



PRELIMINARY SURVEY VISIT

AREA II:

FACULTY

B. RECRUITMENT, SELECTION AND ORIENTATION

B.1. POLICIES ON HIRING AND SELECTION

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

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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



5.4.1.6. Procedures

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

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

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

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

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

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

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

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

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

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



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

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

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

B.2. CRITERIA USED IN THE SELECTION PROCESS

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

POSITION AND OFFICE
CANDIDATE'S NAME:

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

B.3.COMPOSITION OF THE SCREENING PROCESS

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



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



Special Order No. 7001
Series of 2024

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

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

DATE: **Friday, August 30, 2024**

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

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

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

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





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OFFICE OF THE PRESIDENT



This designation shall remain in force and in effect on **September 02, 2024** until **September 01, 2025** otherwise the same is revoked by the undersigned or by a higher competent authority.

Conforme:

Copy Furnished
____ records
____ HRMDO/201 file
____ File
____ COA file
____ Board Secretary




FRANCISCO GIL N. GARCIA, ABE, PhD
SUC President 

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**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**
USM-SYS-F70-Rev.1.2020.07.14



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



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

July 22, 2024

Date

Position INSTRUCTOR I (1 SLOT) TEMPORARY

ASSIGNMENT: ISPEAR

NAME OF CANDIDATE	ASPIRATION ASSESSMENT	ABILITY ASSESSMENT	ENGAGEMENT ASSESSMENT	PERFORMANCE ASSESSMENT	TOTAL POINTS	REMARKS
1. JEMWELL FRANCISCO	28	27	26	30	113	MAED-PE (onThesis writing), Enrolled SINTIDO 1.0 Boot Camp Cohort 8, Cohorts 1-4.

Prepared by:

Certified Correct:


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


LEORENCE C. TANDOG, Ph.D.
 Director for Instruction
 Regular Member


JONALD L. PIMENTEL, Ph.D.
 USMFAI, President
 Regular Member


NORGE D. MARTINEZ, Ed.D.
 Dean, ISPEAR
 Provisional Member

APPROVED:


FRANCISCO GIL N. GARCIA, Ph.D.
 President

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

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

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

Vision

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

Mission

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

Core Values

Goodness

Responsiveness

Excellence

Assertion of RIGHT

and

Truth

University Quality Policy Statement

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

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

Human Resource Management and
Development Office

2nd Floor, Administration Building, USM
Kabacan, North Cotabato 9407
(064) 572-2599, hrmd@usm.edu.ph



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

August 18, 2023

7:00 AM

GS Convention Hall

USM Hymn

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

Refrain:

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

(Repeat Refrain)

Lady of Ceremony: Ms. Rhea Ann P. Antonio

PROGRAMME

Part I	
7:00—8:00 AM	Registration
Part II	
8:00—9:00 AM	Opening Program
Invocation	
Christian Prayer —Ms. Abygyl P. Serdon-USM-KCC Faculty	
Muslim Prayer —Mr. Datu Thalal Mangcoc-CASS Faculty	
National Anthem - Ms. Hannah Jane Palmos-CSM Faculty	
Words of Welcome	
Geoffray R. Atok, Ph.D VP for Academic Affairs	
Presentation of New Faculty Members	
Tessie E. Leros, Ph.D Director, HRMDO	
Message	
Francisco Gil N. Garcia, Ph.D University President	
Part III—SESSIONS	
9:00—9:15 AM (15 mins.)	USM History Prof. Vilma M. Santos Director, UPRIQ
9:15—9:30 AM (15 mins.)	USM Vision, Mission and Core Values/ONLINE CLEARANCE Lawrence Anthony U. Dollente, Ph.D Director, UQAO
Snacks will be served anytime	
9:30—9:40 AM (10 mins.)	Introduction of USM Admin Council & Members of the Board of Regents Ms. Jennifer E. Sinco Board Secretary V

9:40—10:30 AM (20 mins.)	Academic Policies Elsa A. Gonzaga, Ph.D Director, Instruction Office
HR Related Policies	
10:30—11:00 AM (30 mins.)	Office of Legal Services Atty. Maria M. Bello Jr., Ed.D
11:00—12:00 PM (60 mins.)	Leave Privileges/Working Hours/ Dress Code/Deliverables Tessie E. Leros, Ph.D Director, HRMDO
12:00—1:00 PM	L U N C H
1:00—2:00 PM (60 mins.)	Performance Mgt. System Nerissa G. Dela Viña, Ph.D Coordinator, PM
2:00—3:00 PM (60 mins.)	SINTIDO Bootcamp Engr. Willie Jones B. Saliling Exec. Asst. for SMART University
3:00—3:15 PM (15 mins.)	Learning&Development Oppurtuni- ties Mr. Marlon L. Marquez HRMDO L&D Head
Snacks will be served anytime	
3:15—3:30 PM (15 mins.)	Compensation and Benefits Ms. Quenielyn L. Durendes FMS Director
3:30—4:00 PM (30 mins.)	Research & Extension for New Faculty Ma Teodora N. Cabasan, Ph.D Vice-President, RDE
4:00—4:15 PM (15 mins.)	Library Services Prof. Susan Martinez Director, KEPLRC

August 1, 2023

FRANCISCO GIL N. GARCIA
SUC President IV

Sir,

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

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

Truly yours,


TESSIE E. LARIOS, Ph.D
Director, HRMDO

APPROVED




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

Rationale:

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

Orientation is important because it:

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

Objective:

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

Expected Output:

1. A more productive and effective faculty member.

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

TOPICS and RESOURCE PERSONS:

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

BUDGETARY REQUIREMENT:

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

Prepared by:


MS. RHEA ANN P. ANTONIO
HRMD Staff

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

B.6. Policies on inbreeding.

Policy on In-Breeding

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