



PRELIMINARY SURVEY VISIT

AREA II: FACULTY

H. Professionalism

H.1. EVIDENCE/S ON FACULTY ATTENDANCE IN CLASS AND OTHER INSTITUTIONAL ACTIVITIES



Kabacan, Cotabato
Philippines
ATTENDANCE

Date:	March 13, 2025		
Venue:			
Unit:	CVM		
<input type="checkbox"/> Training <input type="checkbox"/> Meeting	UNIVERSITY RECOGNITION PROGRAM		
Participants:			
Coordinator:			
Resource Speaker/s:			
No	NAME	Office/Dept	SIGNATURE
1	ADAMAT, AP WARREN		
2	DRAPIZA, SHERRIE LEE	COS-FACULTY	
3	FAJARDO, ROLAND ✓	EMCEE	
4	FERRER, PRECIOUS AMOR		
5	FLORES, JOSEPHINE		
6	FLORES, VRENELIE II		
7	GARDUQUE, ROLANDO ✓		
8	GOCOTANO, CARL JONAS D.		
9	JUNATAS, KHAN		
10	KUMPA, SITTIE AIMA	COS-FACULTY	
11	LASAGA, GARRY		
12	LUMBAO, LILIAN		
13	MOLINA, ELIZABETH	ON LEAVE (SPL leave for Women)	
14	OKIT, EMERLIE		
15	OLIVAR, DESERIE JANE V.		
16	PANES, SPENCER	COS-FACULTY	
17	TENORIO, JAN CLYDEN	Study Leave	
18	USOP, FLEURMINA EULA C.		
19	ESTEFANIA, MARK A.		

ATTENDANCE

Date: September 29, 2025 (PM)
 Venue: USM AUDITORIUM
 Unit: ~~CONTRACT OF SERVICE AND JOB ORDER~~
 Training Meeting
 Participants: CIVIL SERVICE ANNIVERSARY
 Coordinator:
 Resource Speaker/s:

No.	Name	Office	Email Address/Contact No. (optional)	Signature
1.	LIAN D. BAGONG	COMDEM/PAJ		[Signature]
2.	ALLEN SHANE C. GARCIA	CBDEM/Acty		[Signature]
3.	JULHAINA G. CAMBANG	CBDEM/Acty	col	[Signature]
4.	GARRY KIETH F. ESCUCHA	PDO		[Signature]
5.	JEAN E. AUSTRIA	PDO		[Signature]
6.	MAHAWIL, SHIE IRA C.	PDO		[Signature]
7.	LOREBEWE I. AMANDORAN	PMU		[Signature]
8.	JOAN C. MOLINA	PMO		[Signature]
9.	JORDAN ESTO	CHK		[Signature]
10.	RIZA MAE O. RIEL	AKO		[Signature]
11.	Baleny, Helen	CBT		[Signature]
12.	Catubay, Laksni E.	IKRO		[Signature]
13.	ORTIZ, ASHLEY COLEENS	CEO		[Signature]
14.	TAGARE, RUBEN OR L.	CHK		[Signature]
15.	MONIRA BANSILAN	PROPERTY		[Signature]
16.	HARICA PINALINDANG	BAC	col	[Signature]
17.	PAUJHA MANGANSARAN			[Signature]
18.	ISMATIYA B MALACO	JCOA		[Signature]
19.	PLEURMINA EULA C. USAP			[Signature]
20.	VERNELE II D. FUJEC	CIM		[Signature]
21.	DEBENE JANE V. OJUAN			[Signature]
22.	ICBAN L. JUDATOT			[Signature]
23.	JOHN KYLEN O. BITANG		col	[Signature]
24.	ENTOL, JUKAIA A.	IMRS		[Signature]
25.	CABASAG, YORLU JAROS	CASS - VSSP		[Signature]
26.	OPTRASPE, DAN MARIS S.	CASS - BSSP	col	[Signature]
27.	Gomez Frans Bert D.	CASS - DSSP		[Signature]
28.	Russell Ivan Dave Aji	CASS - OSSP	col	[Signature]
29.	LIZA MARI POSRINE	WMMH		[Signature]
30.	VILLANUEVA, VANESSA TRITH	CHS		[Signature]
31.	Myanna Lumaguinding	CASS - OSSP	col	[Signature]
32.	LEMINI, ANGEN CA M.	PLS		[Signature]
33.				
34.				
35.				
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40.				

H.2. MINUTES OF MEETINGS CONDUCTED

	UNIVERSITY OF SOUTHERN MINDANAO Kaharan, Cotabato Philippines
MINUTES OF MEETING	

COLLEGE OF VETERINARY MEDICINE

Name of Office

February 06, 2026/10:00 AM

Date/Time

CVM Accreditation Room

Venue

Attendance:

Present:

1. Elizabeth C. Molina
2. Josephine Flores
3. Rolando J. Garduque
4. Lilian A. Lumbao
5. Precious Amor B. Ferrer
6. Yrenelie H. D. Flores
7. Jan Clyden B. Tanorio
8. Khan L. Junatas
9. Garry D. Lasaga
10. AP Warrer P. Adamat
11. Deserie V. Olivar
12. Feumina Jana Usop
13. Sherrie Lee Drapiza
14. Sittie Aima Kumpa
15. Carl Inas Grotano
16. Spencer S. Panes

1. Call to Order

The meeting was called to order by the College Dean, Elizabeth C. Molina at 10:00 AM.

2. Adoption of the Agenda

Dr. Molina read the agenda of the meeting as follows. These were adopted by the body.

