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



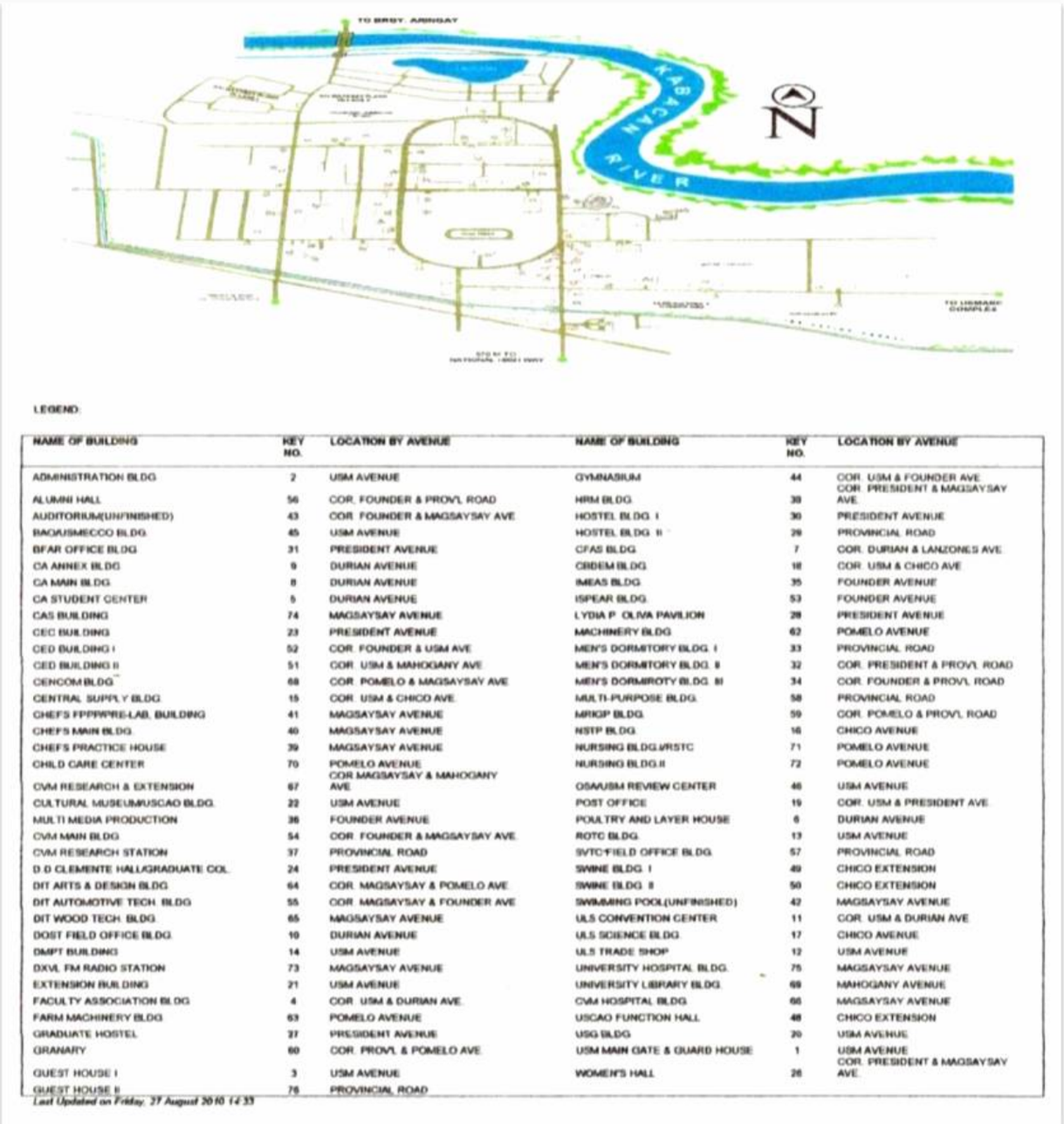
AREA VIII
Physical Plant and Facilities

AREA VIII – PHYSICAL PLANT and FACILITIES

Parameter A – CAMPUS

1. SYSTEM-INPUTS AND PROCESSES

- **Present the Site Development Plan of the Institution where the Academic Building is located.**

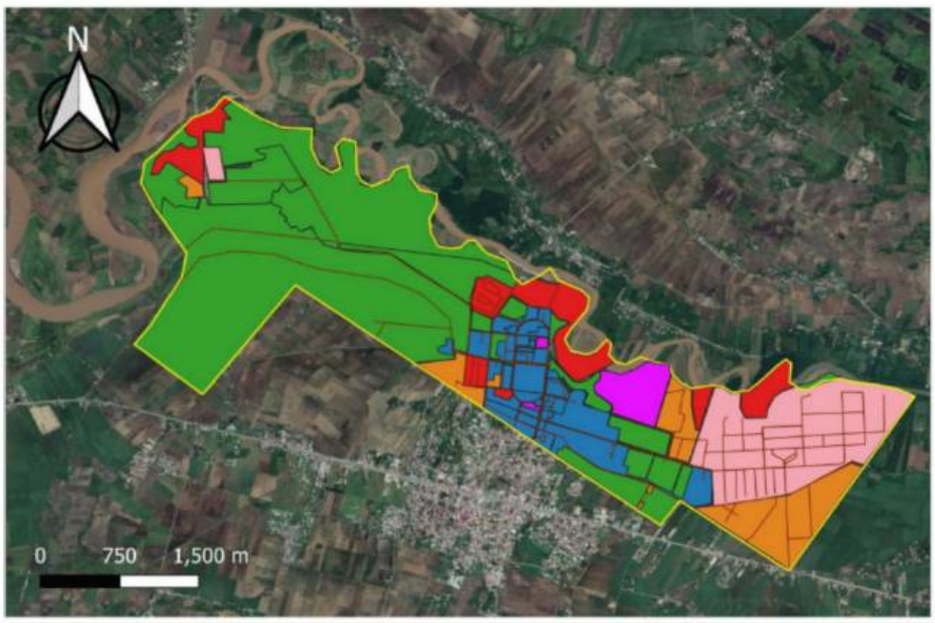


LEGEND:

NAME OF BUILDING	KEY NO.	LOCATION BY AVENUE	NAME OF BUILDING	KEY NO.	LOCATION BY AVENUE
ADMINISTRATION BLDG.	2	USM AVENUE	GYMNASIUM	44	COR. USM & FOUNDER AVE.
ALUMNI HALL	56	COR. FOUNDER & PROVL ROAD	HRM BLDG.	39	COR. PRESIDENT & MAGSAYSAY AVE.
AUDITORIUM(UNFINISHED)	43	COR. FOUNDER & MAGSAYSAY AVE.	HOSTEL BLDG. I	30	PRESIDENT AVENUE
BAQUISMECCO BLDG.	45	USM AVENUE	HOSTEL BLDG. II	29	PROVINCIAL ROAD
BFAR OFFICE BLDG.	31	PRESIDENT AVENUE	CFAS BLDG.	7	COR. DURIAN & LANZONES AVE.
CA ANNEX BLDG.	9	DURIAN AVENUE	CRDEM BLDG.	18	COR. USM & CHICO AVE.
CA MAIN BLDG.	8	DURIAN AVENUE	IMEAS BLDG.	35	FOUNDER AVENUE
CA STUDENT CENTER	5	DURIAN AVENUE	ISPEAR BLDG.	53	FOUNDER AVENUE
CAS BUILDING	74	MAGSAYSAY AVENUE	LYDIA P. OLIVA PAVILION	28	PRESIDENT AVENUE
CEC BUILDING	23	PRESIDENT AVENUE	MACHINERY BLDG.	62	POMELO AVENUE
CED BUILDING I	52	COR. FOUNDER & USM AVE.	MEN'S DORMITORY BLDG. I	33	PROVINCIAL ROAD
CED BUILDING II	51	COR. USM & MAHOGANY AVE.	MEN'S DORMITORY BLDG. II	32	COR. PRESIDENT & PROVL ROAD
CENCOM BLDG.	68	COR. POMELO & MAGSAYSAY AVE.	MEN'S DORMIROTY BLDG. III	34	COR. FOUNDER & PROVL ROAD
CENTRAL SUPPLY BLDG.	15	COR. USM & CHICO AVE.	MULTI-PURPOSE BLDG.	58	PROVINCIAL ROAD
CHEFS FPPPWPRE-LAB. BUILDING	41	MAGSAYSAY AVENUE	MRIGP BLDG.	59	COR. POMELO & PROVL ROAD
CHEFS MAIN BLDG.	40	MAGSAYSAY AVENUE	NSTP BLDG.	16	CHICO AVENUE
CHEFS PRACTICE HOUSE	39	MAGSAYSAY AVENUE	NURSING BLDG.I/RSTC	71	POMELO AVENUE
CHILD CARE CENTER	70	POMELO AVENUE	NURSING BLDG.II	72	POMELO AVENUE
CVM RESEARCH & EXTENSION	67	COR MAGSAYSAY & MAHOGANY AVE	OSA/USM REVIEW CENTER	46	USM AVENUE
CULTURAL MUSEUM/USCAO BLDG.	22	USM AVENUE	POST OFFICE	19	COR. USM & PRESIDENT AVE.
MULTI MEDIA PRODUCTION	36	FOUNDER AVENUE	POULTRY AND LAYER HOUSE	6	DURIAN AVENUE
CVM MAIN BLDG.	54	COR. FOUNDER & MAGSAYSAY AVE.	ROTC BLDG.	13	USM AVENUE
CVM RESEARCH STATION	57	PROVINCIAL ROAD	SVTC*FIELD OFFICE BLDG.	57	PROVINCIAL ROAD
D.D. CLEMENTE HALL/GRADUATE COL.	24	PRESIDENT AVENUE	SWINE BLDG. I	49	CHICO EXTENSION
DIT ARTS & DESIGN BLDG.	64	COR. MAGSAYSAY & POMELO AVE.	SWINE BLDG. II	50	CHICO EXTENSION
DIT AUTOMOTIVE TECH. BLDG.	55	COR. MAGSAYSAY & FOUNDER AVE.	SWIMMING POOL(UNFINISHED)	42	MAGSAYSAY AVENUE
DIT WOOD TECH. BLDG.	65	MAGSAYSAY AVENUE	ULS CONVENTION CENTER	11	COR. USM & DURIAN AVE.
DOST FIELD OFFICE BLDG.	10	DURIAN AVENUE	ULS SCIENCE BLDG.	17	CHICO AVENUE
DMPT BUILDING	14	USM AVENUE	ULS TRADE SHOP	12	USM AVENUE
DXVL FM RADIO STATION	73	MAGSAYSAY AVENUE	UNIVERSITY HOSPITAL BLDG.	75	MAGSAYSAY AVENUE
EXTENSION BUILDING	21	USM AVENUE	UNIVERSITY LIBRARY BLDG.	69	MAHOGANY AVENUE
FACULTY ASSOCIATION BLDG.	4	COR. USM & DURIAN AVE.	CVM HOSPITAL BLDG.	66	MAGSAYSAY AVENUE
FARM MACHINERY BLDG.	63	POMELO AVENUE	USCAO FUNCTION HALL	48	CHICO EXTENSION
GRADUATE HOSTEL	27	PRESIDENT AVENUE	USG BLDG.	20	USM AVENUE
GRANARY	60	COR. PROVL & POMELO AVE.	USM MAIN GATE & GUARD HOUSE	1	USM AVENUE
GUEST HOUSE I	3	USM AVENUE	WOMEN'S HALL	26	COR. PRESIDENT & MAGSAYSAY AVE.
GUEST HOUSE II	76	PROVINCIAL ROAD			

Last Updated on Friday, 27 August 2010 14:33

➢ **Present the Land Use Map of the Institution**

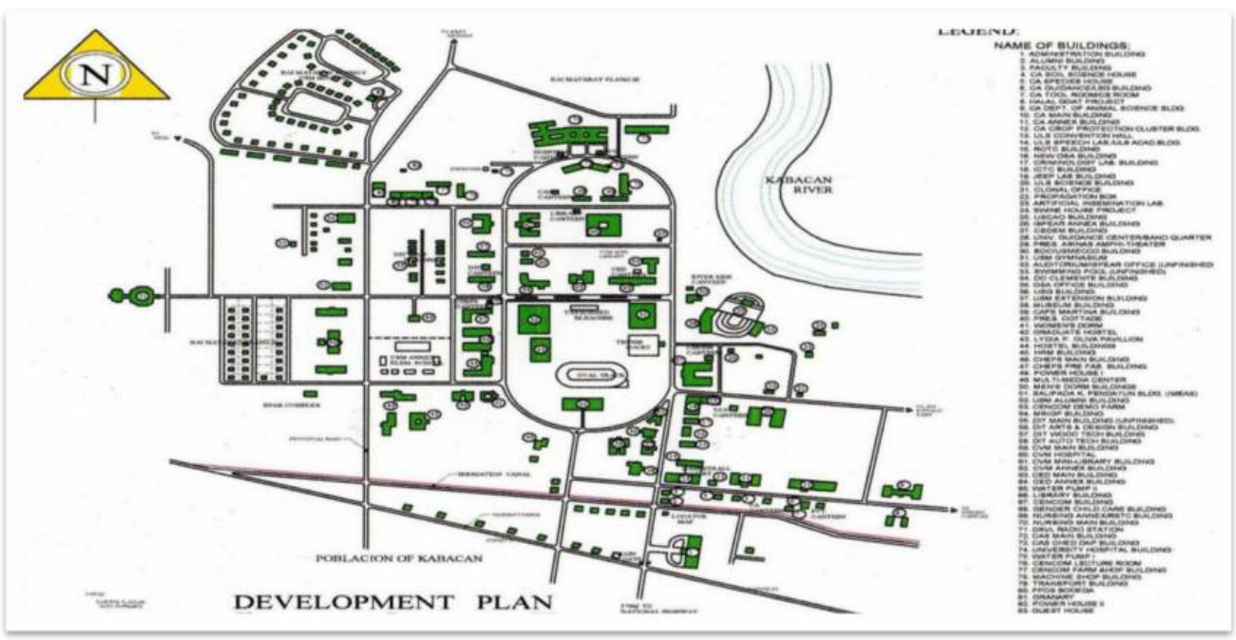


DESCRIPTION	MAP TITLE:	PREPARED BY:	SHEET NUMBER:
The image shows the map of the Comprehensive Land Use Plan of the university for 2022-2031	USM COMPREHENSIVE LAND USE PLAN 2022-2031	PLANNING AND DEVELOPMENT OFFICE	1 OF 1 SHEET

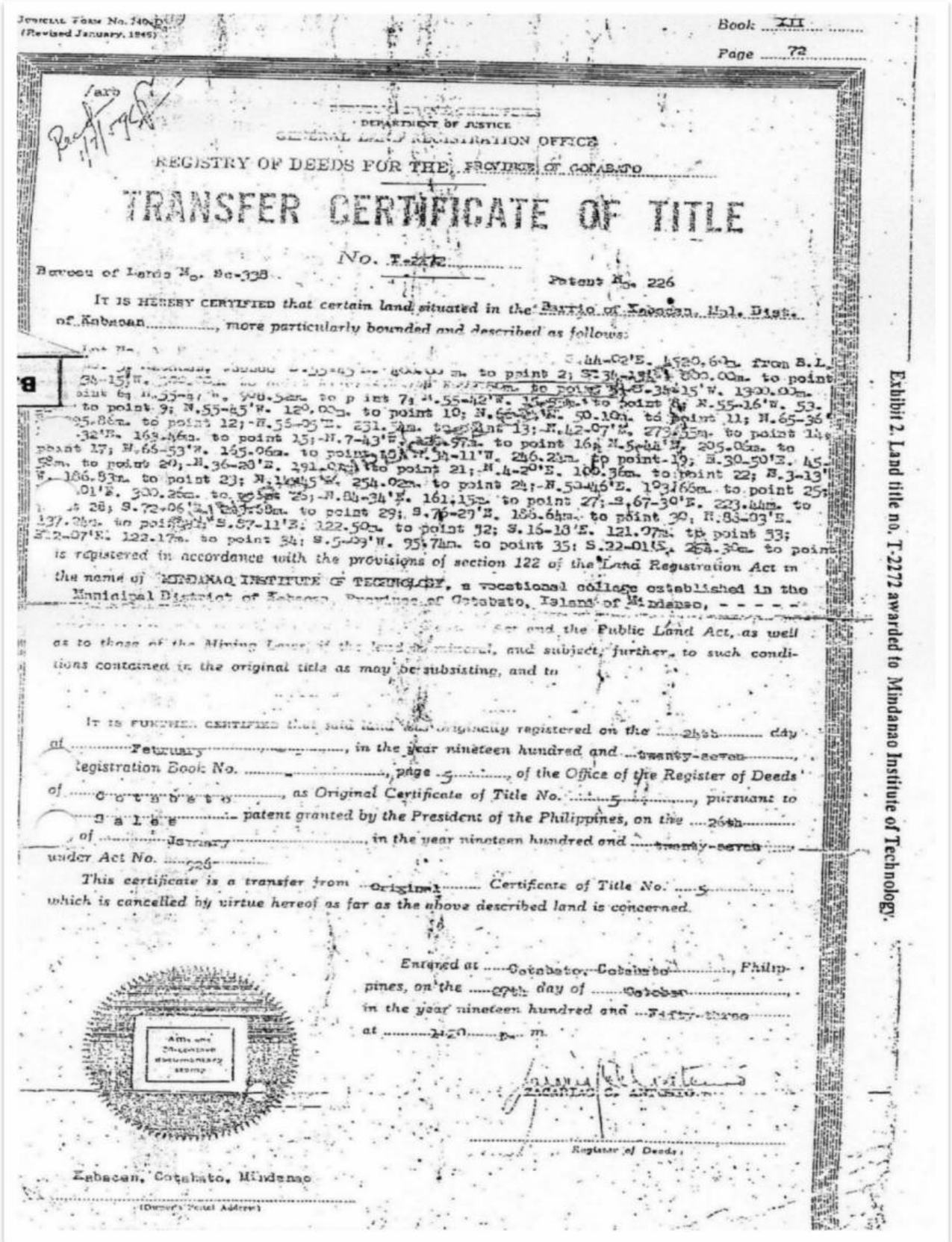
Figure 38. USM Comprehensive Land Use Plan 2022-2031.

