journals, and IPCR.

This USMPRAISE shall apply to all employees in the career and non-career service of the University of Southern Mindanao, deployed in its campuses in Kabacan, Kidapawan, Libungan, Alamada, Peluan, Aleosan and other campuses hereinafter organized by the USM Board of Regents.

7.3.1.1. Policies

7.3.1.1.1. USMPRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, individually or in groups for their suggestions, inventions, superior compliments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

7.3.1.1.2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. No awards shall be promulgated favorable or that shall cause disadvantage to persons belonging to specific age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

7.3.1.1.3. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, individually or in groups for their suggestions, inventions, superior compliments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

7.3.1.1.4. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.5. GAWAD USM shall emphasize the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized.

7.3.1.1.6. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.7. At least 5% of the HRD Fund shall be allocated for the Gawad USM and incorporated in the Annual Work and Financial Plan and Budget of the College, Campus, University as the case may be.

7.3.1.1.8. The establishment of a CSC approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards, and incentives. The Annual PRAISE Report shall be submitted by USM to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

7.3.1.1.9. USM shall encourage improved productivity and efficiency among the employees through appropriate recognition based on performance, innovations, ideas, and exemplary behavior.

7.3.1.1.10. All personnel with plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in USM.

7.3.1.1.11. Recipients of honor awards shall be considered in promotion and in-training grants and scholarships. The HRMDO shall enter the personnel file any award of honor received by any personnel.

7.3.1.2. Institutionalization of GAWAD USM System

7.3.1.2.1. The GAWAD USM PRAISE System shall be institutionalized for proper compliance of all concerned. The University President through the Vice President for Administration and Finance shall be responsible for overseeing the USMPRAISE operation.

7.3.1.2.2. The USMPRAISE Committees shall be constituted to ensure efficiency, wide participation and transparency in all processes.

7.3.1.2.3. The University PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University.

7.3.1.3. GAWAD USM Awards and Incentives

7.3.1.3.1. National Awards

USM shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies

7.3.1.3.2. Outstanding Work Performance

- Presidential or Lingkod Bayan Award
- Civil Service Commission or the PAGASA Award

7.3.1.3.3. Exemplary Ethical Behavior

- Outstanding Public Official/Employee or Dangal ng Bayan Award

7.3.1.3.4. Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

7.3.1.3.5. Institutional Award - Gawad Uliran ng Serbisyong Mahusay (Gawad USM) Awards

The University shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given, such as, but not limited to:

- Ulirang Kawani
- Dangal ng Pamantasan
- Kawaning Tapat
- Kalasag Award
- Goma Award
- Kawaning Award
- Saludo Sa Lingkod
- Handog Kamanga
- Ulirang Mapaglikha
- Saludo Kapwa Lingkod Award
- Gawad Kawaning
- Ulirang Sangay
- Special Awards

7.3.1.3.6. Dangal ng Pamantasan

This award shall be granted to an individual who exhibited the eight norms of conduct as provided in RA 6713 (Code of Conduct and Ethical Standards) including Commitment to Public Interest,

Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, Simple Living.

7.3.1.4. Forms of Incentives

- Step Increment
- Compensatory Time Off (CTO)
- Flexiplace
- Plaques
- Certificates
- Learning and Development (L&D)
- Tokens
- Cash Incentive
- Publication Feature
- Out of Town Planning Package

7.4. Rights

7.4.1. Academic Freedom

Members of the teaching staff shall enjoy academic freedom, provided, however, that no instructor in the university shall inculcate sectarian tenets in any of his/her teaching, nor attempt either directly or indirectly under penalty of dismissal by the BOR, to influence the students for or against any particular church or religious sect or political party.

Academic freedom is the right of the teacher to teach the course/courses of his specialization according to his best lights; to hold such ideas as he/she believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or negative to his loyalty to the college or university that employs him. Within this specific framework, the following principles are detected:

a. USM shall not impose any limitation upon the teacher's freedom in the exposition of his own course in the classroom or in addresses and publications;
b. No teacher has the right/privilege of discussing in his classroom controversial topics that are not relevant to the course of study;
c. The University shall not place any restraint upon the teacher's freedom in the choice of subject for research and investigation undertaken on his own initiative;
d. It is clearly understood that the University assumes no responsibility of views expressed by the teacher as his personal opinions.