- a. External Audit
- b. Risk Registry Evaluation
- c. Thesis Concerns



UNIVERSITY OF SOUTHERN MINDANAO
Kaharan, Cotabato
Philippines

MINUTES OF MEETING

- d. Other Matters
 - d.1 Follow-up on laboratory supplies
 - d.2 AACCUF Preliminary Visit for BS Vet Tech
 - d.3 Faculty Development Plan
 - d.4 Local Review for board takers
 - d.5 Vet Tech Extension Coordinator

3. Matters Arising from the Minutes :

a. External Audit

Dr. Molina informed the body that the external audit is scheduled on February 25-27, 2026.

b. Risk Registry Evaluation

The Risk Registry was evaluated. The risk is the low performance of graduates. Monitoring scheme is annually. Because of the latest result of the licensure examination (October 2025) during which the College was awarded as the Top 3 Performing School, the body found the action to be Effective. For the significant action, it was decided to place Compensate.

c. Thesis Concerns

The Dean announced that DVM has a new Department Research Coordinator in the person of Dr. Jan Clyden E. Tenorio.

Dr. Tenorio informed the body that to streamline the processes for theses checking, studies will be divided among the three department chairpersons.

Dr. Garduque stated that the policies concerning theses must be strictly implemented. As such, it was decided that the outline presentations must be done two weeks before the final examination. Dr. Lunatas said that the write-ups must be given to the panel members at least 2-3 days before the scheduled presentation.

The body also agreed that students will not be allowed to enrol in Thesis II if they have not completed Thesis I.

- The Dean said that the said concerns will be relayed to the ARD Director.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

d. Other Matters

d.1 Follow-up on laboratory supplies

Dr. Garduque inquired about the laboratory supplies. The Dean informed the body that the College Clerk has already followed-up the procurement office about this.

d.2 AACUP Preliminary Visit for BS Vet Tech

Dr. Ferrer informed the body that there will be a preliminary visit by AACUP for BS Vet Tech on April 20-24, 2026. She asked all faculty to assist the Vet Tech faculty in the preparation of the documents. With this, the following faculty were assigned in the following areas:

Faculty – Drs. Ferrer and Lumbao
Curriculum – Miss Drapiza, Miss Kumpa, and Dr. JR Flores
Research – Ms. Usop, Dr. Tenorio, Dr. JR Flores
Students – Miss Olivar, Dr. VD Flores, Dr. Garduque
Extension – Mr. Gocotano, Mr. Panes, Dr. Adamat

Dr. Ferrer also informed that the first visit of AACUP will be in November 2025

d.3 Faculty Development Plan

Dr. Junatas stated that there is a need for a faculty development plan in which there should be faculty to be handling the different specialized fields in veterinary medicine. With this, it was agreed that the college will request the management for the hiring of three new faculty per department taking into consideration that there are two senior faculty who will be retiring in 2027.

d.4 Local Review for board takers

Dr. VD Flores informed the body that there are faculty who have agreed to conduct voluntary review for the coming board takers. Dr. Garduque requested that the review should focus only on specific topics rather than reviewing the whole coverage of the courses. Other faculty have also signified their willingness to conduct a review.

The review will be done after the graduation.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

d.5 Vet Tech Extension Coordinator

Dr. Adamat requested that there should be an extension coordinator for Vet Tech. With this, Mr. Gocotano was recommended for the position. A Special Order for him will later be issued by the Dean.

All those present agreed to the matters/minutes that arose during the meeting.

e. Adjournment

The meeting was adjourned at 12:00 PM.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Elizabeth C. Molina', written over a grey rectangular background.

ELIZABETH C. MOLINA
Dean

H.3. EVIDENCE ON SUBMISSION OF REQUIRED REPORTS BY THE FACULTY

The University require all faculty members to submit students' grades within ten (10) days after the midterm and final examinations to ensure the timely release of academic results. This policy promotes efficiency in academic processes, enables students to promptly know their performance, and supports essential activities such as enrollment and graduation. Faculty are expected to uphold accuracy, completeness, and integrity in grading, while strictly adhering to the prescribed timeline to maintain accountability and quality service.



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

ADMISSION AND RECORDS OFFICE (ARO)
REPORT ON STUDENT GRADES

Semester and School Year: **1, 2025-2026** Faculty Name: **DESERIE JANE V. OLIVAR** Date Posted: **December 16, 2025**

Subject No.:	Lec/Lab/Credit:	Description:	Section Name	
VT 07	3-1-4	Small and Large Animal Care and Management	3 BSvetTech- A	
Id No	Name	Yr/Prog/Sec	Final Grade	Remarks
23-18062	ABELLERA, Jenel Jian, Acain	BS Vet Tech	2.75	Passed
21-34524	ALAGASI, HARISAH, Manay	BS Vet Tech	INC	Incomplete
23-03501	ALO, Dianne Jan, Atop	BS Vet Tech	3.00	Passed
23-70744	ANUNCIADO, Jannaë Rianne, Boloron	BS Vet Tech	2.75	Passed
22-87608	BASCOS, ANIKA CIERENE, Sabado	BS Vet Tech	3.00	Passed
23-40162	BAUTISTA, Jade, Ebdao	BS Vet Tech	2.50	Passed
23-16655	BOLORON, Princess May, Roa	BS Vet Tech	2.75	Passed
23-05031	BRAGA, Issa Breanna, Pedregosa	BS Vet Tech	2.50	Passed
21-72090	BUCA, MODESSTY EIMMHANRIE, Balanding	BS Vet Tech	2.75	Passed
23-18532	CABALINAN, Novie Luv, Gomez	BS Vet Tech	2.75	Passed
23-58595	CABALLERO, Alexa Jane, Bento	BS Vet Tech	3.00	Passed
21-69312	CABALQUINTO, JEMEL, Alado	BS Vet Tech	3.00	Passed
22-02914	CABUGSA, CHARLS NERIE, Albuna	BS Vet Tech	2.75	Passed
23-43442	CADUT, Claire, Arsenio	BS Vet Tech	2.75	Passed
23-43105	CHAONUI, Yehsa Marie, Yebes	BS Vet Tech	2.75	Passed
23-56082	COROMBANA, Althea Amor, Molde	BS Vet Tech	3.00	Passed
22-54710	CRUZ, SKY JUN, Bonggo	BS Vet Tech	3.00	Passed
23-67884	DESAMERO, Princes Kyle, Ingosan	BS Vet Tech	2.75	Passed
23-81599	DIMAANO, John Deere, Donayre	BS Vet Tech	2.75	Passed
23-59505	ESCRITOR, Janelle France, Lucena	BS Vet Tech	INC	Incomplete
23-39697	ESMAEL, Jash Laurence, Guevarra	BS Vet Tech	INC	Incomplete
23-99974	ESPETACION, Niña Loise, Santos	BS Vet Tech	3.00	Passed
23-72591	FLORES, Sharfin, Mabalud	BS Vet Tech	3.00	Passed
22-41858	GALAPON, ANGEL MAE, Pilapil	BS Vet Tech	INC	Incomplete
23-58261	GANANCIAL, Jyllian, Tato	BS Vet Tech	3.00	Passed
23-56396	GONZAGA, Jeanryl, Malik	BS Vet Tech	3.00	Passed
23-85851	HETI-AYON, Ethel Grace, Leono	BS Vet Tech	3.00	Passed
22-54644	HUERTAS, ADRIAN, Estrellan	BS Vet Tech	3.00	Passed
23-17903	IBESATE, Andrea Lorraine, Ortega	BS Vet Tech	2.75	Passed
23-79526	LABELLA, Melarrie, Porio	BS Vet Tech	INC	Incomplete
23-93194	LABRADOR, Clare Jade, Lopez	BS Vet Tech	INC	Incomplete
23-07594	LANTO, Vernadette Khim, Estimo	BS Vet Tech	INC	Incomplete
21-41746	LICAY, ERICK CHRISTIAN,	BS Vet Tech	2.75	Passed
21-88376	LLOBRERA, JEDY AMOR, Abellana	BS Vet Tech	2.75	Passed
23-84672	LOVITOS, Mickaella, Salvador	BS Vet Tech	2.50	Passed
22-89292	MADRID, ZETH XANDRIA, Baron	BS Vet Tech	INC	Incomplete
23-89406	MADRONIAL, Jehoesua, Destura	BS Vet Tech	INC	Incomplete