93

➢ **Present the Campus Development Plan**



- **Present Certificate of Ownership and/or TCT**



Judicial Form No. 140-b
(Revised January, 1945)

Book XII
Page 72

DEPARTMENT OF JUSTICE
GENERAL LAND REGISTRATION OFFICE
REGISTRY OF DEEDS FOR THE PROVINCE OF COTABATO

TRANSFER CERTIFICATE OF TITLE

No. T-2272

Bureau of Lands No. Sc-338 Patent No. 226

IT IS HEREBY CERTIFIED that certain land situated in the Barrio of Kabacan, Mpl. Dist. of Kabacan, more particularly bounded and described as follows:

...4h-02'E. 1520.60m. from B.L. ... to point 2; S. 36-13'E. 800.00m. to point ... 38-15'W. 1300.00m. ... to point 4; N.55-42'W. ... to point 5; N.55-16'W. 53.95.86m. to point 12; N.56-05'E. 231.34m. to point 13; N.42-07'E. 279.55m. to point 14; ...32'E. 169.46m. to point 15; N.7-43'E. 435.97m. to point 16; N.5-44'E. 205.06m. to point 17; N.68-53'E. 145.06m. to point 18; N.34-11'W. 256.23m. to point 19; N.30-50'E. 45.58m. to point 20; N.36-20'E. 191.08m. to point 21; N.4-20'E. 100.36m. to point 22; N.3-13'W. 186.83m. to point 23; N.14-45'W. 254.02m. to point 24; N.50-46'E. 193.66m. to point 25; ...01'E. 300.26m. to point 26; N.84-34'E. 161.15m. to point 27; S.67-30'E. 223.44m. to ... 28; S.72-06'E. 237.58m. to point 29; S.76-27'E. 186.64m. to point 30; N.83-03'E. 137.28m. to point 31; S.57-11'E. 122.50m. to point 32; S.16-18'E. 121.97m. to point 33; S.2-07'E. 122.17m. to point 34; S.5-09'W. 95.74m. to point 35; S.22-01'E. 258.30m. to point ...

is registered in accordance with the provisions of section 122 of the Land Registration Act in the name of MINDANAO INSTITUTE OF TECHNOLOGY, a vocational college established in the Municipal District of Kabacan, Province of Cotabato, Island of Mindanao, - - - - -

... and the Public Land Act, as well as to those of the Mining Laws of the land for mineral, and subject, further, to such conditions contained in the original title as may be subsisting, and to ...

IT IS FURTHER CERTIFIED that said land was originally registered on the 26th day of February, in the year nineteen hundred and twenty-seven, Registration Book No. ..., page 5, of the Office of the Register of Deeds of Cotabato, as Original Certificate of Title No. 5, pursuant to Sales patent granted by the President of the Philippines, on the 26th day of January, in the year nineteen hundred and twenty-seven, under Act No. 926.

This certificate is a transfer from Original Certificate of Title No. 5 which is cancelled by virtue hereof as far as the above described land is concerned.

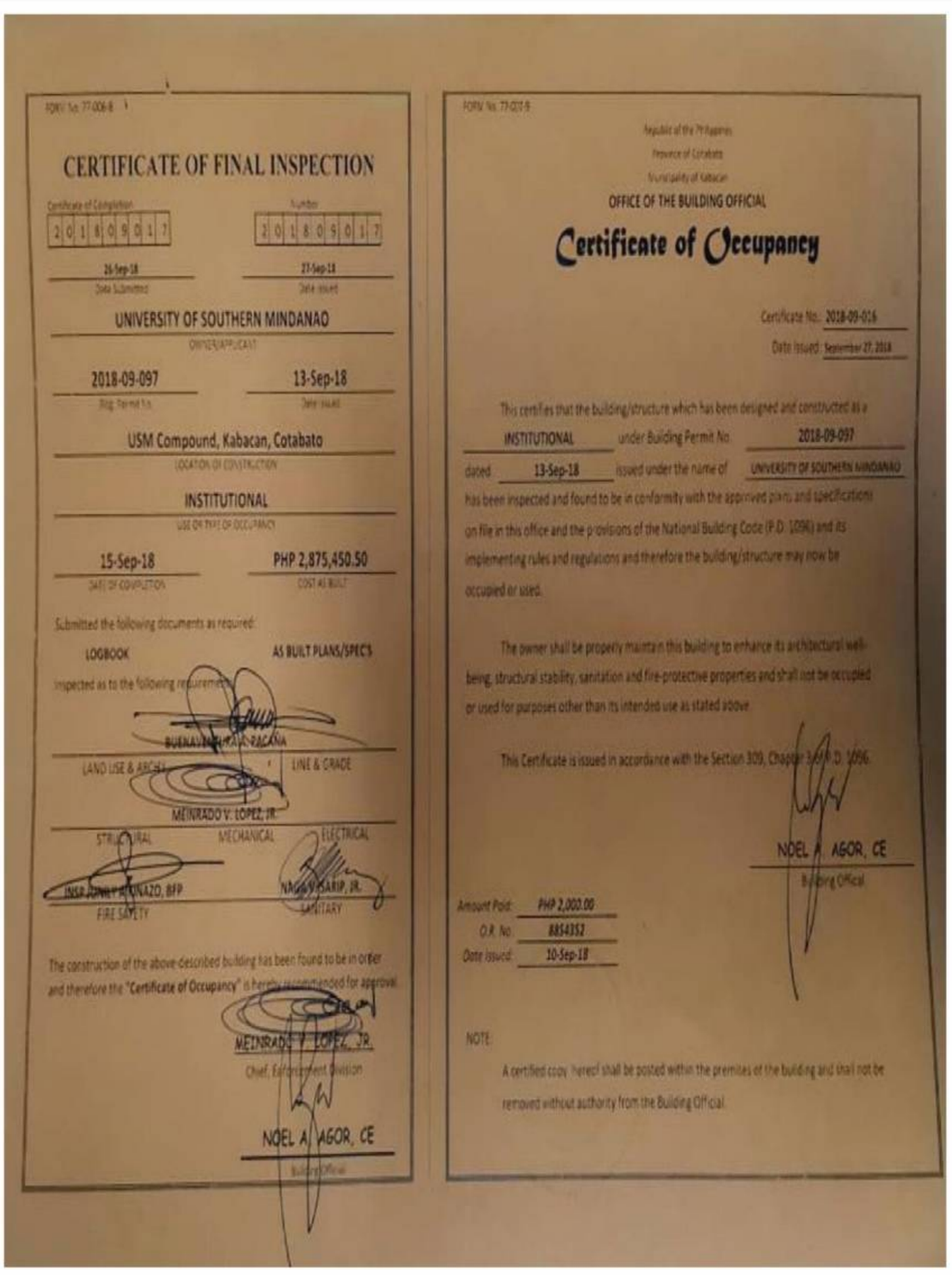
Entered at Cotabato, Cotabato, Philippines, on the 29th day of October, in the year nineteen hundred and Fifty-three at 2:20 p. m.

Amount Documentary stamp

ZACARIAS C. ARCILLO
Register of Deeds

Kabacan, Cotabato, Mindanao
(Owner's Postal Address)

Exhibit 2. Land title no. T-2272 awarded to Mindanao Institute of Technology.



FORM No. 77-006-B

CERTIFICATE OF FINAL INSPECTION

Certificate of Completion Number

2 0 1 8 0 9 0 1 7 | 2 0 1 8 0 9 0 1 7

26-Sep-18 (Date Submitted) | 27-Sep-18 (Date Issued)

UNIVERSITY OF SOUTHERN MINDANAO
OWNER/APPLICANT

2018-09-097 (Bldg. Permit No.) | 13-Sep-18 (Date Issued)

USM Compound, Kabacan, Cotabato
LOCATION OF CONSTRUCTION

INSTITUTIONAL
USE OR TYPE OF OCCUPANCY

15-Sep-18 (DATE OF COMPLETION) | PHP 2,875,450.50 (COST AS BUILT)

Submitted the following documents as required:

LOGBOOK | AS BUILT PLANS/SPEC'S

Inspected as to the following requirements:

BUENAVENTURA A. PACANA
LAND USE & ARCH. | LINE & GRADE

MEINRADO V. LOPEZ, JR.
STRUCTURAL | MECHANICAL | ELECTRICAL

INSP. JONNY B. NAZO, BFP
FIRE SAFETY

NAZARIO HARIP, JR.
SANITARY

The construction of the above-described building has been found to be in order and therefore the "Certificate of Occupancy" is hereby recommended for approval.

MEINRADO V. LOPEZ, JR.
Chief, Enforcement Division

NOEL A. AGOR, CE
Building Official

FORM No. 77-007-B

Republic of the Philippines
Province of Cotabato
Municipality of Kabacan

OFFICE OF THE BUILDING OFFICIAL

Certificate of Occupancy

Certificate No.: 2018-09-016
Date Issued: September 27, 2018

This certifies that the building/structure which has been designed and constructed as a INSTITUTIONAL under Building Permit No. 2018-09-097 dated 13-Sep-18 issued under the name of UNIVERSITY OF SOUTHERN MINDANAO has been inspected and found to be in conformity with the approved plans and specifications on file in this office and the provisions of the National Building Code (P.D. 1096) and its implementing rules and regulations and therefore the building/structure may now be occupied or used.

The owner shall be properly maintain this building to enhance its architectural well-being, structural stability, sanitation and fire-protective properties and shall not be occupied or used for purposes other than its intended use as stated above.

This Certificate is issued in accordance with the Section 309, Chapter [illegible] P.D. 1096.

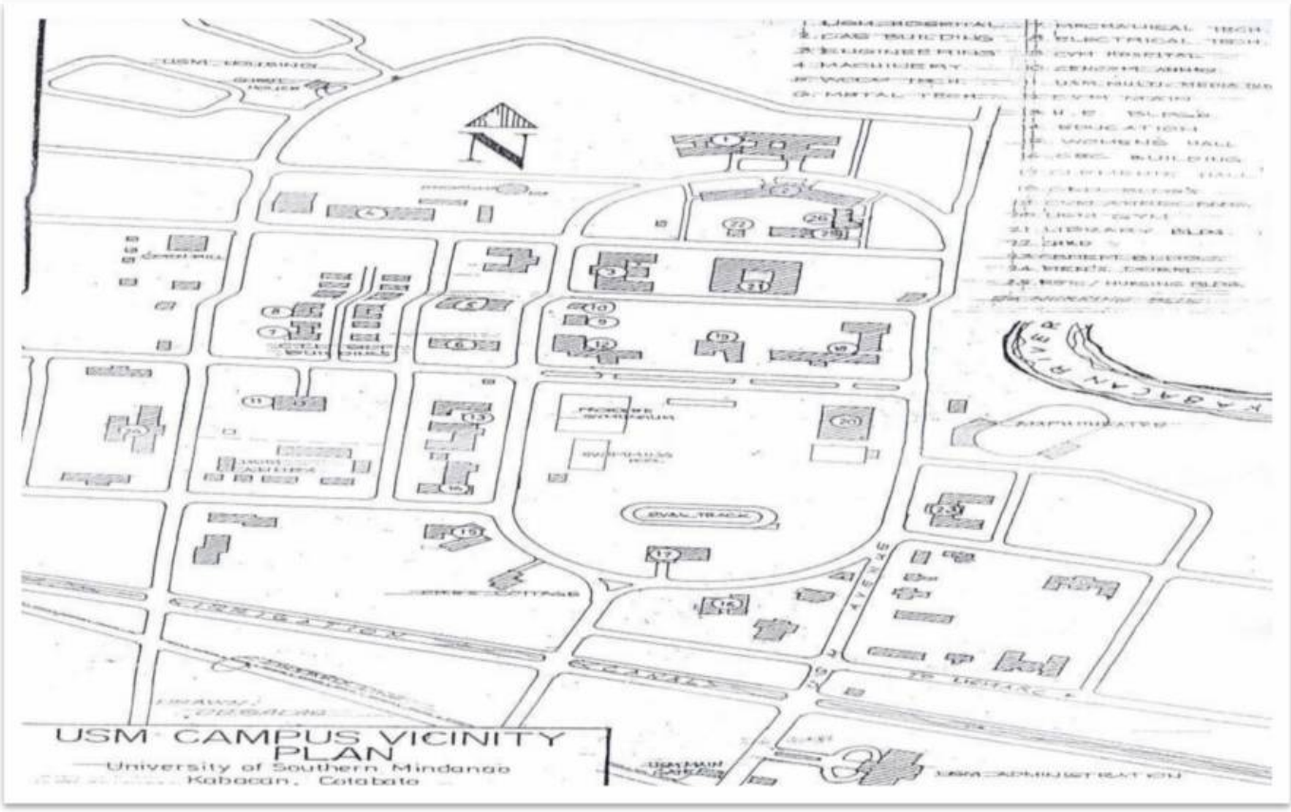
NOEL A. AGOR, CE
Building Official

Amount Paid: PHP 2,000.00
O.R. No.: 8854352
Date Issued: 10-Sep-18

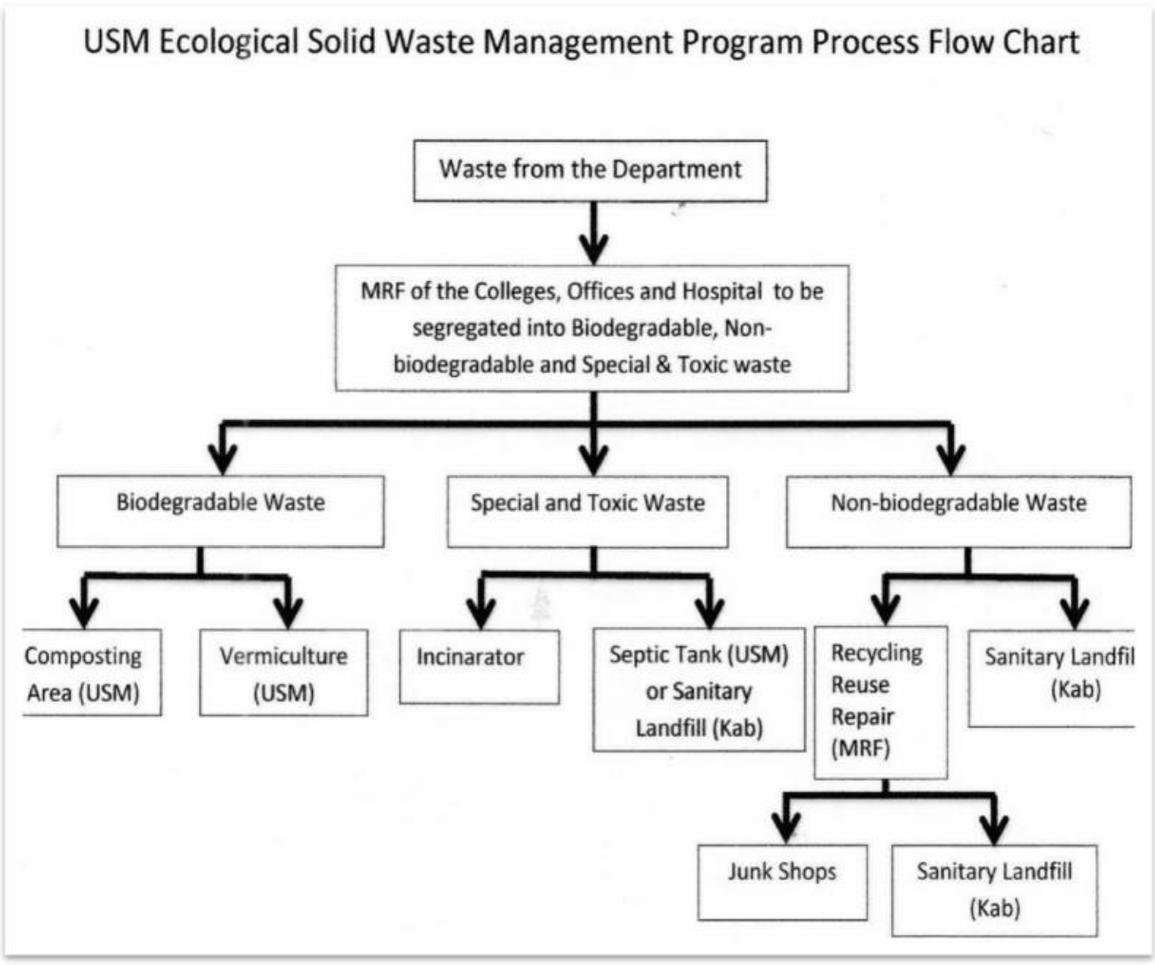
NOTE:

A certified copy hereof shall be posted within the premises of the building and shall not be removed without authority from the Building Official.

- **Present the Institution's Vicinity Map**



- **Present the Institution's Waste Management Program**



2. IMPLEMENTATION

- **Describe the site where the Program is situated, including geographical location, area, boundaries, etc.**

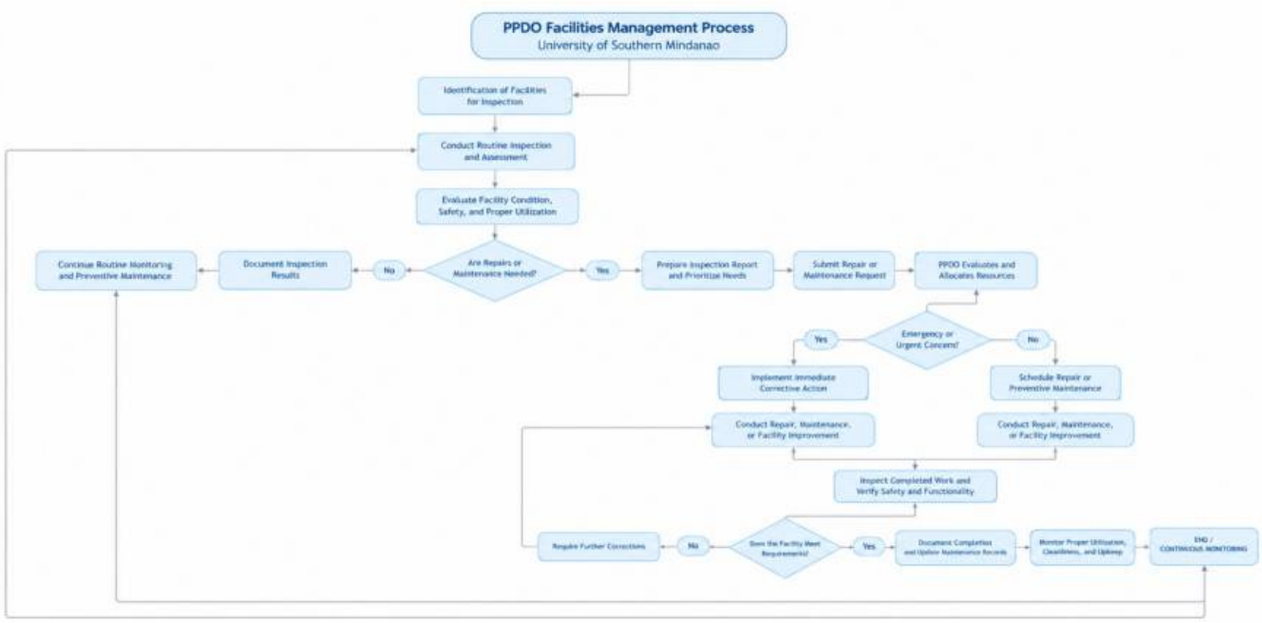
The program is situated within the main campus of the University of Southern Mindanao (USM) in Kabacan, Cotabato. The campus is strategically located near the geographical center of Mindanao and is accessible through the major Davao–Cotabato and Cagayan de Oro–General Santos routes. It is situated less than one kilometer from the National Highway, providing convenient access to the university.