CIVIL SERVICE COMMISSION
Republic of the Philippines

Civil Service Commission Regional Office XII

14 October 2022

PRESIDENT FRANCISCO GIL N. GARCIA, PhD
University of Southern Mindanao
Kabacan, Cotabato

Dear **President Garcia**:

We are pleased to inform you that having complied with the basic requirements provided under CSC Memorandum Circular No. 1, s. 2001 re: Program on Awards and Incentives for Service Excellence (PRAISE), the Gawad Uliran sa Serbisyong Mahusay (Gawad USM) as the customized PRAISE of the University of Southern Mindanao is hereby **approved**.

Please be reminded that the provision of monetary incentives is subject to the availability of funds and shall adhere to the existing Commission on Audit (COA) and Department of Budget and Management (DBM) budgeting, accounting and auditing rules and regulations. In no case shall the monetary incentives be provided across the board.

Thank you for promoting a culture of rewards and recognition in the University.

Congratulations!

Very truly yours,

RESURRECCION P. PUEYO
Director IV

Cc: ***DIRECTOR II GLENDA I. FORONDA-LASAGA***
CSC Field Office for Cotabato
College of Law Bldg., University of Southern Mindanao
Kidapawan City

/dbuenacstracpp
/PRAISE Approved USM 10.14.2022

Regional Government Center, Carpenter Hill Koronadal City 9506
(083) 825-3926/(083) 825-3927/(083) 825-3929 (083) 825-3931
ro12@csc.gov.ph
www.csc.gov.ph

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 146th REGULAR MEETING OF THE USM GOVERNING BOARD ON 20 DECEMBER 2021 VIA ZOOM TELECONFERENCE

APPROVAL OF GAWAD ULIRAN SA SERBISYONG MAHUSAY (GAWAD-USM) PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) SYSTEM

Resolution No. 130
Series of 2021

WHEREAS, the Human Resource Management and Development Office (HRMDO) has proposed a system to institutionalize a customized Program On Awards And Incentives For Service Excellence (PRAISE) referred as *Gawad Uliran sa Serbisyong Mahusay* or Gawad USM;

WHEREAS, the proposed system establishes the structure and governance, policies, awards and incentive categories, criteria and selection process as well as the framework for its implementation;

WHEREAS, the proposal aims that through the rewards and recognition system, employees shall aim for outstanding performance and exemplary behavior;

NOW, THEREFORE, the USM Governing Board, upon deliberating on the matter and on a motion made, duly seconded and unanimously carried, the body has –

RESOLVED, as it is hereby resolved, the Board has approved with commendation the adoption of the **Gawad Uliran sa Serbisyong Mahusay (GAWAD-USM)** as the University's Program On Awards And Incentives For Service Excellence (PRAISE)

APPROVED

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-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

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

USM-SYS-F70.Rev.1.2020.07.14

CERTIFIED TRUE COPY
LAKSMIE CATUBAY

GAWAD USM

Gawad Uliran sa Serbisyong Mahusay

University of Southern Mindanao
Program on Awards and Incentives for Service Excellence
(USM PRAISE)

1.0 SHORT TITLE AND LEGAL BASIS OF PROMULGATION

1.1 Short Title. The University of Southern Mindanao Program on Awards and Incentives for Service Excellence (USM PRAISE) shall be known as Gawad Uliran sa Serbisyong Mahusay (GAWAD USM).

1.2 Legal Basis. This PRAISE is an improved and revised version of the USM PRAISE previously promulgated in pursuant to the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 01, s. 2001.

2.0 COVERAGE AND DEFINITION OF TERMS

2.1 Scope – This USMPRAISE shall apply to all employees in the career and non-career service of the University of Southern Mindanao, deployed in its campuses in Kabacan, Kidapawan, Libungan, Alamada, Buluan, Aleosan and other campuses hereinafter organized by the USM Board of Regents.

2.2 Definition of terms. Notwithstanding as maybe provided in relevant laws, rules and regulation, the following terms are hereby defined as used in this policy.