CERTIFIED CORRECT

DESERIE JANE V. OLIVAR 02/05/2026
 Signature of Instructor/Date(mm/dd/yyyy)

Rec. Approved: Department Head/Date(mm/dd/yyyy)

Approved: DEAN/Date(mm/dd/yyyy)



CLASS RECORD

TUV

Name of Instructor: **CARL JONAS D. GOCOTANO**

SUBJECT

SEM and AY: **1st Semester**

Code: **Vet Tech 317**

Year/Course/Section **3/BSVT/B**

Title: **Research in Veterinary Technology**

Date Printed **19:33:38 02/11/2024**



	Name of Student	MIDTERM		FINALTERM		FINAL GRADE		REMARKS
		%	50%	%	50%	100%	1.00	
1	ABO, NORHODA Katua	2.75	1.38	2.25	1.13	2.80	2.75	PASSED
2	ACUÑA, JOSHUA Jurado	2.90	1.45	2.60	1.30	2.90	3.00	PASSED
3	AD-AD, JOHN PATRICK Varela	2.50	1.40	2.90	1.45	2.70	2.75	PASSED
4	ADAM, Prince Ramzi Uan	2.50	1.25	2.90	1.45	2.70	2.75	PASSED
5	ALBONA, MARY JOY Cabangisan	2.00	1.00	2.70	1.35	2.58	2.50	PASSED
6	ALLADO, KEY AMORE Dableo	4.00	2.00	1.20	0.60		3.00	PASSED
7	ALVAREZ, Rocelyn Elizarde	3.50	1.75	2.25	1.13	2.88	2.75	PASSED
8	AMISPERO, SHAYNE Bantaculo	2.50	1.25	2.00	1.00	2.55	2.50	PASSED
9	ANDIANO, RONALD KARL Rabago	2.50	1.25	2.80	1.40	2.65	2.75	PASSED
10	ANG, CEDRIC GABRIEL Lapuz	3.00	1.43	2.00	1.00	2.40	2.50	PASSED
12	APOLINAR, XYRA FAITH Musa	2.50	1.25	1.75	0.88	2.40	2.50	PASSED
13	ASUNCION, Christian jeo Salcedo	2.30	1.15	2.50	1.25	2.60	2.50	PASSED
14	BANGERO, HAROLD KENT Bierneza	2.90	1.45	1.20	0.60		3.50	FAILED
15	BERI, CEARBELLE Casia	3.25	1.63	2.50	1.25	2.88	2.50	PASSED
16	BIERNEZA, DENN CLOYD Lechugas	2.35	1.18	2.30	1.15	2.60	2.50	PASSED
17	CABAÑAS, KIMBERLY Na	2.90	1.45	2.90	1.45	2.90	3.00	PASSED
18	CABUENAS, MARIEL Otom	3.00	1.50	2.90	1.45	2.80	2.75	PASSED
19	CADIO, CHRISTIAN REX Oraño	2.75	1.38	2.50	1.25		3.00	PASSED
20	CADUTDUT, Farewell De Guzman	2.00	1.00	1.75	0.88	2.20	2.25	PASSED
21	CARVAJAL, LYNNEY MAE Datuin	1.75	0.88	1.80	0.90	2.40	2.50	PASSED
22	CASTRO, WENCES GRAZYL Tingcay	2.50	1.25	2.80	1.40	2.65	2.75	PASSED
23	COMILANG, Roger Michael Ubas	2.75	1.38	2.25	1.13	2.40	2.50	PASSED
24	CORNELIO, Josephia Ruth Cipriano	2.30	1.15	2.00	1.00	2.60	2.50	PASSED
25	DE GUZMAN, ADELLE FAYE Polinar	2.30	1.15	2.50	1.25	2.40	2.50	PASSED
26	DELA CRUZ, EARL KRISTIAN Riparip	2.40	1.20	1.40	0.70		3.50	FAILED
27	DIESTRO, ALBERT JON Pahm	2.20	1.10	2.00	1.00	2.30	2.25	PASSED
28	DUCO, MARY RICA GRACE Tatoy	2.70	1.35	2.00	1.00	2.80	2.75	PASSED
29	DULAY, BERNADETTE Presquito	2.50	1.25	2.50	1.25	2.50	2.50	PASSED
30	EDIOY, TRIXIA PAULINE Ali	2.40	1.20	2.40	1.20	2.40	2.50	PASSED
31	ELLEVERA, JAIRA SHANE Tingson	2.75	1.38	1.50	0.75	2.80	2.75	PASSED
32	ELUMBARING, Valentin, III Yamba	3.00	1.50	2.25	1.13	2.60	2.50	PASSED
33	ESTACION, LICEL BELLE Dela Cruz	2.90	1.45	2.60	1.30	2.40	2.50	PASSED
34	ESTANDA, Kersly Anne Estestes	3.00	1.50	2.25	1.13	2.53	2.50	PASSED
35	ESTARDO, GAYLE Diaz	3.00	1.50	3.00	1.50	2.90	2.75	PASSED
37	FLORES, CLYTON MARK Cruz	2.40	1.20	1.90	0.95	3.00	3.00	PASSED
38	FREDELIZ, Paul Joseph Cudera	2.70	1.35	2.40	1.20	2.55	2.50	PASSED
39	GEVEROLA, NHEL YJANE Maraňan	2.75	1.38	2.25	1.13	2.80	2.75	PASSED
40	JEREZA, KAYE Mercadera	2.80	1.40	3.00	1.50	2.90	3.00	PASSED
41	LAMATA, LOUIS ANN Lubo	3.00	1.50	2.75	1.38	2.88	2.75	PASSED
42	LIMOS, BREXTER Na	3.25	1.63	1.50	0.75	2.68	2.75	PASSED