The USM main campus occupies approximately 1,024 hectares of land. The property is a land-grant area that was historically developed from a former rubber estate and is now utilized for academic, administrative, research, extension, agricultural, and other university-related activities. A portion of the land is designated as the academic zone, which contains classrooms, offices, laboratories, sports facilities, dormitories, and other essential university structures. Overall, the site provides a spacious and accessible setting that supports the University's educational, research, agricultural, and community-extension functions.

- **Describe how the Institution's Waste Management Program is implemented.**

USM implements a comprehensive waste management system that emphasizes waste segregation at the source, proper collection and transport, and campus cleanliness. Each college and department is responsible for segregating biodegradable, recyclable, and residual wastes and storing them in their respective Materials Recovery Facilities (MRFs), with collection conducted by the USM drum truck only for properly segregated waste. The university also promotes environmental sustainability through a strict ban on single-use plastics, encouraging the use of reusable and eco-friendly alternatives. Regular educational campaigns, seminars, posters, and signage help strengthen awareness and compliance, while the Waste Management Office (WMO) monitors implementation and may impose penalties or suspend collection for non-compliance. These measures, together with routine cleaning and proper disposal practices, help maintain a clean, orderly, safe, and environmentally sustainable campus.

- **Describe in flow chart form the process of inspection/management of facilities for their proper utilization and upkeep.**



The flowchart summarizes the PPDO Facilities Management Process at the University of Southern Mindanao (USM):

1. Identify facilities for inspection and conduct routine inspections and assessments.

2. Evaluate facility condition, safety, and utilization to determine whether repairs or maintenance are needed.

3. If no repair is needed, document the inspection results and continue routine monitoring and preventive maintenance.

4. If repair or maintenance is needed, prepare and prioritize the inspection report, submit a maintenance request, and allocate resources.

5. Determine whether the concern is emergency/urgent:

- Yes: implement immediate corrective action.

- No: schedule appropriate repair or preventive maintenance.

6. Conduct the repair, maintenance, or facility improvement, then inspect the completed work and verify its safety and functionality.

7. If the facility does not meet requirements, further corrections are made and the work is rechecked.

8. Once requirements are met, document completion, update maintenance records, and monitor proper utilization, cleanliness, and upkeep.

9. The process then continues through regular monitoring and future inspections to maintain safe, functional, and well-maintained university facilities.

3. OUTCOMES

- **Show evidences that the campus is safe, well-maintained, clean and properly landscapes.**





Streetlights and security cameras can be found inside the campus.





USM is ready for fire emergencies. Fire alarms and extinguishers are accessible in each building, in case of emergency





There are pedestrian lanes inside the campus for safe pedestrian crossing





There are covered path-walks to provide protection to the academic community from inclement weather





Landmarks and Landscapes are visible inside the campus





Purchased garbage trucks for waste management and a fire truck is ready for emergencies

4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter A (Campus).**

The University of Southern Mindanao (USM) implements various best practices to ensure a safe, secure, clean, accessible, sustainable, and conducive campus environment for students, faculty, staff, and other stakeholders.

A. Campus Safety and Security

1. Deployment of Security Personnel – Security guards are strategically assigned to designated posts throughout the campus to monitor activities and maintain peace and order.

2. Roving Security Patrols – Security vehicles conduct regular patrols around the campus to strengthen security and provide immediate response to incidents.

3. Installation of CCTV Cameras – CCTV cameras are installed in strategic locations across the campus and its buildings to monitor activities and support security operations.

4. Properly Designated Entry and Exit Points – The university maintains designated entry and exit points to help regulate campus access and ensure the orderly movement of people.

5. Availability of Fire Exits – Buildings are provided with designated fire exits to facilitate safe and orderly evacuation during emergencies.

6. Posted Emergency Evacuation Plans – Evacuation plans are displayed in appropriate locations to guide building occupants during emergencies.

7. Strategic Placement of Fire Extinguishers – Fire extinguishers are strategically positioned in buildings and facilities to support immediate response to potential fire incidents.

8. Posting of Emergency Hotline Numbers – Emergency contact numbers are posted along building hallways to ensure that students, faculty, staff, and visitors can readily access assistance when needed.

9. Presence of a Disaster Risk Reduction and Management (DRRM) Office – The university maintains a DRRM office within the campus to coordinate disaster preparedness, emergency response, and risk reduction activities.

10. Availability of a University Fire Truck – A fire truck is stationed within the university to support emergency response and fire safety operations.

B. Accessibility and Campus Infrastructure

11. PWD-Friendly Ramps – Ramps are provided in appropriate areas to facilitate convenientand safer access for persons with disabilities (PWDs).

12. Designated PWD Parking Spaces – Parking spaces are allocated for persons with disabilities to promote accessibility and convenience.

13. PWD-Friendly Restroom Facilities – Restrooms are equipped with accessibility features, including grab bars or handrails, to support the safety and independence of persons with disabilities.

14. Spacious Stairways – Stairways are sufficiently spacious to support the safe and convenient movement of building occupants. OBQA-PPP / Area VIII: Physical Plant and Facilities

15. Wide and Accessible Hallways – Building hallways provide adequate space for the movement of students, personnel, and visitors and help facilitate evacuation when necessary.

16. Well-Maintained Campus Facilities – Campus infrastructure and facilities are regularly maintained to support safety, functionality, and the effective delivery of university services.

C. Cleanliness and Environmental Management

17. Well-Maintained Campus Grounds – The university maintains clean and orderly campus grounds to provide a pleasant and conducive environment for learning and work.

18. Clean and Sanitary Facilities – Classrooms, offices, restrooms, hallways, and other common areas are maintained to promote hygiene and the well-being of campus occupants.

19. Implementation of the CLAYGO Policy – Students are encouraged to practice “Clean As You Go” in classrooms and other designated areas to promote personal responsibility and cleanliness.

20. Active Participation of NSTP Students – National Service Training Program (NSTP) students participate in campus cleanliness and environmental activities that promote civic responsibility and community involvement.

21. Participation of Faculty and Staff in Campus Cleanliness – Faculty members and administrative personnel contribute to maintaining clean, organized, and orderly workspaces and common areas.

22. Proper Waste Segregation and Management – Waste management practices are implemented to encourage the appropriate segregation, handling, and disposal of waste.

23. Scheduled Garbage Collection – Regular garbage collection schedules are observed toprevent waste accumulation and maintain campus sanitation.

24. Implementation of a No-Single-Use-Plastic Policy – The university promotes the

reduction of single-use plastics to minimize waste and encourage environmentally responsible practices.

25. Green Spaces and Landscaped Areas – Trees, plants, and landscaped areas are maintained throughout the campus to enhance its appearance and promote environmental sustainability.

D. Sustainability and Campus Upkeep

26. Promotion of Environmental Awareness – Campus cleanliness initiatives encourage students and personnel to adopt responsible environmental practices.

27. Shared Responsibility for Campus Maintenance – Students, faculty, staff, and university organizations are encouraged to participate in maintaining the cleanliness and orderliness of campus facilities.

28. Integration of Cleanliness into Daily Activities – Through CLAYGO and other cleanliness initiatives, proper waste disposal and care for facilities are encouraged as part of daily campus routines.

29. Maintenance of Safe and Orderly Common Areas – Open spaces, hallways, stairways, and other shared facilities are kept orderly to support accessibility and minimize potential hazards.

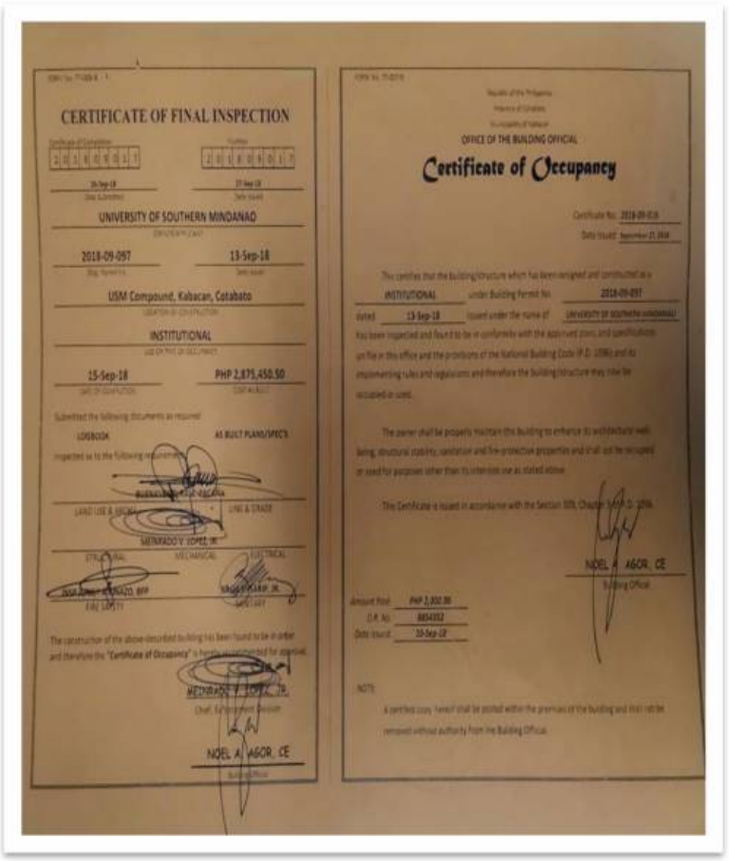
30. Promotion of a Green and Sustainable Campus – The combination of landscaped grounds, waste management practices, and plastic reduction initiatives supports the university's commitment to environmental responsibility.

These best practices demonstrate USM's efforts to provide a safe, secure, accessible, clean, and environmentally sustainable campus. Through security measures, emergency preparedness, inclusive infrastructure, proper waste management, and the collective participation of the university community, USM promotes a healthy and conducive environment for teaching, learning, research, and other academic activities.

PARAMETER B – BUILDINGS

1. SYSTEM-INPUTS AND PROCESSES

- **Present Certificate of Occupancy for the building**



CERTIFICATE OF FINAL INSPECTION

UNIVERSITY OF SOUTHERN MINDANAO

2018-09-097 | 13-Sep-18

USM Compound, Kabacan, Cotabato

INSTITUTIONAL

15-Sep-18 | PHP 2,875,450.50

LOGBOOK | AS BUILT PLANS/SPEC'S

MENRADO V. LOPEZ, JR.

NOEL A. AGOR, CE

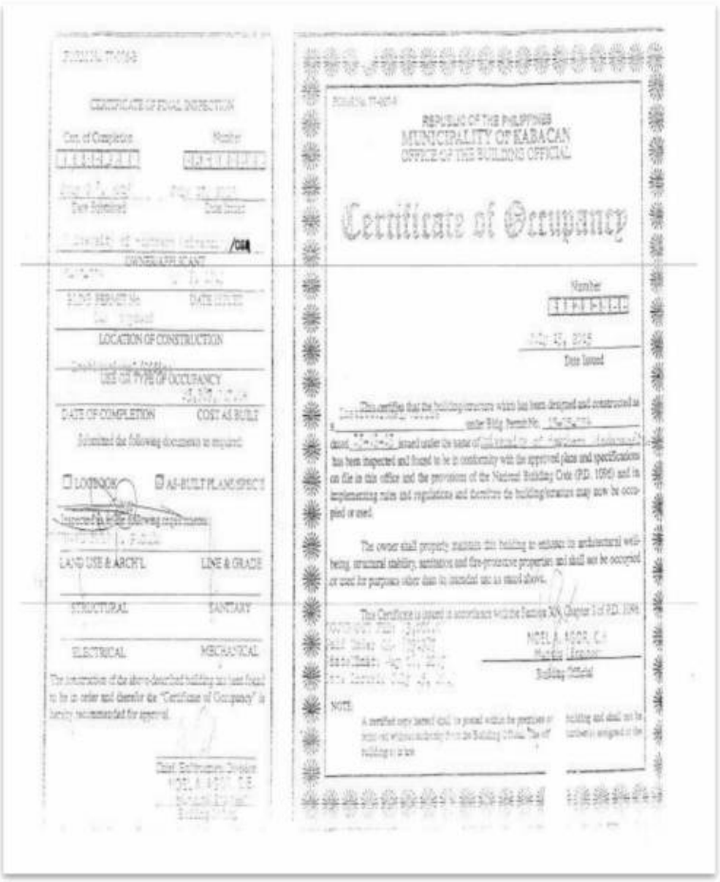
OFFICE OF THE BUILDING OFFICIAL

Certificate of Occupancy

INSTITUTIONAL under Building Permit No. 2018-09-097

dated 13-Sep-18 issued under the name of UNIVERSITY OF SOUTHERN MINDANAO

NOEL A. AGOR, CE
Building Official



CERTIFICATE OF FINAL INSPECTION

LOCATION OF CONSTRUCTION

DATE OF COMPLETION | COST AS BUILT

LOGBOOK | AS-BUILT PLANS/SPEC'S

LAND USE & ARCH'L | LINE & GRADE

STRUCTURAL | SANITARY

ELECTRICAL | MECHANICAL

REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF KABACAN
OFFICE OF THE BUILDING OFFICIAL

Certificate of Occupancy

Number

Date Issued

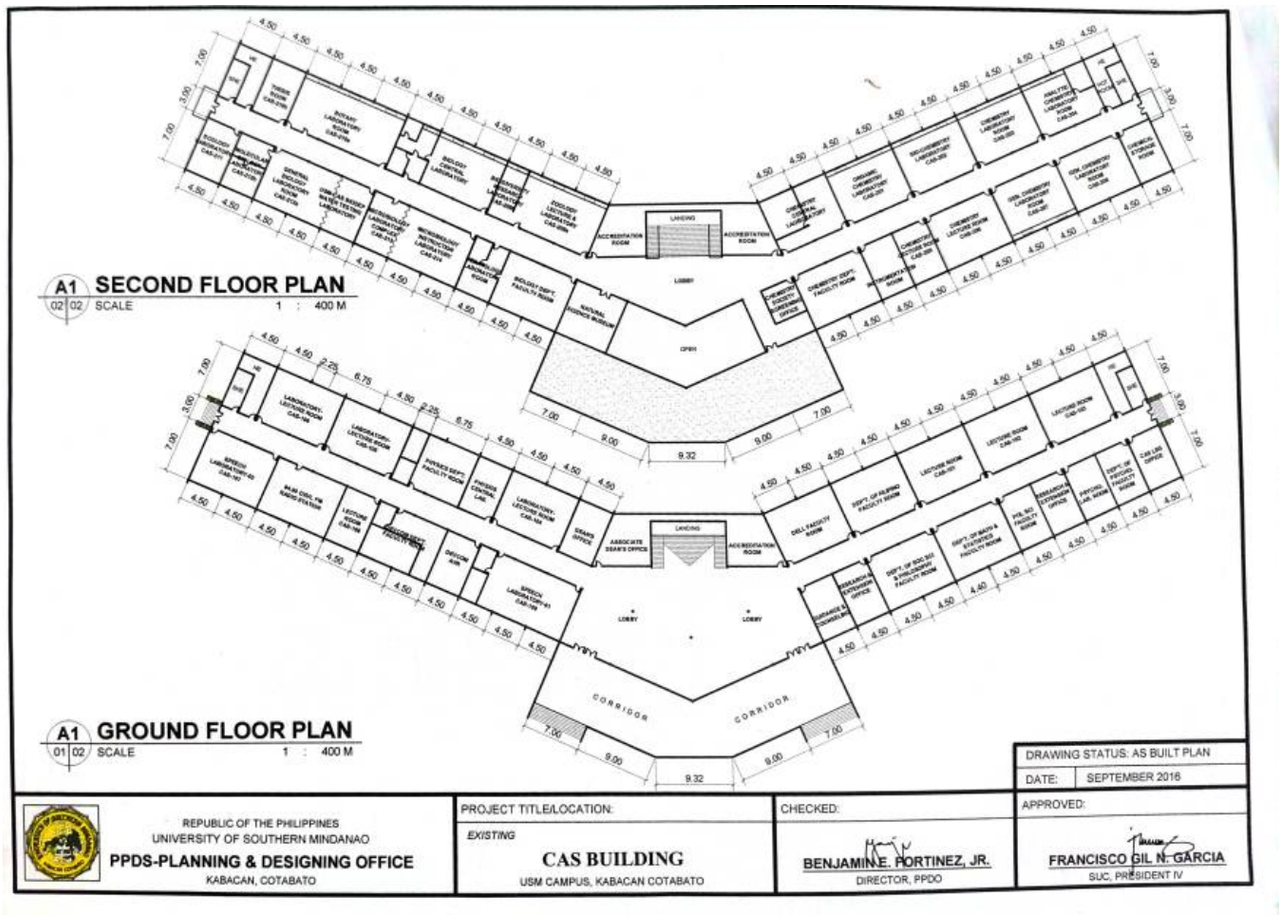
under Bldg. Permit No.

has been inspected and found to be in conformity with the approved plans and specifications on file in this office and the provisions of the National Building Code (P.D. 1096) and its implementing rules and regulations and therefore the building/structure may now be occupied or used.