2.2.1 Academic Ranks – refers to faculty position prescribed under the Plantilla and Strategic Merit Selection Plan;
2.2.2 Administrative Services – refers to the functions of the university which directly relates to the supervision and control of administration of the University other than academic services;
2.2.3 Award – recognition which may be monetary or non-monetary conferred on the individual; or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in the University's operations which lead to organizational productivity;
2.2.4 Career – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure;
2.2.5 Contribution - any input which can be in the form of an idea or performance;
2.2.6 Discovery – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery;

1

Click link to read full guidelines:

https://drive.google.com/file/d/1-Y2RWN2d7FBXqLF-VL8CpvfVSY9ePQXx/view?usp=sharing

S.1. The institution has policies on:

S.1.3. supervision/monitoring and evaluation of faculty performance

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

SUPERVISORY PLAN FOR DEPARTMENT HEAD, DEPARTMENT OF MATHEMATICS AND STATISTICS

Program of Activities	1st Semester SY 2025-2026					
	August	September	October	November	December	Remarks
I. INSTRUCTION 1. Monitor submission and implementation of faculty workload	✓	✓				completed
2. Check submission of course syllabi of Faculty in the Department	✓					completed
3. Compile copies of mid-term/final Examinations of all faculty in the department			✓		✓	Compiled all copies of assessment
4. Monitor faculty consultation with students through Individual reports of faculty	✓	✓	✓	✓	✓	completed
5. Check submission of targets and accomplishments of Faculty (IPCR)	✓				✓	All faculty submitted IPCR
6. Check submission of DTRs.	✓	✓	✓	✓	✓	completed
7. Conduct random observation of classes		✓		✓		completed
II. RESEARCH 8. Supervise implementation of the department's research guidelines, policies and activities	✓	✓	✓	✓	✓	completed
9. Monitor faculty submitted and approved research proposals by any funding agencies	✓	✓	✓	✓	✓	completed
10. Monitor faculty attendance in research in-house/dissemination/fora	✓	✓	✓	✓	✓	completed
11. Monitor faculty/students publications, inventions, etc.	✓	✓	✓	✓	✓	completed
III. EXTENSION 12. Supervise implementation of the department's extension guidelines, policies and activities	✓	✓	✓	✓	✓	completed
13. Monitor faculty submitted and approved proposals by any extension funding agencies	✓	✓	✓	✓	✓	completed
14. Monitor faculty attendance in extension in-house/dissemination/fora	✓	✓	✓	✓	✓	completed
15. Monitor faculty/students extension reports		✓			✓	completed
IV. PRODUCTION 16. Monitor production activities of the department	✓	✓	✓	✓	✓	completed
V. OTHERS						
17. Monitor co-curricular activities of the students and faculty	✓	✓	✓	✓	✓	completed
18. Initiate curriculum review/revision (as necessary)	✓					
19. Supervise/monitor the implementation of 7S in the department	✓	✓	✓	✓	✓	completed
20. Supervise ISO/Accreditation processes of the department	✓	✓	✓	✓	✓	completed

Prepared by:

SANDRA A. NANDING, MS
Department Chair

Noted by:

PHILIP LESTER P. BENJAMIN, PhD
CSM Dean

USM-EDU-F20-Rev.1.2021.01.05

EVALUATION INSTRUMENT
SUPERVISOR'S EVALUATION OF FACULTY

A. Faculty Information (to be accomplished by the Designated Office)

Name of Faculty being Evaluated :

Academic Rank :

College/Department :

Course Code/Title

Program Year :

Semester or Term/Academic Year :

B. Rating Scale

Scale	Qualitative Description	Operational Definition and Scale
5	Always manifested	Evident in nearly all relevant situations (91–100% of instances).
4	Often manifested	Evident most of the time, with occasional lapses (61–90%).
3	Sometimes manifested	Evident about half the time (31–60%).
2	Seldom manifested	Infrequently Demonstrated: Rarely evident in relevant situations (11–30%).
1	Never/Rarely manifested	Seldom Demonstrated: Almost never evident, with only isolated cases (0–10%).

C. Instruction: Carefully read each benchmark statement and rate the faculty member by encircling the appropriate rating based on the scale above. The *"Suggested Means of Verification"* column may guide the supervisor in conducting an objective assessment.

Benchmark Statements	Suggested Means for Verification	Rating				
A. Management of Teaching and Learning						
1. Comes to class on time.	• Daily time record • Faculty schedule and timetable • Informal interview with students	5	4	3	2	1
2. Submits updated syllabus, grade sheets, and other required reports on time.	• Documents submission log • Submission Receipts or Acknowledgment Emails	5	4	3	2	1
3. Maximizes the allocated time/learning hours effectively.	• Class Schedules & Timetables • LMS Logs • Informal interview with students	5	4	3	2	1