H.4. PERSONNEL RECORDS ON ADMINISTRATIVE/DISCIPLINARY CASES, IF ANY



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
ols@usm.edu.ph

OFFICE OF LEGAL SERVICES

CERTIFICATION

This is to certify that the Office of Legal Services of the University of Southern Mindanao (USM) is currently handling various legal matters and proceedings involving the University and its personnel.


As of this date, the Office is actively handling four (4) administrative cases, all of which are ongoing and in various stages of resolution. These cases are being managed in accordance with applicable laws, rules, and institutional procedures governing administrative due process.

This certification is issued upon request for whatever legal and official purposes it may serve.

Issued this 11th day of July, 2025, at the University of Southern Mindanao, Kabacan, Cotabato.

Signed by:


ATTY. SUNNY RYE M. NOGALO
Director
Office of Legal Services
University of Southern Mindanao


ATTY. MARIONE JOHN C. SETO
Attorney IV
Office of Legal Services
University of Southern Mindanao

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



H.5 RECORDS OF TERMINATION CASES, IF ANY

UNITS 33
/ 32
1,031.25
x 23,332.00
24,061.13 (rate /month)
12,030.56

Jan 13 10 (days in Jan)
/ 22 (days in month)
0.45
x 24,061.13
10,936.88

Jun 03 6 (days in Jun.)
/ 22 (days in month)
0.27
x 24,061.13
6,562.13

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

HRMD-SC24-258

CONTRACT OF SERVICE

made and entered by and between:

UNIVERSITY OF SOUTHERN MINDANAO, a state university with office address at **Kabacan, Cotabato**, herein represented by the OIC University President **RODY P. GARCIA, MDM, JD. Ed.D** referred herein to as "**First Party**";

-and-

CRISTINE JOYCE ABADEJOS, of legal age, Filipino and with residence/office address at _____ hereinafter referred to as "**Second Party**";

-WITNESSETH-

1. That the **FIRST PARTY** is in need of the services of the Second Party whose task could not be performed by its regular personnel;
2. That the **SECOND PARTY** has signified his/her intention to provide the services to the University community which the **FIRST PARTY** has favorably considered and appreciated;
3. That the **SECOND PARTY** possesses the necessary educational qualification, experiences and skills required to perform the job so described;
4. That in view hereof, the **SECOND PARTY** is hereby contracted as **LEARNING SERVICE PROVIDER** for PhP **113, 743.50** effective **Jan 13, 2025** to **Jun 03, 2025** or until the tasks are completed ;
5. That as **LEARNING SERVICE PROVIDER**, the **SECOND PARTY** is expected to perform, among others the following functions:

Face to face instructional delivery of subjects assigned total of **28** units

28 hours a week Conduct of class with 1 hour a day student consultation.
6. That it is understood that the **SECOND PARTY** will not accept auxiliary work other than teaching ;
7. That it is understood that this contract does not create an employer-employee relationship between the parties herein; that the services rendered shall never be considered nor credited as government services; and that the latter is not entitled to the benefits enjoyed by the regular personnel of the First Party;
8. That it is understood that the **SECOND PARTY** is under the "NO WORK, NO PAY" policy. For the holidays to be paid, the **SECOND PARTY** shall conduct make-up classes to cover the topics in the syllabus, ensuring that all required course content is delivered in accordance with the academic schedule;
9. That the **FIRST PARTY** shall pay according to the following milestones and its means-of-verifications:

a. completion of expected output (Jan 13-26)	complete delivery of topics , DTR	10, 936.88
b. completion of expected output (Jan 27-Feb 11)	complete delivery of topics , DTR	12, 030.56
c. completion of expected output (Feb 12-26)	complete delivery of topics , DTR	12, 030.56

USM-HRD-F02-Rev1.2020.03.13

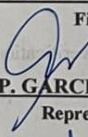
d.	completion of expected output (Feb 27-Mar 11)	complete delivery of topics, DTR	12,030.56
e.	completion of expected output (Mar 12-26)	complete delivery of topics, DTR	12,030.56
f.	completion of expected output (Mar 27-Apr 11)	complete delivery of topics, DTR	12,030.56
g.	completion of expected output (Apr 12-26)	complete delivery of topics, DTR	12,030.56
h.	completion of expected output (Apr 27-May 11)	complete delivery of topics, DTR	12,030.56
i.	completion of expected output (May 12-26)	complete delivery of topics, conduct of FINAL exam, DTR	12,030.56
j.	completion of expected output (May 27-Jun 3)	complete delivery of topics, FINAL grades, FDTR, completion of separation clearance	6,562.13