NOEL A. AGOR, CE
Building Official

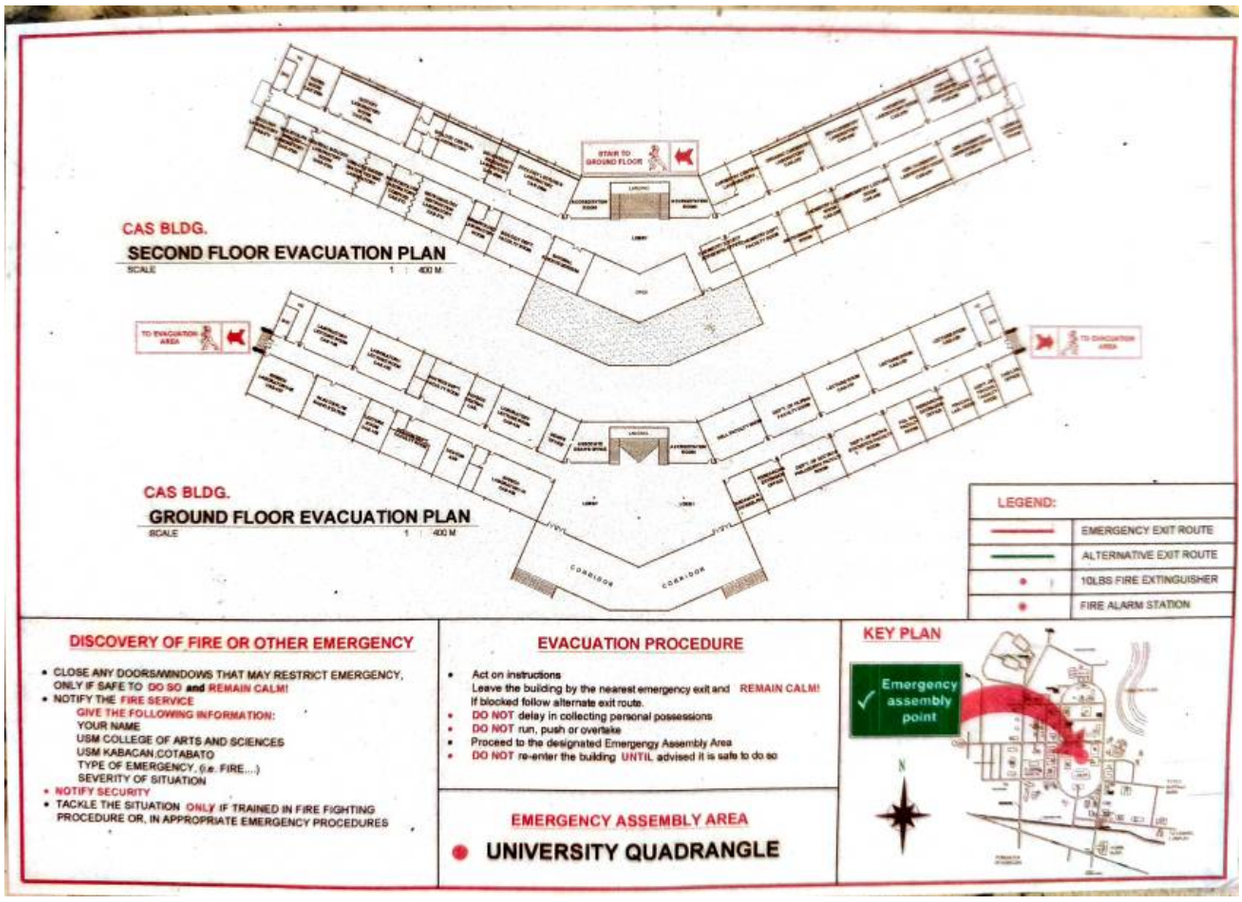
- **Present the approved Building Plan showing the floor areas of classrooms and other rooms used by the College.**

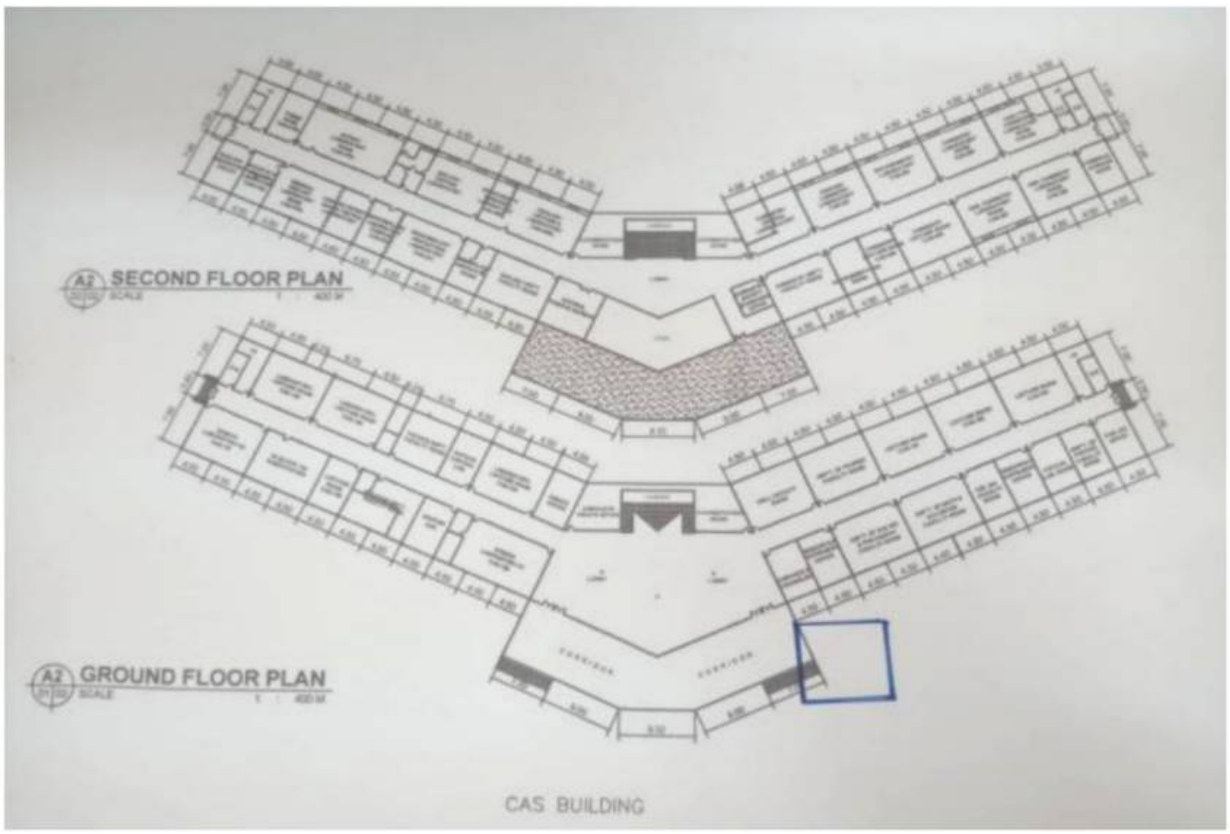




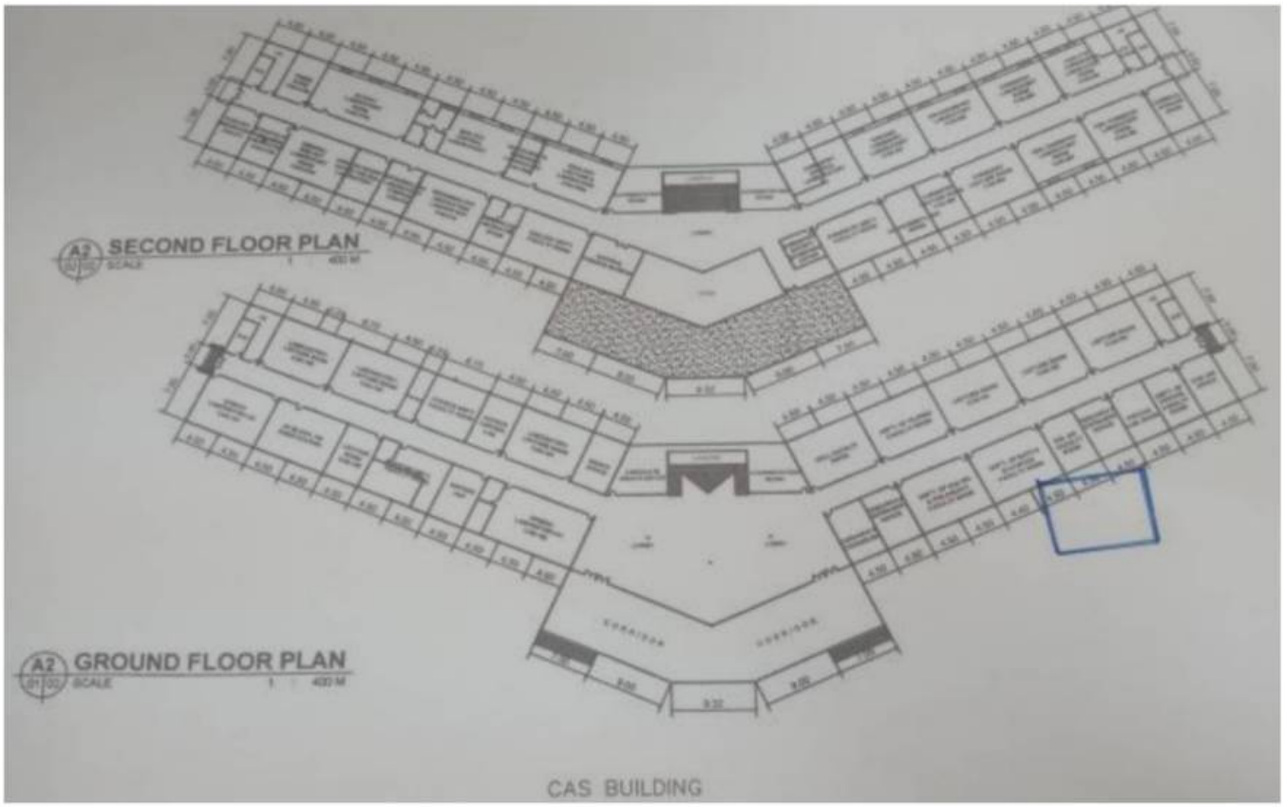
2. IMPLEMENTATION

- **Present the Floor Plans of the Academic Unit indicating fire exits, location of fire-fighting equipment, stand pipes and sources of water supply, road network, provisions for people with disability, etc.**





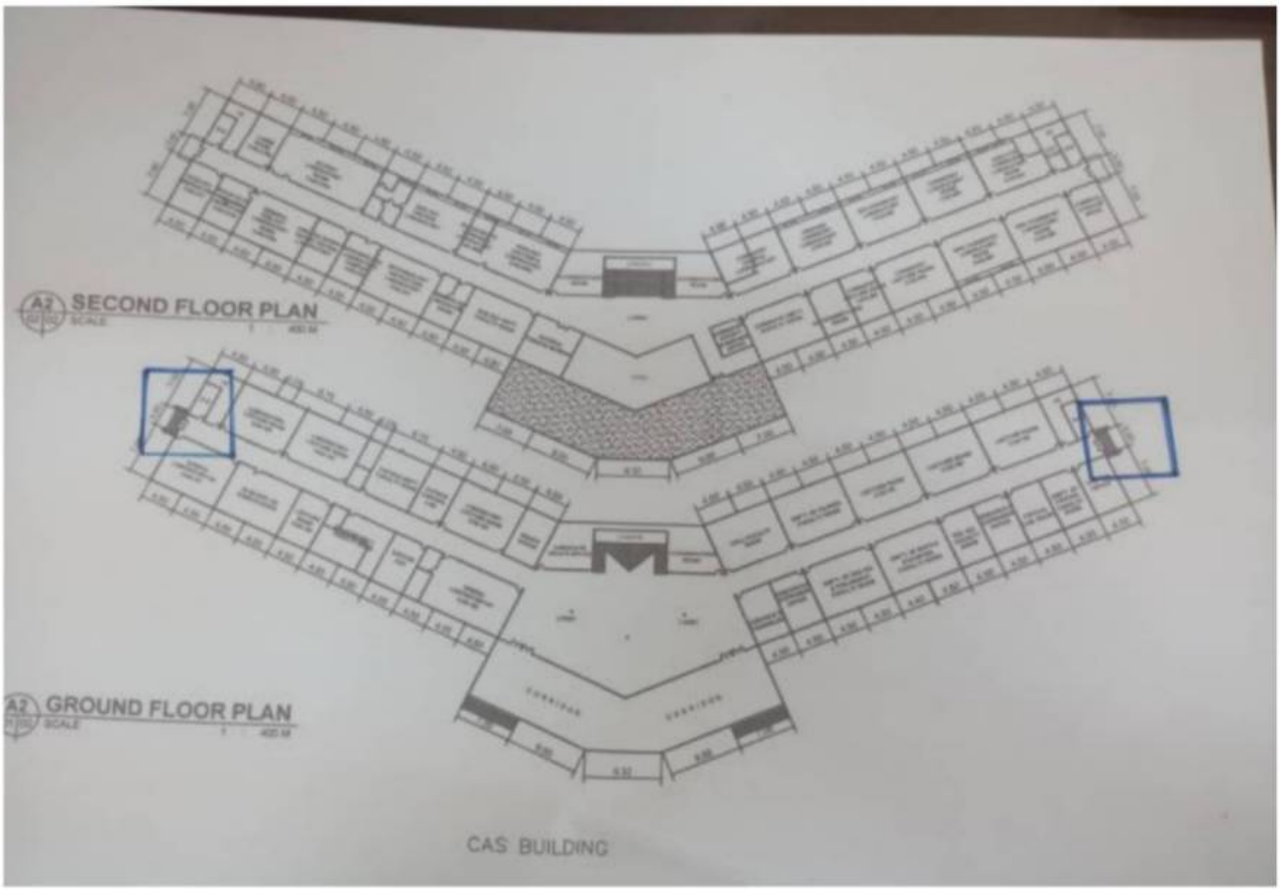
Ramp for Persons with Disability



Water Supply



Fire Extinguishers



Fire Exits

- **Present in pictorial form with captions the following:**
  1. **entry and exit points;**





2. **emergency exits;**

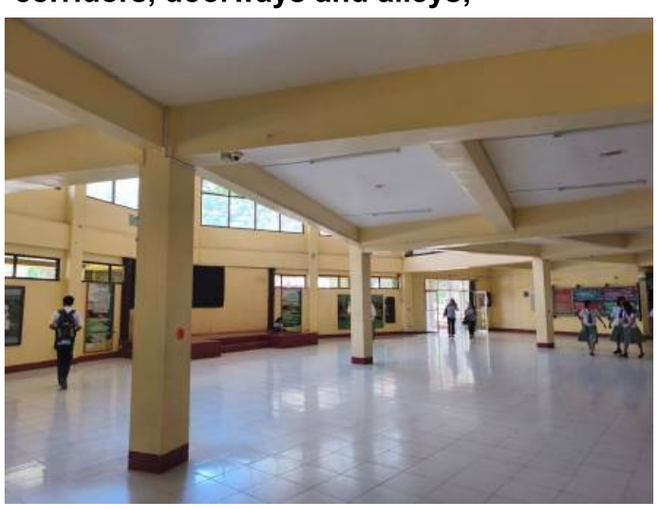


3. **emergency fire escapes;**



Emergency Fire Ladder

4. **corridors, doorways and alleys;**





5. **provision for persons with disability;**





6. **central signal and fire alarm system;**



7. **fire extinguishers and other firefighting equipment;**





8. **bulletin boards, display boards, and waste disposal containers**





- **Present Building Insurance.**

	Building	Insured Amount
1	Graduate School	7,000,000.00
2	College of Nursing Bldg 1 & 2	27,430,000.00
3	CHEFS Building	9,530,000.00
4	CHEFS Practice House	975,000.00
5	CHEFS Pre Fab Building	3,036,000.00
6	CA Building, Main	24,480,000.00
7	CED Building, 2-storey	17,300,000.00
8	CTI Display Building	207,000.00
9	CTI Extension Building	225,000.00
10	HRM Building	9,620,000.00
11	SPER/CVM Building	2,097,920.00
12	CAS Building	46,890,000.00
13	CBDEM Building	15,832,000.00
14	CENCOM/CEIT Building	21,000,000.00
15	CHEFS 3-STOREY Building	20,000,000.00
16	CTI Building, New	5,000,000.00
17	CASS Building	18,000,000.00
18	ULS Main Building	21,000,000.00
19	CA Building Annex	12,000,000.00
20	CVM Building	15,000,000.00
21	CFAS Building	10,000,000.00
22	CED Building, other wing	9,500,000.00
23	CTI Arts & Design Building	2,880,000.00
24	IMEAS Building	20,000,000.00

Prepared by:

ANACLETO G. DUQUE JR.
Incharge of Insurance for Building & Vehicles

3. OUTCOMES

- Show evidences that the buildings and other facilities are safe, well-maintained and functional.









4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter B (Buildings).**

1. The buildings are clean, orderly, and well-maintained, providing a safe and comfortable environment for students, faculty, staff, and visitors.
2. Fire exits are strategically located and clearly identified to ensure safe and orderly evacuation during emergencies.
3. Fire alarms are installed in appropriate areas to provide early warning in case of fire.
4. Fire extinguishers are strategically positioned throughout the buildings and are accessible for emergency use.
5. Emergency exit ladders are provided in designated areas to support safe evacuation when necessary.
6. The buildings are well-ventilated to maintain good indoor air quality and provide a comfortable working and learning environment.
7. Air-conditioning units are available in designated rooms and offices to promote comfort and productivity.
8. Proper waste disposal practices are observed to maintain cleanliness, sanitation, and environmental responsibility.
9. Offices are functional, organized, and easy to locate, allowing students, employees, and visitors to access services efficiently.
10. Persons with disabilities (PWDs) are provided with accessible facilities, including ramps and accessible restrooms.
11. Staircases are equipped with handrails to provide support and reduce the risk of slips and falls.
12. Hallways and passageways are maintained in a clean and orderly condition to ensure safe movement within the buildings.
13. Building facilities are regularly maintained to ensure their functionality, safety, and usability.
14. Emergency exits and evacuation routes are provided to facilitate the safe movement of building occupants during emergencies.
15. The arrangement of offices and facilities supports efficient service delivery and convenient access to essential university services.
16. Proper sanitation and cleanliness are maintained in common areas, offices, restrooms, and other building facilities.
17. The buildings provide a conducive environment for teaching, learning, administrative work, and other university activities.

18. Accessibility features help promote inclusivity and equal access to university facilities for persons with disabilities.

19. Safety features, including fire alarms, fire extinguishers, handrails, and emergency exits, demonstrate a commitment to protecting building occupants.

20. The overall maintenance and organization of the buildings contribute to a safe, accessible, functional, and learner-friendly campus environment.

PARAMETER C – CLASSROOMS

1. SYSTEM INPUTS AND PROCESSES

- **Present inventory of classrooms as to the number of lights, chairs, furniture, equipment and other instructional materials.**

Classroom facilities at the University of Southern Mindanao are systematically documented to ensure the adequacy, functionality, and proper maintenance of essential resources. The inventory covers lighting fixtures, furniture, instructional equipment, and other classroom materials. Classrooms are adequately furnished and equipped to provide a safe, functional, and conducive learning environment. Essential facilities, including whiteboards, projectors, and electric fans, are regularly monitored to ensure proper operation. This systematic inventory reflects the University's commitment to effective resource management and the provision of quality learning facilities.

Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CAS Building Main	4,689	Shared with other Colleges	18	16	19	10	2	3 Central Laboratories for Biology, Physics and Chemistry, 2 stockrooms, Radio Station
CAS Extension I (Back of the main building)	64.8	Shared with other Colleges	4	-	-	-	-	-
CAS Extension (Anatomy Laboratory)	40	For the use of Biology Students	1	1	-	-	-	
CAS-Annex Building (CHED Assisted)	1,530	Shared with other Colleges	16	-	-	10	1	Faculty Lounge Area

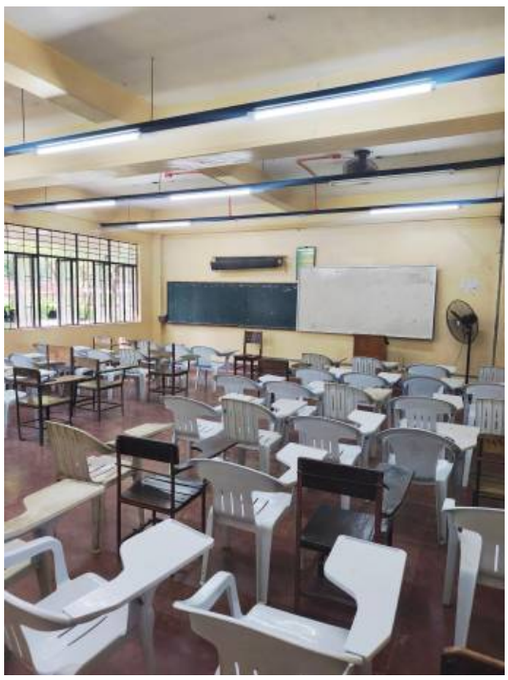
2. IMPLEMENTATION

- **Present classrooms in pictorial form the size, the lighting, ventilation and conditioning.**





- **Present evidence that students cooperate in maintaining the cleanliness and orderliness of the classrooms.**

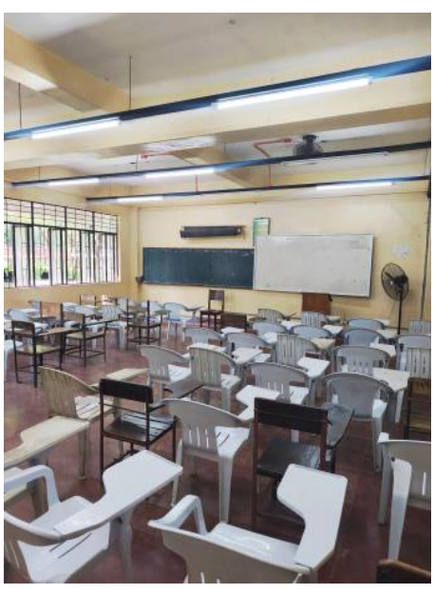
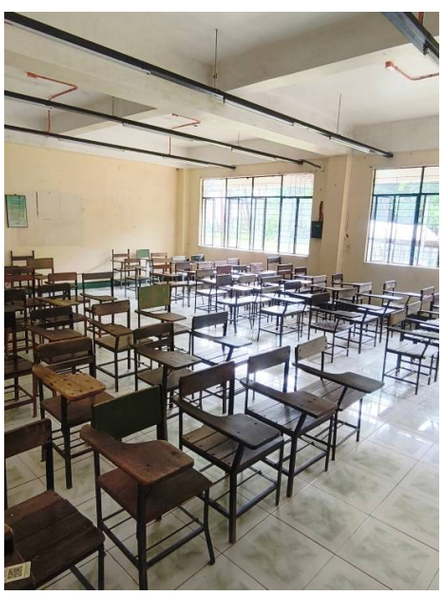



The institution promotes a culture of cleanliness, orderliness, and environmental responsibility among students through the consistent implementation of the Clean As You Go (CLAYGO) policy and established classroom rules and regulations. These policies are visibly posted in all classrooms to reinforce students' awareness of their responsibilities in maintaining a clean, safe, and conducive learning environment.

3. OUTCOMES

- **Show evidences/manifestations that classrooms are adequate and conducive to learning.**

The College maintains adequate and well-maintained classrooms that support effective instruction. These are furnished with sufficient tables and chairs, appropriate lighting and ventilation, and air-conditioning in designated rooms. Built-in projectors facilitate the use of multimedia and digital instructional resources. Classroom rules and CLAYGO policies are visibly posted to reinforce discipline, cleanliness, and accountability. These provisions ensure a safe, orderly, and conducive learning environment.

4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter C (Classrooms).**

1. Adequate Classroom Facilities. Classrooms are provided with sufficient chairs and tables to accommodate students and support various classroom activities.
2. Built-in Projectors. Classrooms are equipped with built-in projectors to facilitate multimedia presentations, instructional videos, and technology-supported teaching strategies.
3. Clean and Orderly Classrooms. Classrooms are regularly maintained to ensure cleanliness, organization, and a pleasant learning environment.
4. CLAYGO Policy Implementation. The Clean As You Go (CLAYGO) policy is implemented to encourage students to take responsibility for maintaining classroom cleanliness.
5. Posted Classroom Rules and Regulations. Classroom policies and regulations are visibly posted in every classroom to promote discipline, respect, and responsible behavior.
6. Student Participation in Cleanliness. Students actively cooperate in keeping their classrooms clean and orderly, fostering shared responsibility and environmental awareness.
7. Cleanliness Recognition Program. The college recognizes and awards student organizations that maintain the cleanest areas of responsibility, motivating students to sustain cleanliness and orderliness.
8. Proper Classroom Organization. Chairs, tables, and other classroom facilities are arranged to support effective instruction, student interaction, and convenient movement.
9. Well-Ventilated Classrooms. Classrooms are provided with proper ventilation to maintain a comfortable atmosphere conducive to learning.
10. Air-Conditioned Classrooms. Designated classrooms are equipped with air-conditioning to provide a comfortable learning environment, particularly during warm weather.
11. Adequate Classroom Lighting. Appropriate lighting supports students in reading, writing, taking notes, and participating in classroom activities.
12. Technology-Enhanced Instruction. Built-in projectors enable instructors to integrate digital instructional materials into their lessons and make classroom discussions more engaging.
13. Support for Different Teaching Strategies. Classroom facilities accommodate lectures, presentations, discussions, collaborative activities, and other instructional approaches.
14. Conducive Learning Environment. The combination of clean facilities, comfortable seating, proper ventilation, and instructional technology supports students' concentration and participation.
15. Promotion of Student Discipline. Posted classroom rules and regulations reinforce appropriate behavior and encourage students to observe established classroom standards.
16. Environmental Responsibility. The implementation of CLAYGO promotes awareness of

proper waste management and encourages students to maintain cleanliness beyond the classroom.

17. Shared Responsibility for Classroom Maintenance. Students are encouraged to work together in keeping their assigned classrooms clean, organized, and well-maintained.

18. Positive Reinforcement of Good Practices. The college's recognition of clean student-managed areas reinforces positive behavior and encourages continuous improvement in classroom maintenance.

19. Development of Student Accountability. Through classroom policies and cleanliness initiatives, students learn to take responsibility for the proper use and care of classroom facilities.

20. Promotion of Teamwork and Cooperation. Collaborative classroom maintenance activities encourage students to work together toward a common goal.

21. Support for Effective Lesson Delivery. Built-in projectors allow instructors to present visual materials that can help clarify concepts and improve lesson presentation.

22. Improved Student Engagement. The availability of multimedia equipment provides opportunities for more interactive and visually engaging classroom discussions.

23. Maintenance of Classroom Orderliness. Students' cooperation and adherence to classroom rules help maintain an organized environment suitable for academic activities.

24. Regular Care of Classroom Facilities. Maintaining clean and orderly classrooms helps preserve furniture, instructional equipment, and other learning resources.

25. Promotion of a Student-Friendly Environment. Classroom arrangements and facilities are intended to support students' comfort, participation, and learning needs.

26. Integration of Cleanliness into Daily Routines. The CLAYGO policy encourages students to practice cleanliness consistently rather than only during scheduled cleaning activities.

27. Recognition of Student Organizations' Contributions. Awarding student organizations for maintaining clean areas strengthens their involvement in campus improvement initiatives.

28. Encouragement of Independent Learning. Projected presentations and other visual learning materials can help students better understand lessons and review important concepts.

29. Support for Collaborative Learning. Classroom spaces and furniture arrangements can accommodate group discussions and cooperative learning activities.

30. Commitment to Continuous Classroom Improvement. The implementation of classroom policies, cleanliness programs, and technology-supported instruction reflects the college's commitment to maintaining an effective learning environment.

31. Promotion of Health and Well-Being. Cleanliness, proper ventilation, and orderly classroom arrangements contribute to a more comfortable learning environment.

32. Efficient Use of Instructional Facilities. Built-in projectors and organized classroom spaces support the effective use of available teaching resources.

33. Development of Positive Learning Habits. Classroom rules and established cleanliness practices encourage students to develop discipline, responsibility, and respect for shared facilities.

34. Strengthening of School Culture. The combined implementation of classroom policies, CLAYGO, and cleanliness recognition promotes a culture of cooperation and responsibility within the college.

35. Commitment to Quality Education. The provision of adequate classroom facilities, instructional technology, and cleanliness initiatives demonstrates the college's commitment to supporting effective teaching and learning.

PARAMETER D – OFFICES, STAFF and FUNCTION ROOMS

1. SYSTEM-INPUTS PROCESSES

- **Present inventory of offices and staff rooms as to the number of lights, chairs, furniture, equipment and other materials.**

To ensure the adequacy and functionality of its workspaces, the University of Southern Mindanao implements a systematic inventory of offices and staff rooms, covering essential furniture, fixtures, equipment, and instructional and administrative resources. The inventory supports regular monitoring of facility conditions, resource availability, and maintenance requirements. This practice promotes efficient resource management and provides faculty and staff with functional, organized, and supportive work environments.

2. IMPLEMENTATION

- **Present offices and staff rooms in pictorial form properly marked and arranged relative to their functions.**

The University of Southern Mindanao presents pictorial documentation of its offices and staff rooms, which are properly labeled, arranged, and organized according to their respective functions. The images show clearly identified administrative offices, faculty rooms, and staff workspaces that are systematically located to support efficient workflow and coordination among personnel. Each office is appropriately furnished with functional equipment such as desks, chairs, filing cabinets, computers, and communication tools necessary for daily operations. The arrangement of these spaces reflects proper zoning and functional classification, ensuring accessibility and effective service delivery. Overall, the pictorial presentation demonstrates an organized, professional, and well-maintained working environment that supports the institution’s administrative and academic functions.

Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CBDEM Building	1,944	Shared with other Colleges	14	-	11	3	-	3stockrooms, 2 student lounge
CAS Building Main	4,689	Shared with other Colleges	18	16	19	10	2	3 Central Laboratories for Biology, Physics and Chemistry, 2 stockrooms, Radio Station
CAS Extension I (Back of the main building)	64.8	Shared with other Colleges	4	-	-	-	-	-
CAS Extension (Anatomy Laboratory)	40	For the use of Biology Students	1	1	-	-	-	
CAS-Annex Building (CHED Assisted)	1,530	Shared with other Colleges	16	-	-	10	1	Faculty Lounge Area

- **Present evidences that there is an internal and external communication system.**

The University of Southern Mindanao implements established systems and mechanisms to support effective communication, facility management, and student welfare. Internal and external information is disseminated through official memoranda, meetings, bulletin boards, email, digital platforms, institutional websites, social media, and external linkages.

The institution likewise implements policies and procedures for the regular cleaning, preventive maintenance, proper use, and timely repair of administrative offices and function rooms. Complementing these provisions are student support facilities and services, including guidance and counseling, health services, dormitory, library, and other student support units that promote student welfare and holistic development.

- **Present policies on maintenance of administrative offices and other function rooms.**

The University of Southern Mindanao implements institutional policies governing the cleanliness, orderliness, and proper use of administrative offices, functional rooms, and learning spaces, as provided in the USM Code. Corresponding sanctions reinforce compliance and accountability. Classroom policies likewise promote proper waste disposal and the consistent observance of the Clean As You Go (CLAYGO) practice. These measures support the maintenance of a clean, safe, orderly, and conducive environment for academic, administrative, and institutional activities.

- **List of service facilitites (e.g. Guidance Clinic, Dormintories, etc.)**

Facility	*Total Area (sqm)*	*Capacity*
USM Hostel Function Hall I	84	60
USM Hostel Function Hall II	84	60

- **List of function rooms (e.g. Board Room, A-V Roo, etc.)**

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	
University Gymnasium	1,577	1,500	/		Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
University Auditorium	3, 107.16	2,500		/	Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
President Asinas Amphitheater	3, 441	3,000		/	Convocations, Athletic and cultural activities, Commencement exercises
ULS Convention Hall	600	800	/		Convocations, seminars, meetings and conferences
University Tennis court	2,148	300		/	Sports activities
Athletic oval	15,000	100		/	Sports Activities
Playground	60,000	7,000		/	Sports Activities
CAS Lobby	328	400		/	Seminars, meetings, convocations programs and exhibits
CAS Student Park	473	300		/	Meetings, Outdoor assembly
D.D. Clemente Hall (1st hall)	243	200		/	Meetings, Seminars Conferences
USM Hostel Function Hall I	84	60		/	Seminars, conferences

USM Hostel Function Hall II	84	60		/	Seminar, conferences
USM Hostel Pavilion	279	300		/	Socials, Seminars, special occasions
CED- AVR	190	150		/	Seminars, conferences, meetings
Café Martina	1, 095	400	/		Seminars, conferences, meetings
CA- AVR	90	200		/	Seminars, conferences, meetings
CHS- AVR	110	200		/	Seminars, conferences, meetings

- **List of other rooms (e.g. Security Guards' Quarters, Storeroom, etc.)**

Name	Location	Total Area (sqm)	Capacity
Arial Work Platform 1	Main Gate Entrance	4.5	3
Arial Work Platform 2	North of Transport Building	4.5	3
Security Guard House	USM Main Gate	75	15
USM Granary	Beside Machinery Building	700	100
Chemical Stock Room	2nd floor CAS Building Left wing near the terrace	40	10
Biology Store Room	Biology Central Lab	14	5
Store Room CAS	Under the stairs	17.5	5

- **Describe the mechanism used to promote safety and security in campus, ensure cleanliness and orderliness and proper utilization and upkeep of physical resources, noise reduction during class and office hours.**

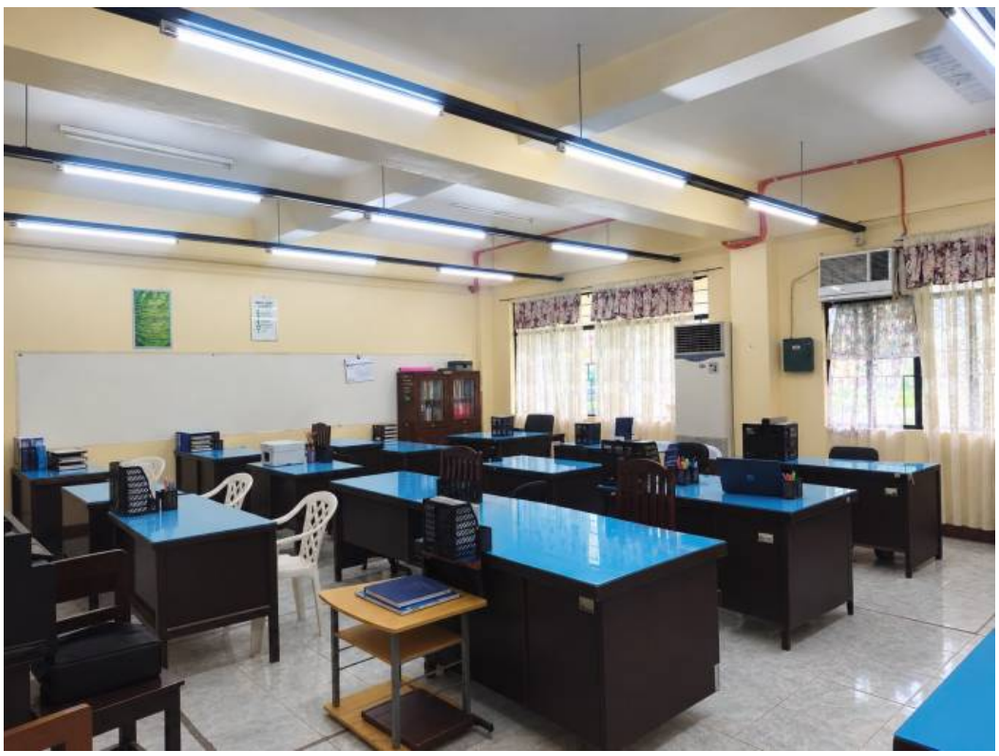
The University of Southern Mindanao implements institutional mechanisms to ensure campus safety and security, environmental cleanliness, proper resource management, and a conducive academic and work environment. Security is supported by personnel deployment, identification and access control measures, and emergency response systems. Cleanliness is reinforced through scheduled campus maintenance, waste segregation, and environmental initiatives. Physical resources are monitored through routine inspections, preventive maintenance, and established reporting procedures for facility concerns. Classroom and office protocols likewise regulate movement and unnecessary noise during instructional and working hours, promoting discipline and productivity.

3. OUTCOMES

- **Show manifestations that offices and staff rooms are adequate and conducive to working environment.**

Offices and staff rooms are adequately furnished and maintained to support efficient work operations. These spaces are provided with appropriate furniture, equipment, lighting, ventilation, and communication facilities. Proper organization, regular maintenance, and cleanliness are observed to ensure a safe, orderly, and comfortable working environment for faculty and staff.

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Faculty Office



Dean’s Office



Dean’s office receiving area

4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter D (Offices and Staff Rooms).**

The University of Southern Mindanao ensures that administrative offices and staff rooms are maintained as clean, safe, organized, and functional workspaces through institutional policies and shared responsibility among faculty and personnel. The USM Code provides guidelines on the proper use and maintenance of university facilities, with corresponding sanctions for non-compliance. Personnel are likewise expected to maintain orderly workspace, properly manage documents and supplies, use equipment responsibly, conserve resources, and promptly report maintenance concerns. These practices support a conducive working environment for administrative operations, faculty preparation, student assistance, and the delivery of university services.