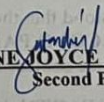
- Upon termination of this Contract, the **SECOND PARTY** shall return to the **FIRST PARTY** all items, articles, objects, money etc. which for any reason due to, or on occasion of, his/her employment, come to his/her possession and safekeeping. The **SECOND PARTY** shall be responsible and accountable for any loss of or damage to any materials, equipment or property under his possession and safekeeping;
- In case on unjustified pre-termination of this Contract by the **SECOND PARTY** the latter agrees to indemnify the **FIRST PARTY** in the amount equivalent to one ONE MONTH SALARY or WAGE to defray costs, such as, but not limited to the hiring of immediate replacement;
- Any breach of the terms and conditions of this Contract, commission of an offense, misconduct or transgression of the law will give rise to the imposition of proper sanctions which, in justified circumstances, include the termination of the Contract employment without any prejudice to the **FIRST PARTY's** redress for legal remedies when necessary;
- The **FIRST PARTY** shall conduct himself / herself in accordance with the law and other ethical and moral standards upheld by the University. The **FIRST PARTY** reserved the right to implement and enforce all applicable laws which were subjects of amendments, revisions or repeals, wether express or implied;
- That the **FIRST PARTY** shall abide with the provisions of CHED CMO 1 S 2015 in pursuant to RA 7787 otherwise known as Anti-Sexual Harassment Act of 1995, as amended.

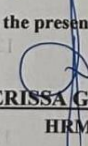
IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____, 2025 at _____.

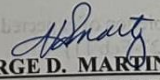
UNIVERSITY OF SOUTHERN MINDANAO

CRISTINE JOYCE ABADAJOS

First Party

RODY P. GARCIA, MDM, JD, Ed.D
 Representative

Second Party


Signed in the presence of:

NERISSA G. DELA VIÑA, PhD
 HRMDO Director


NORGE D. MARTINEZ
 Dean, ISPEAR

H.6. EVIDENCE/S OF PROFESSIONAL GROWTH (ADVANCED STUDIES AND ATTENDANCE TO SEMINARS AND OTHER IN-SERVICE TRAINING)





MALAYSIA
Poultry Health for All

CPD Code/s: MAVMACPD-2021-146
1 Point

CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS TO CERTIFY THAT

CARL JONAS GOCOTANO

has attended

World Veterinary Poultry Association Webinar Series
entitled

“Molecular Basis for Antigenic Variation in H9N2 and Impact on Vaccination”
on
19th November 2021

Sponsored by:



Datin Paduka Setia Dato Dr Aini Ideris
President
WVPA Malaysia



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY



AWC No.. 2022 - 1715

Certificate of Attendance

is hereby given to

Carl Jonas D. Gocotano

for attending the

**“Animal Welfare Act of 1998 RA 8485 as amended by RA
10631 and DA Administrative Orders and Circulars”**

on 11 July 2022.

REILDRIN G. MORALES, DVM, MVPHMgt

Officer-in-Charge, Director, Bureau of Animal Industry

“A food-secure Philippines with prosperous farmers and fisherfolk”



CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Precious Amor A. Beso

HAS COMPLETED GLOBAL FOOD PARTNERS' COURSE

**Cage-Free Egg Production: The
Basics (Parts 1 and 2)**



Dr. Kate Hartcher
SENIOR ANIMAL SCIENTIST
GLOBAL FOOD PARTNERS

Date: 06/07/2023
Total Time: 4h 33m



Dr. Jasper L.T. Heerkens
RESEARCHER AND LECTURER
IN POULTRY WELFARE AND SUSTAINABLE
POULTRY PRODUCTION
AERES UNIVERSITY OF APPLIED SCIENCES

CERTIFICATE OF ATTENDANCE



THIS CERTIFICATE IS PRESENTED TO

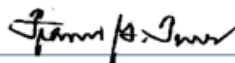
PRECIOUS AMOR A. BESO

for joining in the e-Learning event on *Biosafety and Biosecurity
in Research and Diagnostic Laboratories* on February 15, 2023.

Given this 15th day of February, 2023.



ORLEYNE TABUCANON
GENERAL MANAGER, HORECA PLUS
DISTRIBUTION CORPORATION



DR. FRANCO C. TEVES, FPAM, CBRO
BIOSAFETY EXPERT / RESOURCE SPEAKER



APRIL TRESSA DIAZ
SENIOR APPLICATION SPECIALIST, HORECA
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Carmen Agriculture Office Partners USM on Organic Coffee, Cacao Training

Home » News » Carmen Agriculture Office Partners USM on Organic Coffee, Cacao Training

Published by [Dr. John Cortez](#) on April 15, 2025



Kabacan, Cotabato—To strengthen local capacity in sustainable agriculture, the Office of the Municipal Agriculturist of Carmen tapped the University of Southern Mindanao (USM) to provide a lecture and venue for specialized training on organic coffee and cacao production and management on April 15, 2025, at USM, Kabacan.

The requested training aims to equip farmers, agricultural technicians, and local entrepreneurs with best practices and essential knowledge in sustainable coffee and cacao farming. Topics include soil management, pest control, post-harvest processing, and value chain enhancement.



The training was facilitated by Mr. Rezin C. Cabantug and Ms. Sheena Lucena—both USM Science Research Specialists, as requested by the Local Government Unit (LGU) of Carmen. Twenty-five organic farmers and farm owners participated in a field demonstration on the proper maintenance, propagation, and post-harvest processing of organic coffee and cacao. The participants engaged in hands-on activities covering correct crop propagation, fertilization practices, pruning and sheaving techniques, and post-production methods.

As part of the training, they also visited the Rubber-Based Cacao System (RBCS) site, where they learned about intercropping methods and how these can enhance farm productivity.

Mrs. Judithyn B. Española, Organic Agriculture Focal Person of the Office of the Municipal Agriculturist, shared that the training aims to provide farmers with much-needed knowledge and practical inputs to address low production in the field.

"Our farmers are facing major production challenges due to limited knowledge in crop management, that's why we partnered with USM—to help them learn proper techniques in managing their cacao and coffee farms," she said.

The training concluded with an open forum, where participants shared insights, raised questions, and clarified techniques discussed during the sessions.

This initiative marks another step in fostering collaboration between academic institutions and local government units in advancing sustainable and inclusive agricultural development in Region XII.



Ray John Cortez
 Creation Editor and Staff

Vision

Quality and relevant education for its students to be globally competitive, self-orientated and socially responsible human resources for sustainable development.

Mission

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

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USM-ESO Conducts Training-Workshop on Bookmaking, Invites Language Experts from SIL

[Home](#) > [News](#) > USM-ESO Conducts Training-Workshop on Bookmaking, Invites Language Experts from SIL

Published by [Dr. Wyn Corpuz](#) on [March 21, 2025](#)



Kabacan, Cotabato – The University of Southern Mindanao Extension Services Office (USM-ESO) successfully hosted a three-day Training-Workshop on Bookmaking and Bloom App User's Training-Workshop from March 17 to 19, 2025, at the USM Commercial Building.

The workshop aimed to equip participants with the skills to create and develop big books, decodable books, leveled books, and other instructional materials essential for academic content. This initiative aligns with the *Unibersidad at Kuminidad* (Unik) program of ESO for 2025, which seeks to document and preserve the cultural heritage of the Bagobo-Tagabawa in Kasunayan, Makilala, along with other communities supported by the university.



A total of 35 participants attended the event, representing various offices and colleges, including the College of Social Sciences – Department of English Language and Literature (CASS-DELL), Graduate School, Research Development Office (RDO), College of Business, Development, Economics, and Management (CBDEM), and faculty extension implementers.



Language experts from the Summer Institute of Linguistics (SIL)—the world's largest linguistic organization—led the sessions. Maria Cecilia Osorio-Van Zante, MA, Literary and Education Consultant of SIL-Philis, and Manuel S. Tamayao, Senior Archivist at SIL-Philis,

served as the resource persons. SIL-Phils Training Specialist Ricky A. Agdahan also joined the workshop, facilitating afternoon sessions.

The event provided a valuable platform for educators and professionals to enhance their expertise in Instructional Educational Communication (IEC) material development, reinforcing USM's commitment to quality education and innovation.



Ray John Cortez
Education Editor and Staff

Vision

Quality and relevant education for its students to be globally competitive, collaborative and socially responsive partners towards 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.

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USM-RDE Hosts Crop Protection Training Workshop By NCPC Los Baños

[Home](#) | [News](#) | [USM-RDE Hosts Crop Protection Training Workshop By NCPC Los Baños](#)

Published by [Rafaela A. Calero](#) on [October 21, 2024](#)



USM-RDE Hosts Crop Protection Training Workshop By NCPC Los Baños

The University of Southern Mindanao-Research, Development & Extension (USM-RDE), headed by Dr. Debbie Marie B. Verzosa, hosted a two-day training workshop titled **Upskilling of Crop Protection Practitioners and Teachers: Updates on Biological Control Agents and Rapid Test Kits**, conducted free by the National Crop Protection Center (NCPC) of IFP Los Baños. The training commenced on October 28, 2024, at the University of Southern Mindanao Agricultural Research and Development Center (USMARC) Auditorium.

The resource persons for this training were Dr. Barbara L. Coaj, NCPC director, along with NCPC researchers, including Scientist Mr. Jose P. Montecino, Ms. Josephine Padilla, Mr. Randolph N. Cardenas, Mr. Jasper A. Samson, and Ms. Ana Gaylon. The training aimed to enhance the skills of educators and technical personnel in using biological control agents and rapid test kits for detecting pesticide residues.

Participants included faculty members from agriculture colleges across various state universities and colleges in Mindanao, along with practitioners from local agricultural offices.

On the final day of the training, October 29, 2024, NCPC provided participants with hands-on activities involving biological control agents and the rapid test kit (RTK) at the USM Commercial Building. A post-test was administered to all participants afterward. Additionally, all participants who passed the exam and completed the sessions were awarded Continuing Professional Development (CPD) certificate.





Rahima A. Cabunto

Vision

Quality and relevant education for its clients to be globally competitive, value-sensitive and socially responsive human resources for sustainable development.

Mission

Help accelerate socioeconomic development, promote learning among diverse constituencies and improve quality of the teaching-instruction, research, extension and resource generation in Southern Philippines.

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USM-RDE Hosts Impact Assessment Training by DOST-PCAARRD

Home > News > USM-RDE Hosts Impact Assessment Training by DOST-PCAARRD

Published by [Dr. Patricia A. Gabardo](#) on [October 10, 2024](#)



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The University of Southern Mindanao (USM) through the Office of the Vice President for Research, Development & Extension hosted a three-day **Impact Assessment Training and Research Proposal Development Workshop** on October 9, 2024, at the USM Skyroom, Administration Building, Kabisiao, Cotabato.

The resource persons for this activity were Assoc. Prof. **Angelo R. Aguirre**, Assoc. Prof. **Janet R. Magaso**, and Prof. **Wilma Jones B. Salling**, who attended a three-week intensive training conducted by the Department of Science and Technology (DOST) - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). Consequently, DOST-PCAARRD identified the three USM participants as potential recipients of funding for conducting impact assessments and sent **Jimie Andros R. Palante** and **Kyle Cristof D. Monada**, project training specialists from the Socio-Economic Research Division (SERD) of DOST-PCAARRD, to extend further support to the University.



College Extension Coordinators (CECs) and College Research Coordinators (CRCs), including those from the USM-PALMA Cjeter Campus and USM Kapsawan City Campus (USM-KCC), were invited to join the training in order to develop their capacity to conduct impact assessments, ensuring that government research funds are utilized effectively and transparently.