PARAMETER E – ASSEMBLY, ATHLECTIC and SPORTS FACILITIES

1. SYSTEM-INPUTS AND PROCESSES

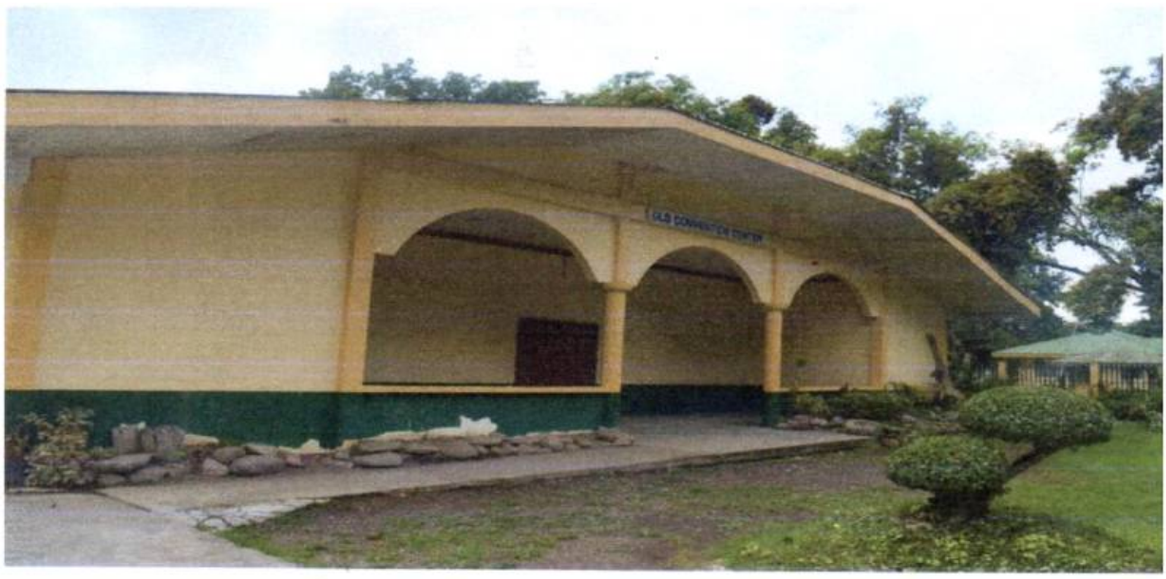
- **Present in pictorial form function rooms for holding meetings, conference, convocations and other gatherings.**



CSM Lobby used for holding meetings



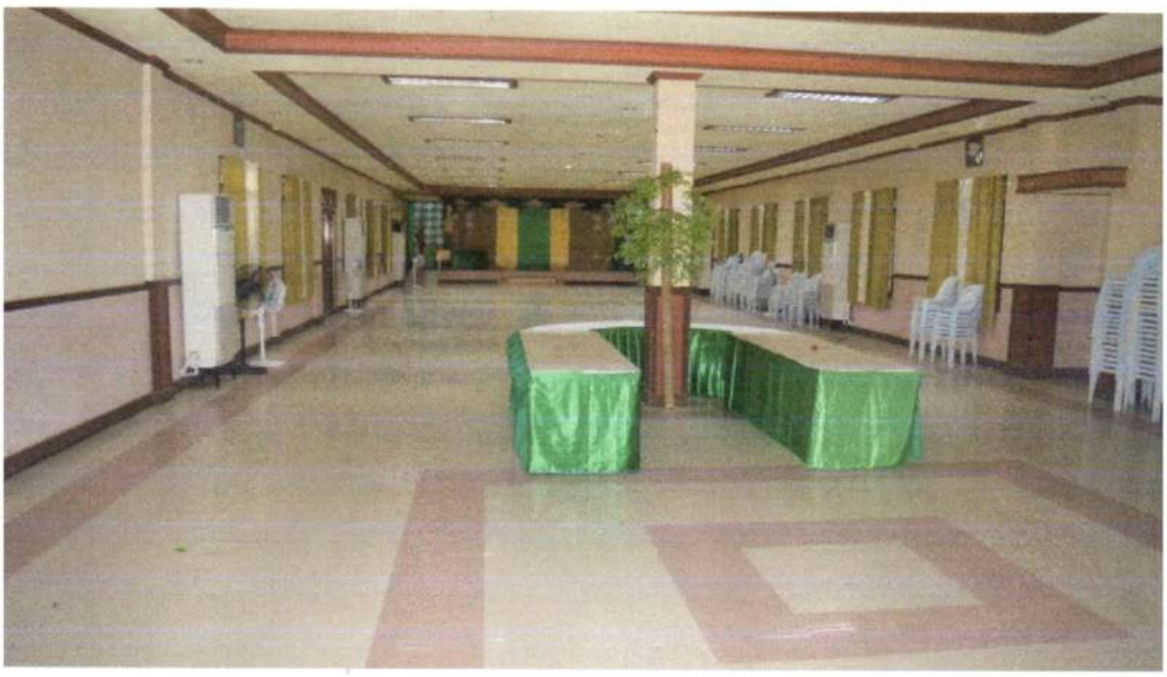
DDC Function hall





ULS Convention Center







Cafe Martina



USMARC Auditorium



Commercial Building Conference Hall

- **Present in pictorial form facilities for athletic sports, cultural activities and military training.**



UNIVERSITY GYMNASIUM/INDOOR SPORTS



ROTC HEADQUARTERS



USM Auditorium



UNIVERSITY PARADE GROUND/OPEN SPORTS FIELD



VOLLEYBALL COURT



TENNIS COURT



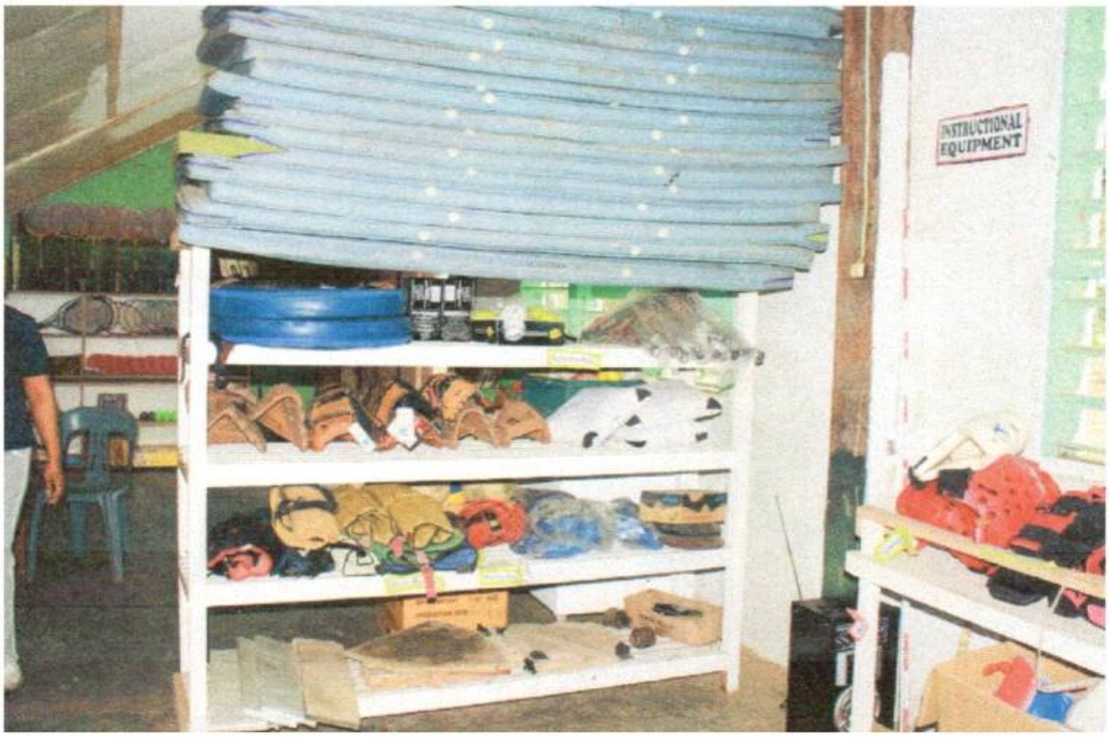
AMPITHEATER

- **Present in pictorial form storage facilities for athletic sports and other curricular training equipment**

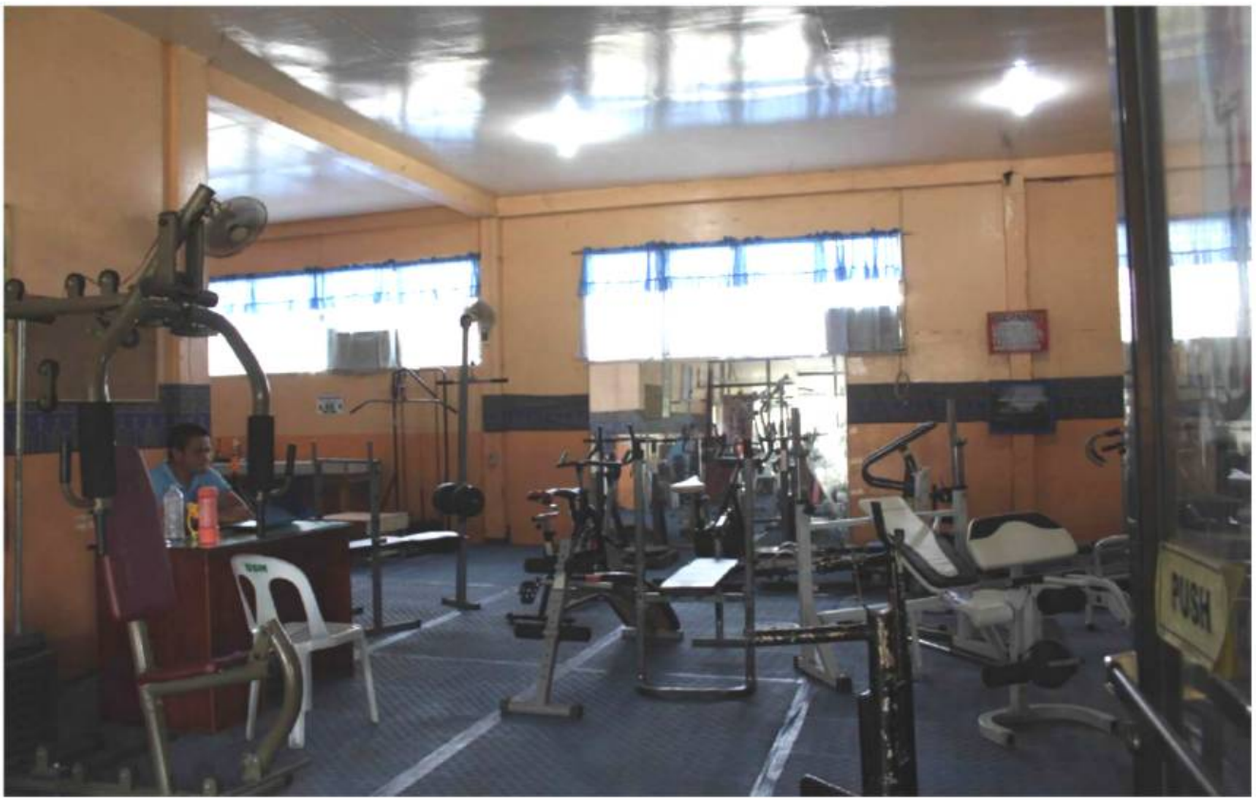
SPORTS STORAGE FACILITIES






INSTRUCTIONAL
EQUIPMENT


EASY BOX



USM FITNESS CENTER

2. IMPLEMENTATION

- **Present in pictorial form the amenities for indoor facilities.**



CLEAN AND SPACIOUS FLOORING



WELL LIGHTED AND VENTILATED FUNCTION HALLS



WELL LIGHTED AND VENTILATED COMFORT ROOMS



ENOUGH CHAIRS

- **Present in pictorial form the amenities for outdoor facilities**









- **List Facilities for assemblies/conferences**

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	
University Gymnasium	1,577	1,500	/		Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
University Auditorium	3, 107.16	2,500		/	Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
President Asinas Amphitheater	3, 441	3,000		/	Convocations, Athletic and cultural activities, Commencement exercises
ULS Convention Hall	600	800	/		Convocations, seminars, meetings and conferences
University Tennis court	2,148	300		/	Sports activities
Athletic oval	15,000	100		/	Sports Activities
Playground	60,000	7,000		/	Sports Activities
CAS Lobby	328	400		/	Seminars, meetings, convocations programs and exhibits
CAS Student Park	473	300		/	Meetings, Outdoor assembly
D.D. Clemente					Meetings, Seminars Conferences

Hall (1st hall)	243	200		/	
USM Hostel Function Hall I	84	60		/	Seminars, conferences
USM Hostel Function Hall II	84	60		/	Seminar, conferences
USM Hostel Pavilion	279	300		/	Socials, Seminars, special occasions
CED– AVR	190	150		/	Seminars, conferences, meetings
Café Martina	1, 095	400	/		Seminars, conferences, meetings
CA– AVR	90	200		/	Seminars, conferences, meetings
CHS– AVR	110	200		/	Seminars, conferences, meetings

3. OUTCOMES

- **Present and/or show in pictorial form that indoor and outdoor facilities are well-equipped and properly maintained.**





4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter E (Assembly, Athletic and Sports Facilities).**

The University of Southern Mindanao provides adequate, accessible, and functional assembly and athletic facilities in support of institutional programs and student development. Assembly facilities, including gymnasiums, function halls, and multipurpose spaces, are utilized for university-wide activities, seminars, conferences, and other institutional events. Athletic facilities, such as sports courts, playing fields, and open grounds, support physical education, sports training, competitions, and recreational activities. Regular maintenance, proper utilization, and safety measures are implemented to ensure the facilities' functionality, availability, and suitability for their intended purposes.

PARAMETER F – MEDICAL and DENTAL CLINIC

1. SYSTEM-INPUTS AND PROCESSES

- **Present Plantilla of Personnel for the Medical and Dental Unit**

The University of Southern Mindanao ensures the adequacy and sustainability of its medical and dental services through established staffing and resource allocation mechanisms. The Plantilla of Personnel provides for qualified medical and dental personnel with clearly defined roles and responsibilities, supporting responsive health services for students, faculty, and staff. Financial requirements for medical supplies, dental equipment, health programs, and operational needs are likewise provided through the approved OBQA-PPP / Area VIII: Physical Plant and Facilities Financial Plan. These provisions support the continuous delivery of essential health services and preventive programs, demonstrating the institution's commitment to the health, safety, and well-being of its academic community.

- **Present approved Financial Plan of the Medical and Dental Unit**

Pictorial documentation shows that the Medical and Dental Unit has designated consultation, treatment, and dental areas, together with basic medical and dental equipment and supplies. Available resources include blood pressure apparatus, weighing scales, first-aid kits, diagnostic tools, dental instruments, essential medicines, and other healthcare supplies. These resources are appropriately arranged and maintained to support routine consultations, basic treatment, health assessments, emergency response, and dental services. The documented facilities and equipment provide the necessary resources for the delivery of primary healthcare services to students, faculty, and staff.

2. IMPLEMENTATION

- **Present in pictorial form that the Medical and Dental Unit has the basic facilities, medical equipment, apparatuses and medicines.**



PHARMACY MEDICINES AND SUPPLIES


USM STUDENTS
CONSULTATION ROOM






EMERGENCY MEDICINES




TMS



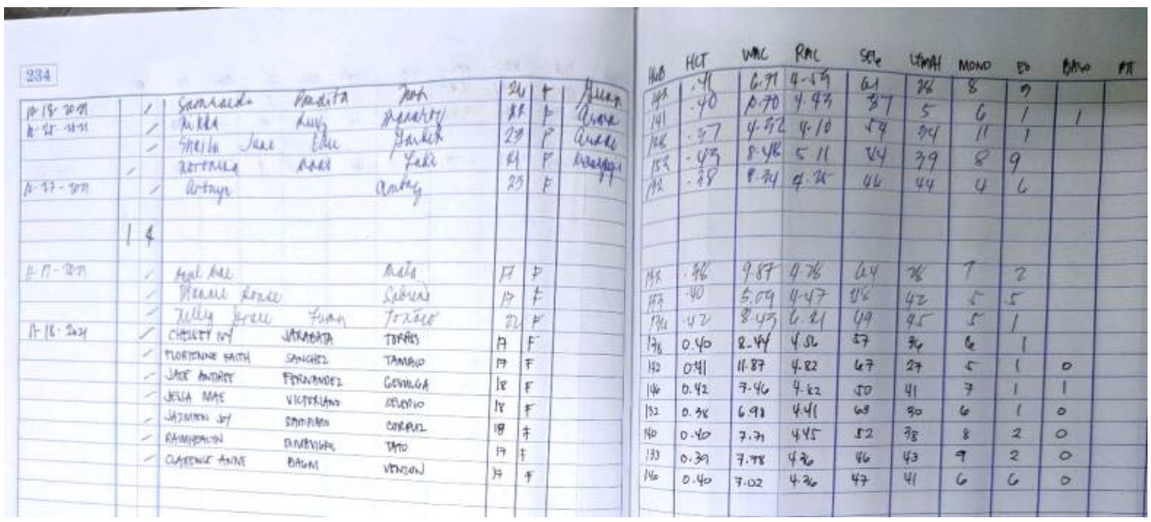


Area (sqm)	Capacity	Presence of (please check)				
		Reception Area	Examination/ Treatment Room	Filli g/Records Section	Clean and Sfae Water Supply	Good ventilation and lighting
2, 973	35 beds	/	/	/	/	/

3. OUTCOMES

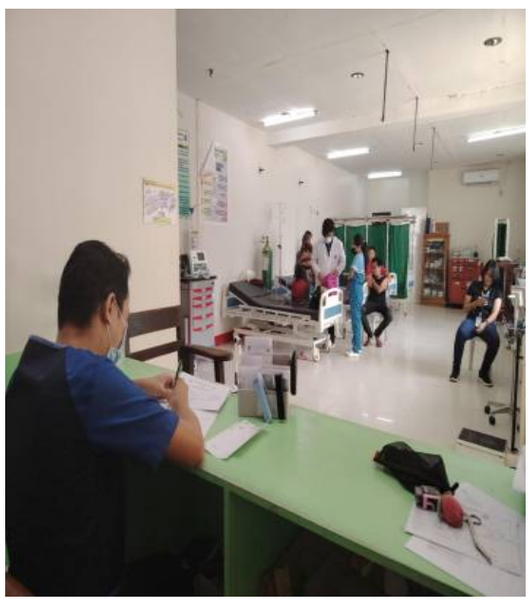
- **Show evidences and/or data that the medical, dental clinic and its services are functional.**

The functionality of the Medical and Dental Unit is supported by documented utilization records, service outputs, and health program activities. Patient logs and daily service records reflect consultations and services provided to students, faculty, and personnel, including health assessments, vital signs monitoring, first aid, treatment, and referrals. Dental services include oral examinations, tooth extraction, and preventive care. Records likewise document medical check-ups, vaccination activities, and health awareness programs conducted for the university community. The availability of maintained equipment, medicines, and organized clinical records supports the unit's continuing delivery of medical and dental services.



LOGBOOK/LIST PATIENTS/STUDENTS WHO AVAILED THE DENTAL CHECK UP PROCEDURES.