Glye H. Magbatao, PhD, Director of the Extension Services Office (ESO), and **Lylita C. Pascoa**, PhD, Director of the Research Development Office (RDO), were also in attendance.

During the first day, Prof. Aguirre and Prof. Salling shared their expertise on the basic concepts of IA during the initial sessions.

Impact assessment is increasingly important because we want to be accountable to how government funds are used. It involves a lot of measurements... You have to know what kind of measurements are required in IA so that in future projects, we can provide documentation showing where the government's money is going. **Debbie Marie B. Verzosa**, PhD, Vice President for Research, Development & Extension shared in her opening remarks.

Further topics and discussions will be handled by PCAARRD in the upcoming sessions and the final day.





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION

LAUNCHING OF SKILL ENHANCEMENT PROGRAM (SEP)

Date: May 23, 2023

Time: 8:30AM -11:30NN





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION

VI. Collaboration and Expansion

In addition to the core responsibilities, the department actively collaborated with other academic units and administrative bodies, fostering a synergistic environment. This collaboration facilitated the seamless execution of academic initiatives and administrative processes, contributing to the overall efficiency of the university's operations.



In summary, during the reporting period, I actively contributed to the advancement of the department's academic programs, student activities, and administrative functions. Through my efforts, I helped ensure the quality and effectiveness of our educational offerings while actively supporting the university's broader objectives.

H.7. CODE OF PROFESSIONAL ETHICS/RA 6713 AND OTHER PERTINENT CSC ISSUANCE

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. — This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. — As used in this Act, the term:

(a) "Government" includes the national government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) "Gift" refers to a thing or a right disposed of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) "Loan" covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

(h) "Person" includes natural and juridical persons unless the context indicates otherwise.

(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas*, *inso* and *balae*.

Section 4. Norms of Conduct of Public Officials and Employees. — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) *Commitment to public interest.* — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) *Professionalism.* — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) *Political neutrality.* — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) *Responsiveness to the public.* — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) *Disclosure and/or misuse of confidential information.* —

Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- (1) To further their private interests, or give undue advantage to anyone; or
- (2) To prejudice the public interest.

(d) *Solicitation or acceptance of gifts.* — Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

- (i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
- (ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- (iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 8. Statements and Disclosure. — Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.



Section 6. System of Incentives and Rewards. — A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions. — In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) *Financial and material interest.* — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) *Outside employment and other activities related thereto.* — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) *Nationalism and patriotism.* — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) *Commitment to democracy.* — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) *Simple living.* — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees. — In the performance of their duties, all public officials and employees are under obligation to:

(a) *Act promptly on letters and requests.* — All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) *Submit annual performance reports.* — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) *Process documents and papers expeditiously.* — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.

(d) *Act immediately on the public's personal transactions.* — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) *Make documents accessible to the public.* — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

(A) *Statements of Assets and Liabilities and Financial Disclosure.* — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

- (a) real property, its improvements, acquisition costs, assessed value and current fair market value;
- (b) personal property and acquisition cost;
- (c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;
- (d) liabilities, and;
- (e) all business interests and financial connections.

The documents must be filed:

- (a) within thirty (30) days after assumption of office;
- (b) on or before April 30, of every year thereafter; and
- (c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforesaid documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

- (1) Constitutional and national elective officials, with the national office of the Ombudsman;
- (2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President;
- (3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
- (4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) *Identification and disclosure of relatives.* — It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) *Accessibility of documents.* — (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) *Prohibited acts.* — It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9. Divestment. — A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10. Review and Compliance Procedure. — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. — (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: *Provided, however,* That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for

individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards. — Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

Section 14. Appropriations. — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the Annual General Appropriations Act.

Section 15. Separability Clause. — If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 16. Repealing Clause. — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17. Effectivity. — This Act shall take effect after thirty (30) days following the completion of its publication in the *Official Gazette* or in two (2) national newspapers of general circulation.

Approved, February 20, 1989.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines



INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION

NAME OF FACULTY	Statement of Assets, Liabilities, and Net Worth (SALN)	Personal Data Sheet (PDS)
AMBROCIO, GLADYS PEARL O.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARIAS, ELPEDIO A.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BUISAN, JESSA S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CALIXTRO, MARICHU A.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DAGOC, PRISCILLA P.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ELUMBARING, JERUM B.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ESPONJA, JOANNA CARYL P.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ESTO, JOMAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FRANCISCO, JEMWELL B.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JANITO, CHEEZE R.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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JAVA, VINUS P.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LOPEZ, HELEN GRACE D.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MANCERA, MARLON A.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MARTINEZ, NORGE D.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NADELA, LARA IVANAH C.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ORFRECIO, MARLENE E.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUMERA, EDUARD S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TAGARE, RUBEN L.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Prepared by:

Jane Mae S. Martinez
JANE MAE S. MARTINEZ
Clerk, ISPEAR

Noted by:

Norge D. Martinez
NORGE D. MARTINEZ
Dean, ISPEAR

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





UNIVERSITY OF SOUTHERN MINDANAO

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INSTITUTE OF SPORTS, PHYSICAL EDUCATION, AND RECREATION

CLIENT SATISFACTION SURVEY RESULT 2025 SUMMARY		
MONTH	OVER-ALL RATING/MEAN	RATING DESCRIPTION
January	96.67%	Outstanding
February	99.54%	Outstanding
March	100 %	Outstanding
April	94.31%	Very satisfactory
May		
June		
July		
August		
September		
October		
November		
December		

Prepared by:


JANE MAE S. MARTINEZ
Clerk, ISPEAR

Noted by:


NORGE D. MARTINEZ, EdD- P.E
Dean, ISPEAR

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

I. PROCESSIONAL


- Awardees
- Administrative Council
- Board of Regents
- Mace Bearer
- Guest of Honor and Speaker with the University President



II. PROGRAM PROPER

Entrance of Colors	USM Koro Bulawan
National Anthem	Paul John B. Ongcoy, PhD (Chairman) <i>Guest Awardee</i>
Invocation	Julbasar M. Sajiran, MPS (Vocals) <i>Guest Awardee</i> Leo M. Gayaq, MS (P) <i>Philam Campus Faculty</i>
Bagong Pilipinas Hymn	USM Koro Bulawan
Cotabato Hymn	USM Koro Bulawan
Kabacatan Hymn	USM Koro Bulawan
Welcome Remarks	Eimer M. Estilliso, EdD <i>Vice President for Administration and Research</i>
Paralangin ng Serbisyo Sibil ng Pilipinas to be led by	Julius Jerome G. Ele, PhD <i>Guest Awardee</i>
Panunumpa ng Lingkod Bayan	Francisco Gil N. Garcia, PhD <i>SUC President IV</i>
Presentation of Awardees	Nerissa G. Dela Villa, PhD <i>Director, HRD</i>
Awarding of loyalty Service Pins and Plaques	Francisco Gil N. Garcia, PhD <i>SUC President IV</i>
To be assisted by	Eimer M. Estilliso, EdD - <i>vocal</i> Marcos F. Mondarin, JD - <i>vocal</i> Debbie Marie B. Verzosa, PhD - <i>vocal</i> Samsudin S. Panday, PhD - <i>vocal</i> Nerissa G. Dela Villa, PhD - <i>vocal director</i>
Intermission	USM B'dadali Dance Troupe
Introduction of Guest of Honor and Speaker	Francisco Gil N. Garcia, PhD <i>SUC President IV</i>
Message of the Guest of Honor & Speaker	BGen Donald M Gumiran <i>Commander of the 602nd Infantry Brigade, Philippine Army</i>
Civil Service Hymn, <i>Awit ng Serbisyo Sibil</i>	
USM Hymn	

Kawaning Tapat

10 YEARS  KAKAW AWARD	10-15 years of continuous service - (P)		
	DANNY F. CABASAG RICHARD T. CAMARA ELSA G. EMBESTAN	BELEN E. ESMEJARDA CATHERINE A. MAMONDAS PAUL JOHN B. ONGCOY	RANDY P. POJOL JOSEPH S. QUISADO JO-ANN D. SANTOS
15 YEARS  GOMA AWARD	15-20 years of continuous service - (P)		
	RAFAEL P. ABELLERA GEJYN V. AMEBAHAR JEANE. AUSTRIA	GENEVIVE P. CATUIONG LISAN M. CLARITO MERCHA C. MAYORMENTE	
25 YEARS  KAMAGONG AWARD	25-30 years of continuous service - (P)		
	CATHERINE C. DAFFON ZHERWIN R. DESCALLAR JEANNE U. DUKA	JULIUS JEROME G. ELE OMAR U. ENDOCK ANITA S. GELACIO	JOEL V. MISANES JULBASAR M. SAIRAN MANUE L. L. TAYONG
30 YEARS  KAMAGONG AWARD	30-35 years of continuous service - (P)		
	AMORSOLO L. DE LA CRUZ ROBERTO L. GORNEZ	RONALD Z. PASCUAL ELMA G. SEPELAGIO	
35 YEARS 40 YEARS	35-40 years of continuous service - (P)		
	CAROLYN P. YAGONG	PRISCILLA P. DAGOC	LEONARDA M. VERGARA

ELANGBAI B. DIMASINGKE
ROLANDY. FAJARDO
(Masters of Ceremony)

AWIT NG SERBISYO SIBIL

I - Ang Serbisyo Sibil ng bayan ko
Lingkod na linyang ayon sa aking amon
Laging kumakataw, laging nagpapayo
At sa kasamtangang pagtutayag

II - Ang Serbisyo Sibilay langhain ko ay ating dalihin
Maging tapat'ansa sa ating langhain
Pagpapalaganap ng bayang giliw.

III - Ang Serbisyo Sibilay lingkod na lampi
Tayo na't ibig ating pagtutayag.
MABUHAY!

(Repeat last II)

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,
Roves 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, sense
God and land and fellowmen
Truth and freedom bring
Hear our voices ringing
Hail, our USM

(Repeat Refrain)

USM 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.

USM VISION

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

PANUNUMPA NG LINGKOD BAYAN

Ako ay leang lingkod bayan.
Panangalagaan ko ang gilingang ipinaglabo ng mamamayan. Maglingkod ako nang may malasakit, katapatan, at kabuayan sa walong kilalanging ito. Magiging mahuling halimbawa ako, at magbibigay ng pag-asa at inspirasyon sa aking kapwa lingkod bayan. Ulimangin ko ang aking sariling kakayahan upang sa lahat ng ginagalaan ay mapaglingkod n'ko nang buong kahusayan nang sambayana n. Hindi lak o makikibahagi sa mga katalinhan sa pamamahalaan. Pipigilan at lahi walat ko ito sa pamamagitan ng tamang at angkop na pamamaraan. kasabay ko ang leang lingkod bayang maika-Diyos, maika-isa, maikababaw at maikabansa. Tutugon ako sa mga harmon ng makabagang panahon nangungo sa ad hokain ng matatag, maginhawa, at panatag na buhay. Sa mga tungkulin at hangaring ito, kasihan nawa ako ng Maykapal.

ACKNOWLEDGMENT

The University expresses its gratitude to all individuals who in one way or the other, have extended efforts in making this occasion a success.

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The
UNIVERSITY OF SOUTHERN MINDANAO
Celebrates the




124th PHILIPPINE CIVIL SERVICE ANNIVERSARY

TRANSFORMING PUBLIC SERVICE IN THE NEXT DECADE: HONING AGILE AND FUTURE-READY SERVANT-HEROES



Guest of Honor and Speaker:
BGen DONALD M GUMIRAN
Commander of the 602nd Infantry Brigade, Philippine Army

September 26, 2024 | 9:00 AM
USM Auditorium, Kabacan, Cotabato

DIR. GLENDA I. FORONDA-LASAGA
(This serves as an invitation)