4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter F (Medical and Dental Clinic).**

The University of Southern Mindanao provides medical and dental clinic services to support the health needs of students, faculty, administrative personnel, and other members of the university community. The clinic provides health consultations, basic medical assistance, first aid, dental care, health promotion activities, and referrals when further medical attention is required. Clinic operations include appropriate sanitation, safe handling of medical supplies, confidentiality of patient records, and regular maintenance of facilities and equipment. These provisions support the delivery of accessible medical and dental services within the university.

PARAMETER G – STUDENT CENTER

1. SYSTEM-INPUTS AND PROCESSES

- **Present in pictorial form that the Institution has a Student Center.**



Office of the Student Affairs

- **Present approved policies on the Use of the Student Center**

OSA'S POLICIES, RULES AND REGULATIONS GOVERNING PRIVATE DORMITORIES
(ANNEX C)

1. The First Party shall furnish the Second Party a copy of the University's officia examination schedule and related activities and officially inform the Second Party (through written communication) any changes in the said calendar during the entire duration of its enforcement;
2. Specific requirements from the Second Party which include the following shall be reflected in the University's calendar:
   a. The schedule of submission of arrears of USM student boarders of DOLHOA members following the format prescribed by the OSA.
   b. The schedule of issuance of Certificate of Payment by concerned DOLHOA members following the format prescribed by OSA.
   c. The list of boarders of DOLHOA members shall be submitted to OSA following its prescribed format.

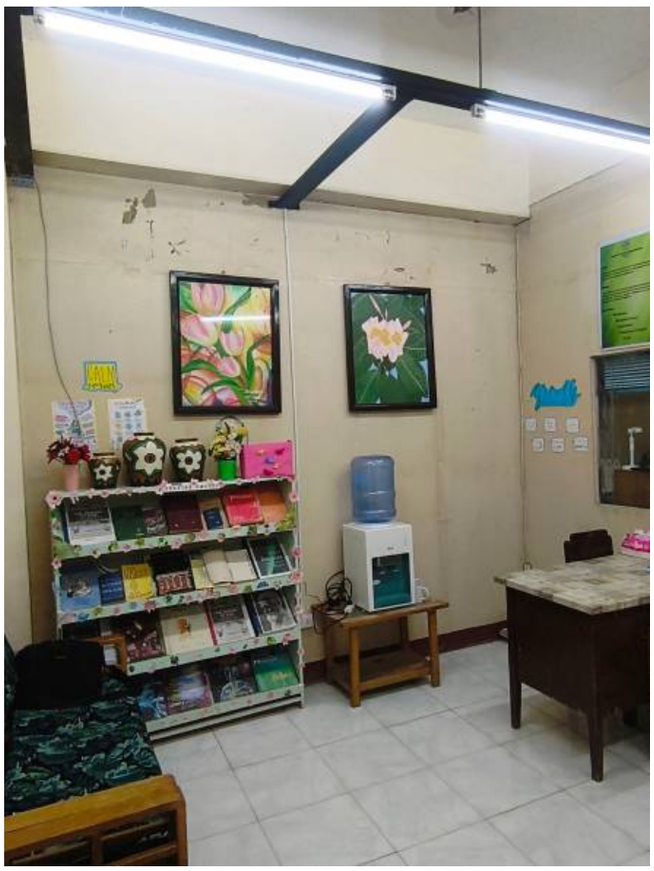
   All schedules of payment of dormitory/lodging house accountabilities shall be strictly enforced by all parties to this Memorandum.
3. The First Party shall transact business only with the President of DOLHOA or his/her duly appointed representative;
4. The Second Party shall submit to the First Party a consolidated list of all students who have outstanding accounts to serve as basis for the issuance of clearance either from the College to which the student belongs, or from the OSA. A certification from the DOLHOA member shall be submitted to OSA to clear those who have completely settled their account; otherwise, no clearance shall be issued by concerned school authorities.
5. The Second Party shall, within six (6) months from the ratification of this Memorandum of Agreement, prepare a handbook as basis for the implementation of this document;
6. In the event of the existence of complaints, grievances, controversies and other similar cases, an adjudication board comprised by a representative of the parties to this Memorandum and the aggrieved party or parties, shall be formed. All complaints and grievances shall be in written form, duly notarized by a lawyer, and addressed to the adjudication board. The Board shall conduct an investigation and submit a written report to proper authorities, the decision of which shall be final.
7. The First Party shall exert all efforts and means to let the students and their parents/guardian to fulfill their commitment (Annex C-A) to pay what is due to dormitory and lodging house operators and to abide by the rules and regulations as agreed upon in this Memorandum.
8. Each dormitory/lodging house is encouraged to elect its officers in order to deliberate, decide, and effect activities to enrich living experiences;
9. Schedule dorm meetings regularly throughout the semester to give residents the chance to become acquainted with one another, plan activities, and discuss problems.
10. Revise provisions of this Memorandum in consultation with all parties/signatories to this document.

CERTIFIED TRUE COPY
FROM THE ORIGINAL

2. IMPLEMENTATION

- **Present in pictorial form that the Student Center is fully equipped with supplies and materials.**





- **Present in pictorial form that the Student Center complies with the provisions of persons with disabilities**

OFFICE	Area (sqm)	Capacity	Presence of (please check)				
			Conference Room	Student Leaders Office	Recreation Facilities	Sanitary Toilets	Ventilation and lighting
University Student Government Building	250	150	/	/	/	/	/
University Student Center	300	200	/	/	/	/	/

3. OUTCOMES

- **Show evidences and/or manifestations that the Student Center is functional.**

The functionality of the University of Southern Mindanao Student Center is evidenced by its regular utilization by students and recognized student organizations for meetings, planning sessions, assemblies, trainings, and other academic and co-curricular activities. Documented schedules, activity logs, and utilization records provide evidence of its continued use. The facility is provided with appropriate furniture and functional equipment, while its organized spaces and proper maintenance support the conduct of student activities. These documented and observable conditions indicate that the Student Center is accessible, operational, and utilized for its intended purposes.





4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter G (Student Center).**

The University of Southern Mindanao provides designated facilities and mechanisms that support student welfare, engagement, and co-curricular development. The Student Center, function rooms, multipurpose areas, assembly facilities, and outdoor spaces are utilized for student organization meetings, leadership activities, seminars, trainings, cultural and recreational programs, and other university activities.

Recognized student organizations are provided opportunities to conduct programs and activities that develop leadership, teamwork, organizational skills, and social responsibility. The proper use and maintenance of student facilities are governed by institutional policies, including provisions of the USM Code, proper waste disposal, and the Clean As You Go (CLAYGO) practice. Students and facility users are expected to observe established rules on cleanliness, safety, responsible use of university property, and appropriate conduct.

Safety and accessibility measures, including security personnel, CCTV coverage in designated areas, emergency procedures, and available accessibility features, are implemented to support student participation. Opportunities for leadership training, volunteerism, community outreach, and other co-curricular activities further provide avenues for students to participate in university affairs and develop skills beyond the classroom.

PARAMETER H – FOOD SERVICES/CANTEEN/CAFETERIA

1. SYSTEM-INPUTS AND PROCESSES

- **Present in pictorial form that the Institution has provision for Food Services/Canteen/Cafeteria.**



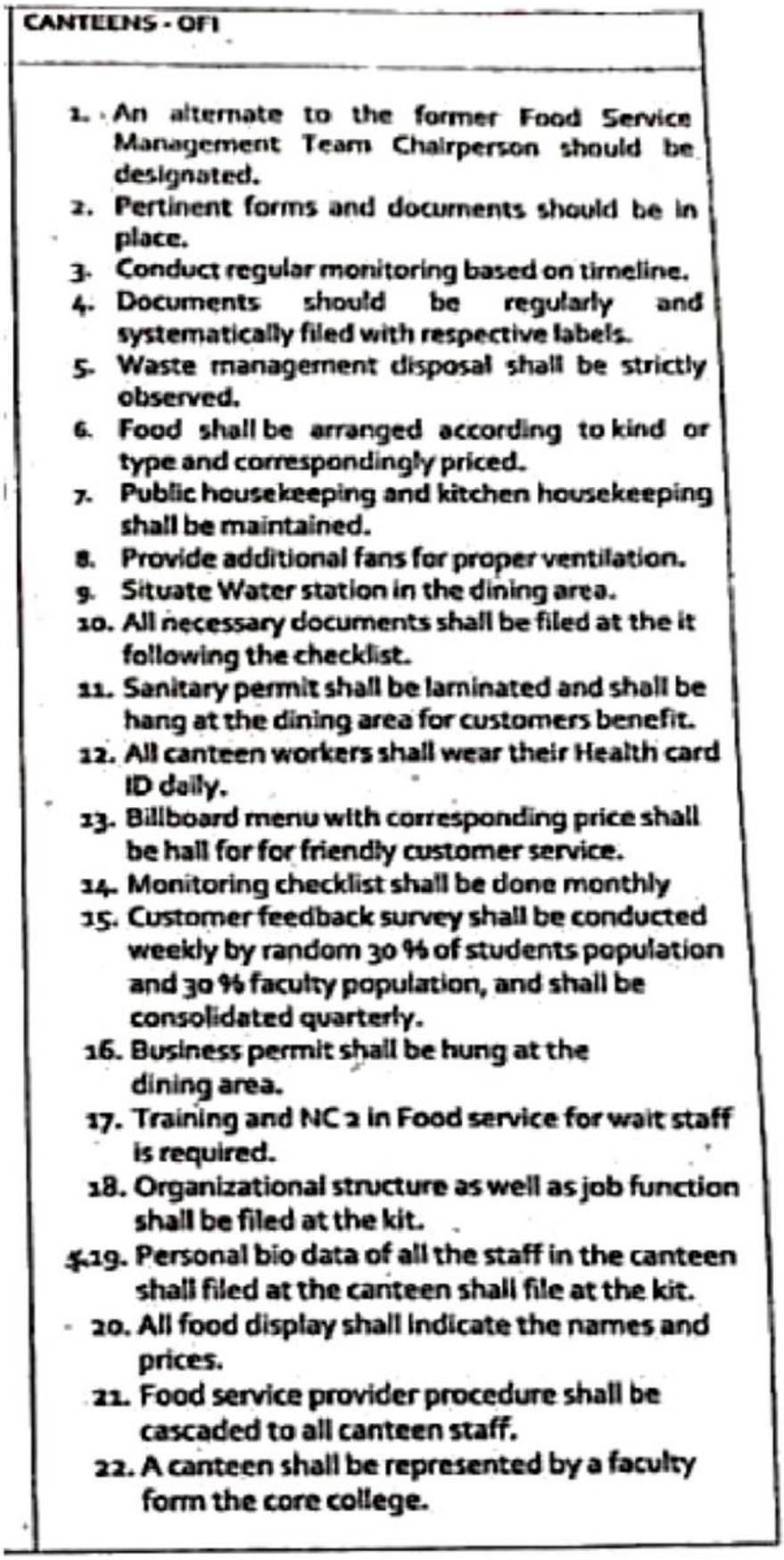





MUSUBI


MOBY
Chippy

- **Present the policies and guidelines in the operations of Food Services/Canteen/Cafeteria**



CANTEENS - OFI

1. An alternate to the former Food Service Management Team Chairperson should be designated.
2. Pertinent forms and documents should be in place.
3. Conduct regular monitoring based on timeline.
4. Documents should be regularly and systematically filed with respective labels.
5. Waste management disposal shall be strictly observed.
6. Food shall be arranged according to kind or type and correspondingly priced.
7. Public housekeeping and kitchen housekeeping shall be maintained.
8. Provide additional fans for proper ventilation.
9. Situate Water station in the dining area.
10. All necessary documents shall be filed at the it following the checklist.
11. Sanitary permit shall be laminated and shall be hang at the dining area for customers benefit.
12. All canteen workers shall wear their Health card ID daily.
13. Billboard menu with corresponding price shall be hall for for friendly customer service.
14. Monitoring checklist shall be done monthly
15. Customer feedback survey shall be conducted weekly by random 30 % of students population and 30 % faculty population, and shall be consolidated quarterly.
16. Business permit shall be hung at the dining area.
17. Training and NC 2 in Food service for wait staff is required.
18. Organizational structure as well as job function shall be filed at the kit.
19. Personal bio data of all the staff in the canteen shall filed at the canteen shall file at the kit.
20. All food display shall indicate the names and prices.
21. Food service provider procedure shall be cascaded to all canteen staff.
22. A canteen shall be represented by a faculty form the core college.

- **Present Business and Sanitary Permits of Canteen Concessionaires**



Republic of the Philippines
Region XII
MUNICIPALITY OF KABACAN
OFFICE OF THE MUNICIPAL MAYOR

BUSINESS PERMIT

This is to certify that

USM CAS CANTEEN
Name of Owner/Proprietor

USM CAS CANTEEN
Registered Business / Name

USM COMPOUND, POBLACION, KABACAN, COTABATO
Business Address

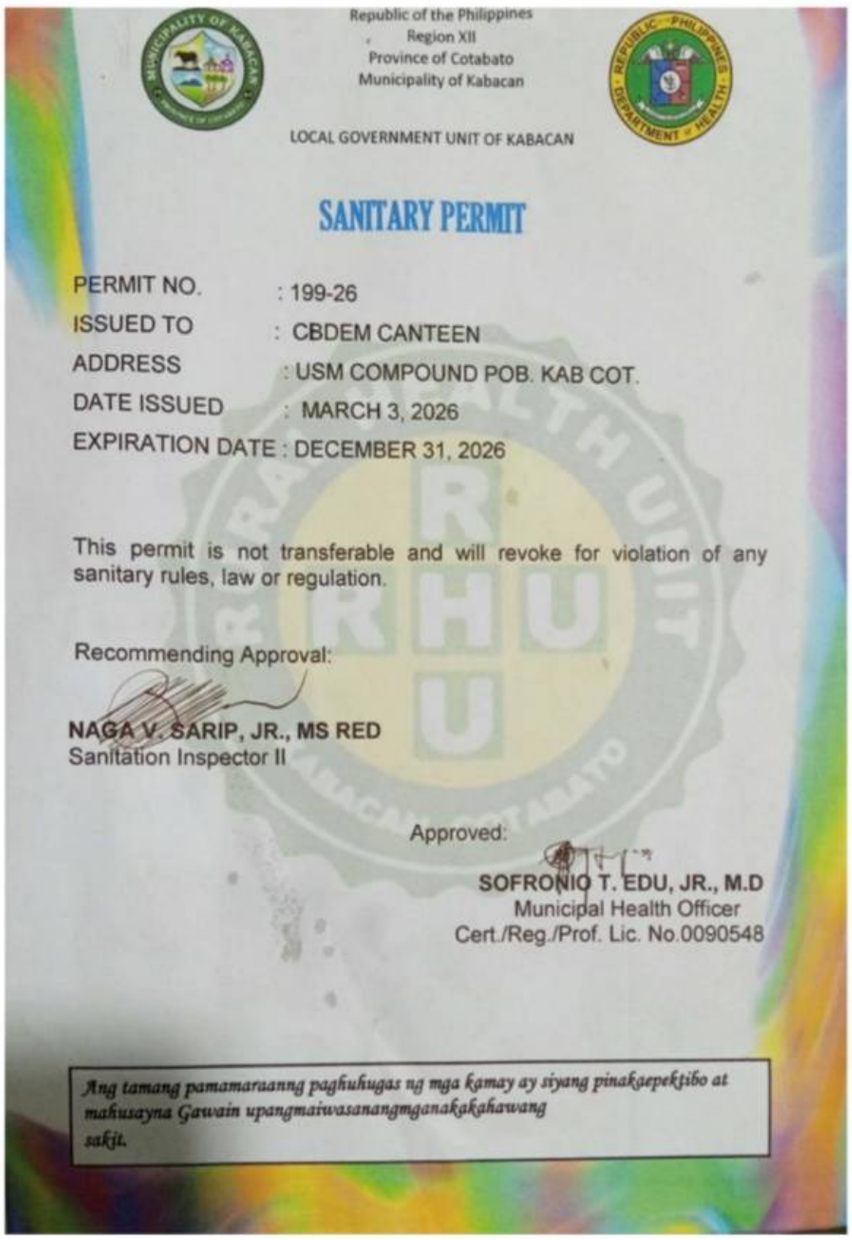
hereby granted this permit and license to operate and / or establish his / her business in the Municipality of Kabacan subject to the provisions of the Municipal Revenue Code and other ordinances / laws pertinent.

of business trade / activity: **CANTEEN/REFRESHMENT**

Approved by:

HERLO P. GUZMAN, JR.
Municipal Mayor

BUSINESS PERMIT # **1290**
NEW/RENEWAL



Republic of the Philippines
Region XII
Province of Cotabato
Municipality of Kabacan

LOCAL GOVERNMENT UNIT OF KABACAN

SANITARY PERMIT

PERMIT NO. : 199-26
ISSUED TO : CBDEM CANTEEN
ADDRESS : USM COMPOUND POB. KAB COT.
DATE ISSUED : MARCH 3, 2026
EXPIRATION DATE : DECEMBER 31, 2026

This permit is not transferable and will revoke for violation of any sanitary rules, law or regulation.

Recommending Approval:

NAGA V. SARIP, JR., MS RED
Sanitation Inspector II

Approved:

SOFRONIO T. EDU, JR., M.D
Municipal Health Officer
Cert./Reg./Prof. Lic. No.0090548

Ang tamang pamamaraanng paghuhugas ng mga kamay ay siyang pinakaepektibo at mahusayna Gawain upangmaiwasanangmganakakahawang sakit.

2. IMPLEMENTATION

- **Describe the operations of the Food Services/Canteen/Cafeteria**

The University of Southern Mindanao implements established procedures for the operation and management of food services, canteens, and cafeterias to ensure the availability of safe, accessible, and reasonably priced food options for the university community. Food preparation, handling, sanitation, waste management, and cleanliness are subject to regular monitoring and compliance with institutional and applicable health regulations.

Canteen concessionaires are duly accredited by the University and are required to secure the necessary business permits, sanitary clearances, and other applicable requirements prior to operation. Designated stalls and service areas are assigned to authorized concessionaires to ensure organized operations and orderly service delivery within the campus**.**

- **List of Canteen Concessionares**

Area (sqm)	Capacity	Presence of (please check		
		Ventilation and Lighting	Water Supply	Sanitary permits for the Canteen Staff
CSM Canteen	100	/	/	/
CBDEM Canteen	100	/	/	/
ULS Canteen	100	/	/	/
CED Canteen	100	/	/	/
CASS Canteen	100	/	/	/

- **Present in pictorial form the different canteen concessionaires equipped with all the cooking materials; cleaning supplies and other tools and utensils.**









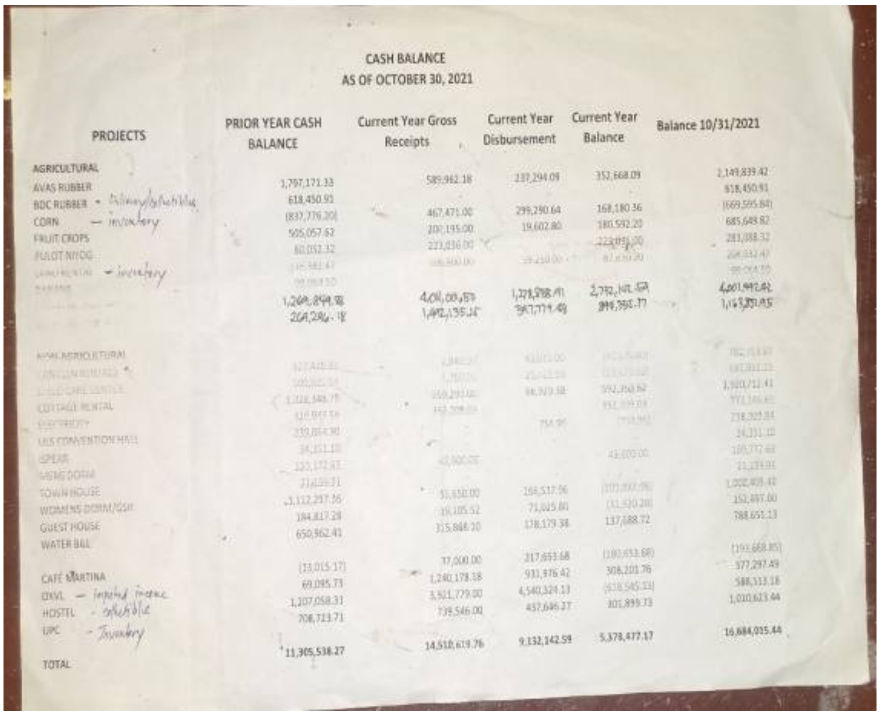



BOWLS

3. OUTCOMES

- **Show evidences that the Food Services/Canteen/Cafeteria generates income for the Institution**

The University of Southern Mindanao generates institutional income from its Food Services/Canteen/Cafeteria through authorized concessionaire arrangements. Lease agreements and rental contracts provide for the collection of monthly or periodic payments for the use of designated food service spaces. Official receipts, collection summaries, liquidation reports, and accounting records serve as documentation of these collections. Canteen-related revenues are reflected in institutional financial records and are accounted for as part of the University's income-generating activities.



CASH BALANCE
AS OF OCTOBER 30, 2021

PROJECTS	PRIOR YEAR CASH BALANCE	Current Year Gross Receipts	Current Year Disbursement	Current Year Balance	Balance 10/31/2021
AGRICULTURAL					
AVAS RUBBER	1,797,171.33	589,962.18	237,294.09	352,668.09	2,149,839.42
BDC RUBBER	618,450.91				618,450.91
CORN	(837,776.20)	467,471.00	299,290.64	168,180.36	(669,595.84)
FRUIT CROPS	505,057.62	207,195.00	19,602.80	180,592.20	685,649.82
PULOT NIYOG	60,052.32	223,836.00		[illegible]	283,088.32
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]				[illegible]
	1,260,894.98	4,011,001.57	1,278,988.41	2,732,161.53	4,001,992.02
	264,286.18	1,492,135.25	587,774.49	944,390.77	1,163,351.45
NON-AGRICULTURAL					
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
COTTAGE RENTAL	1,328,348.75	[illegible]	86,929.38	592,350.82	1,920,712.41
ELECTRICITY	[illegible]	[illegible]		[illegible]	[illegible]
LIS CONVENTION HALL	239,054.90		754.96	[illegible]	238,322.84
SPEAR	34,151.10				34,331.10
MENS DORM	120,172.83	45,000.00		45,000.00	[illegible]
TOWN HOUSE	21,039.31				21,139.91
WOMENS DORM/GSH	1,112,297.36	55,650.00	164,537.96	(108,887.96)	1,003,409.40
GUEST HOUSE	184,817.28	19,105.52	71,025.80	(51,920.28)	152,897.00
WATER BILL	650,962.41	315,868.10	178,179.38	137,688.72	788,651.13
CAFÉ MARTINA	(13,015.17)	37,000.00	217,653.68	(180,653.68)	(193,668.85)
DXVL	69,095.73	1,240,178.18	931,976.42	308,201.76	377,297.49
HOSTEL	1,207,058.31	3,921,779.00	4,540,324.13	(618,545.13)	588,513.18
UPC	708,723.71	739,546.00	437,646.27	301,899.73	1,010,623.44
TOTAL	11,305,538.27	14,510,619.76	9,132,142.59	5,378,477.17	16,684,015.44

4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter H (Food Services/Canteen/Cafeteria).**

The University of Southern Mindanao provides accessible food service facilities that cater to the daily needs of students, faculty, personnel, and visitors. Canteen operations are governed by institutional policies and applicable food safety, sanitation, and health regulations. Food handlers observe proper hygiene, food preparation, handling, and storage practices, while food service areas and equipment are maintained in accordance with established standards.

The canteen offers reasonably priced meals, snacks, and beverages within the campus. Dining areas are managed through proper furniture arrangement, waste segregation, appropriate disposal practices, and the implementation of Clean As You Go (CLAYGO). Operators are required to secure applicable permits and comply with sanitary and institutional requirements, including provisions for pest control and safe water and drainage systems.

Accessibility, orderly service arrangements, and customer feedback mechanisms are likewise incorporated into food service operations. These provisions support a safe, sanitary, accessible, and orderly dining environment for the university community.

PARAMETER I – ACCREDITATION CENTER

1. SYSTEM-INPUTS AND PROCESSES

- **Present in pictorial form that the Institution has an Accreditation Center.**





The Accreditation Center is located inside the University Administration Building, on second floor right wing.


ACCREDITATION OFFICE
(ARTS PROGRAM)
1R-A
RESEARCH
OFFICE
DOCUMENT
CONTROL OFFICE

2. IMPLEMENTATION

- **Present in pictorial form the equipment and pictures in the Accreditation Center**



- **Present the organizational structure of the Accreditation Center**



3. OUTCOMES

- **Describe briefly that the Accreditation Center is well-equipped and managed.**

The University of Southern Mindanao maintains an Accreditation Center that serves as a designated workspace for accreditation and quality assurance activities. The center is provided with essential office furniture, filing and storage facilities, computers, printers, and communication equipment to support documentation and coordination. Accreditation records and related documents are systematically organized and maintained for accessibility and reference. Designated personnel with defined functions oversee accreditation-related tasks and coordinate with concerned offices and units in the preparation, submission, and management of accreditation requirements.

4. BEST PRACTICES

- **Cite as many best practices as you can on Parameter I (Accreditation Center)**

The University of Southern Mindanao implements systematic processes for the preparation, organization, validation, and management of accreditation documents and supporting evidence. The Accreditation Center facilitates the compilation, review, updating, and secure storage of institutional records, including policies, reports, photographs, and other documentary evidence, organized according to applicable accreditation areas and parameters.

Coordination among concerned offices, committees, faculty, and administrative personnel supports the collection and validation of required documents. Monitoring tools and periodic document reviews are utilized to track requirements, address identified gaps, and ensure the completeness and accuracy of submissions. Appropriate records management and secure storage practices are likewise observed to protect institutional information and support the continuous quality assurance and improvement processes of the University.

PARAMETER J – HOUSING (Optional)

1. SYSTEM-INPUTS AND PROCESSES

- **Present in pictorial form the Dormitory/Housing provision of the Institution.**






WELCOME
Students, Visitors, & Guests
University
Hostel


MEN'S DORMITORY

- **Present the policies and guidelines in the operations of the Dormitory/Housing.**

Sec 1. The University shall provide residence halls/dormitories for students where they are expected to reside, particularly for freshmen. Students not living in the University residence halls/dormitories shall be advised to reside in the homes or dormitories included in the duty accredited list of boarding houses as determined by the Office of the Director of Student Affairs.

Sec 2. The residence halls/dormitories shall be administered in accordance with the following rules:

a. Each residence hall/dormitory shall be supervised by a. Dormitory Manager; b. Contractual employees or student assistants may be hired as the need arises to help perform housekeeping and custodial responsibilities as well as maintenance of order and discipline and improvement of student personal behavior and academic work.

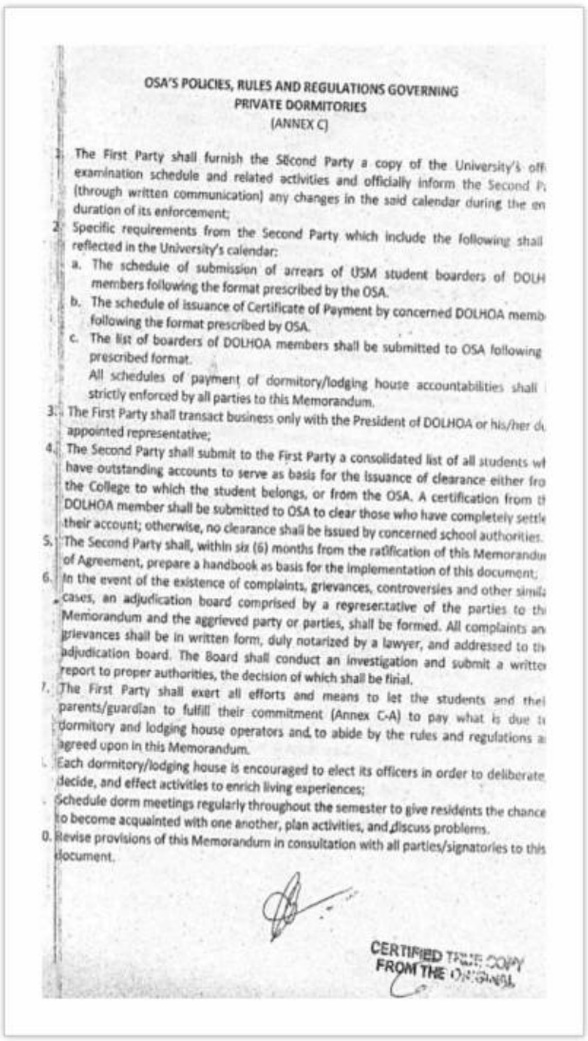
c. The financial operation and administrative direction of the residence hall shall be the responsibility of the Dormitory Manager, who shall be under the supervision of the Director of Student Affairs, to whom all budgetary requests for administrative positions, appointments and other housekeeping matters shall be submitted.

d. There shall be created a student housing committee under the supervision of Director of the Student Affairs, which shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification are admitted.

Sec 3. The University, if possible, shall provide other auxiliary services to cater the needs of the students like canteen or cafeteria; bookstore and supplies; recreational facilities; mails/telegrams/telephones; and lost and found services.

2. IMPLEMENTATION

- **Present the staff profile of personnel managing the Dormitory/Housing**

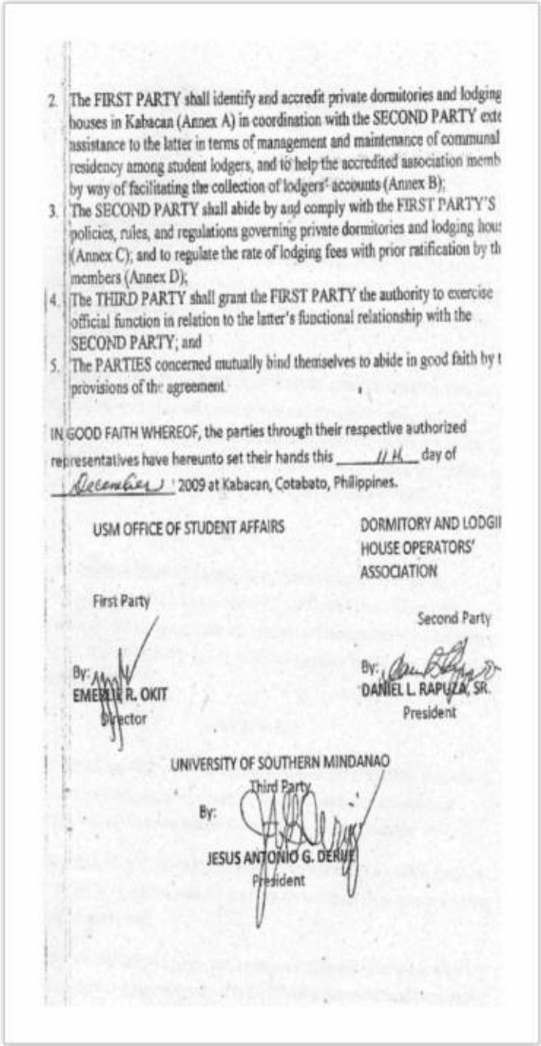


OSA'S POLICIES, RULES AND REGULATIONS GOVERNING
PRIVATE DORMITORIES
(ANNEX C)

1. The First Party shall furnish the Second Party a copy of the University's off examination schedule and related activities and officially inform the Second P (through written communication) any changes in the said calendar during the en duration of its enforcement;
2. Specific requirements from the Second Party which include the following shall reflected in the University's calendar:
   a. The schedule of submission of arrears of USM student boarders of DOLH members following the format prescribed by the OSA.
   b. The schedule of issuance of Certificate of Payment by concerned DOLHOA memb following the format prescribed by OSA.
   c. The list of boarders of DOLHOA members shall be submitted to OSA following prescribed format.

   All schedules of payment of dormitory/lodging house accountabilities shall strictly enforced by all parties to this Memorandum.
3. The First Party shall transact business only with the President of DOLHOA or his/her d appointed representative;
4. The Second Party shall submit to the First Party a consolidated list of all students wh have outstanding accounts to serve as basis for the issuance of clearance either fro the College to which the student belongs, or from the OSA. A certification from th DOLHOA member shall be submitted to OSA to clear those who have completely settle their account; otherwise, no clearance shall be issued by concerned school authorities.
5. The Second Party shall, within six (6) months from the ratification of this Memorandu of Agreement, prepare a handbook as basis for the implementation of this document;
6. In the event of the existence of complaints, grievances, controversies and other simil cases, an adjudication board comprised by a representative of the parties to th Memorandum and the aggrieved party or parties, shall be formed. All complaints an grievances shall be in written form, duly notarized by a lawyer, and addressed to th adjudication board. The Board shall conduct an investigation and submit a writte report to proper authorities, the decision of which shall be finial.
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8. Each dormitory/lodging house is encouraged to elect its officers in order to deliberate decide, and effect activities to enrich living experiences;
9. Schedule dorm meetings regularly throughout the semester to give residents the chance to become acquainted with one another, plan activities, and discuss problems.
10. Revise provisions of this Memorandum in consultation with all parties/signatories to this document.

CERTIFIED TRUE COPY
FROM THE ORIGINAL



2. The FIRST PARTY shall identify and accredit private dormitories and lodging houses in Kabacan (Annex A) in coordination with the SECOND PARTY exte assistance to the latter in terms of management and maintenance of communal residency among student lodgers, and to help the accredited association memb by way of facilitating the collection of lodgers' accounts (Annex B);
3. The SECOND PARTY shall abide by and comply with the FIRST PARTY'S policies, rules, and regulations governing private dormitories and lodging hou (Annex C); and to regulate the rate of lodging fees with prior ratification by th members (Annex D);
4. The THIRD PARTY shall grant the FIRST PARTY the authority to exercise official function in relation to the latter's functional relationship with the SECOND PARTY; and
5. The PARTIES concerned mutually bind themselves to abide in good faith by t provisions of the agreement.

IN GOOD FAITH WHEREOF, the parties through their respective authorized representatives have hereunto set their hands this 11th day of December 2009 at Kabacan, Cotabato, Philippines.

USM OFFICE OF STUDENT AFFAIRS
First Party
By:
EMERITA R. OKIT
Director

DORMITORY AND LODGI HOUSE OPERATORS' ASSOCIATION
Second Party
By:
DANIEL L. RAPUZA, SR.
President

UNIVERSITY OF SOUTHERN MINDANAO
Third Party
By:
JESUS ANTONIO G. DERIT
President

Facility	Number	Presence of (pleae check)		
		Safe entrance/exit	Provision for proper maintenance	Evidence of Compliance with the Building Code
1. Dormitories (for Students)	3	/	/	/
2. Housing (for Faculty and Staff)	2	/	/	/

3. OUTCOMES

- **Present the financial income form the operations of the dormitory/housing.**

The University of Southern Mindanao generates institutional income through rental fees from on-campus dormitories, the Graduate School Hostel, and arrangements with accredited off-campus boarding houses. Collections are documented through official receipts, collection reports, and institutional financial records, providing accountability in the management of housing-related revenues.

- **Discuss briefly how dormitories (inside and outside) are being managed to show that students are safe and protected.**

On-campus and off-campus housing facilities are managed in accordance with established policies and monitoring procedures. Designated personnel oversee on-campus dormitories, including the implementation of rules on security, curfew, cleanliness, and proper conduct, as well as regular facility inspections. Accredited off-campus boarding houses are monitored through established accreditation and coordination mechanisms to ensure compliance with applicable safety, accommodation, and student welfare requirements. Security measures and emergency procedures further support the safety and welfare of students residing in or utilizing these facilities.

4. BEST PRACTICES

- **Cite as many best practices as you on Parameter J (Housing)**

The University of Southern Mindanao implements policies and practices that support safe, clean, orderly, and conducive housing arrangements for students. Housing facilities are provided with basic amenities, including adequate lighting and ventilation, sanitary comfort rooms, water supply, and designated common areas, where available. House rules and regulations establish expectations for cleanliness, proper conduct, responsible use of facilities, and consideration for other residents.

Safety and security measures, emergency procedures, waste disposal practices, and regular inspection and maintenance are implemented in accordance with institutional requirements. Residents are likewise encouraged to observe personal hygiene, conserve resources, and maintain cleanliness in shared spaces. Coordination with concerned university offices facilitates the reporting and resolution of housing-related concerns, supporting the welfare and security of residents.

5. EXTENT of COMPLIANCE with the Team Recommendations for Area VIII – Physical Plant and Facilities in the last Survey Visit.

   - Present the status of Compliance Matrix of Area VIII focusing on interventions done on the recommendations

     Duly Accomplisehed Self-Survey Instrument

   - Present the Summary of Findings and Recommendations for Area VIII (Physical Plant and Facilities) during the _____ (Preliminary, 1st Survey, 2nd Survey, 3rd Survey, or 4th Survey) in terms of;

     1. Strengths
     2. Areas Needing Improvement
     3. Recommendations
     4. Present the Summary of Ratings on the quantitative assessment on Area VIII