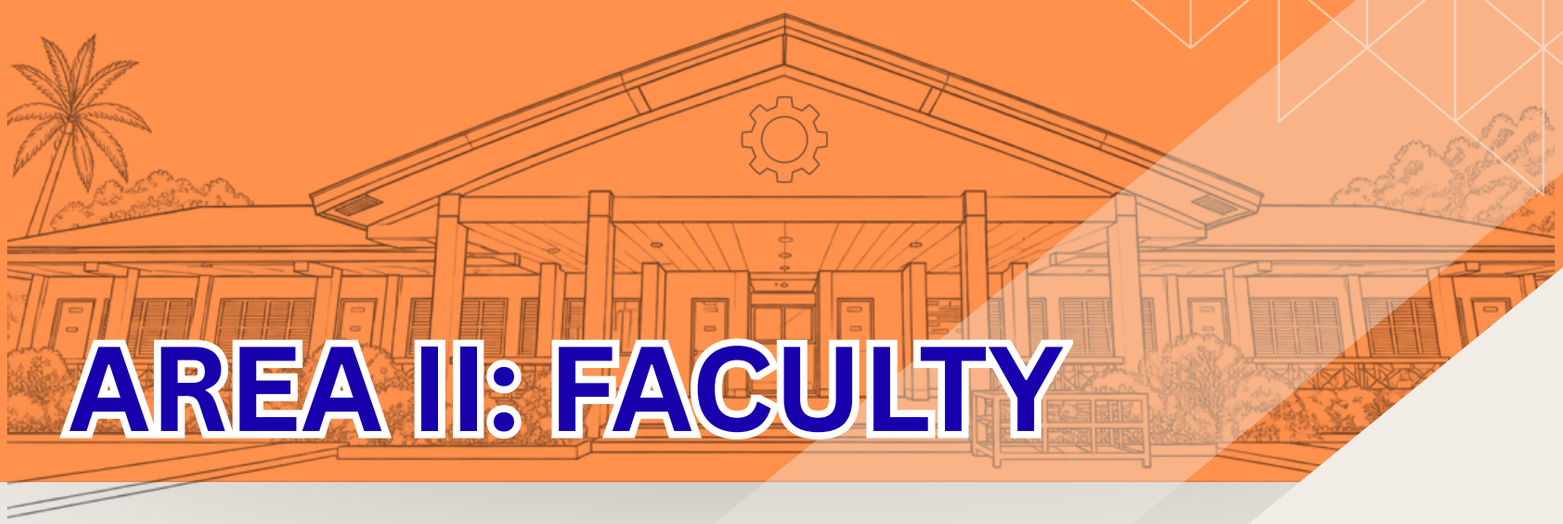
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

I.1.3 extension;

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

Management System ISO 9001:2015

9. Facilitate the publication and promotion of extension accomplishments through popularized articles, monographs, newsletters and the USM Extension webpage;
10. Participate in the conduct of pre-in-house and agency reviews in the University; and
11. Perform other functions as may be assigned by the Dean concerned.

By virtue of this designation, you shall be entitled to **a load displacement of three (3) units and on Vacation-Sick Leave Status**. As such, you shall integrate in your IPCR three (3) success indicators:

a. percentage of faculty members submitting extension proposals or on schedule;
b. percentage of extension projects completed in the college;
c. number of popular articles/publication popularizing college extension projects.

This designation shall remain in force and in effect on **August 01, 2025 until July 31, 2026** or until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

____

Copy Furnished
___ records
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___ File
___ COA file
___ Board Secretary

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JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

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fRepublic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 005
Series of 2026

TO: **MANUEL J. TAYONG, PhD**

SUBJECT: **DEPARTMENT EXTENSION COORDINATOR – Technology Education Department**

DATE: **January 05, 2026**

==========

Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **DEPARTMENT EXTENSION COORDINATOR** in addition to your plantilla position.

As such you shall exercise the duties and functions inherent in your designated position to the best of your ability. You are also expected to promote and observe honestly, 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.

This designation shall remain in force and in effect on **January 05, 2026 to December 31, 2026** or until otherwise the same is revoke by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

By authority of the HRMDO

JOEL V. MISANES, PhD
CTI - Dean

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. 2683F
Series of 2026

TO: **DR. MANUEL J. TAYONG**

SUBJECT: **Designation as PROJECT LEADER entitled: "Skills and Livelihood Training for Unprivileged Individuals in District Jail Kabacan, Cotabato"**

DATE: **Wednesday, 3 June 2026**

In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby designated as **PRPROJECT LEADER with a project entitled: "Skills and Livelihood Training for Unprivileged Individuals in District Jail Kabacan, Cotabato",** being implemented by the University of Southern Mindanao, in addition to your appointive position.

As such, you are expected to perform the following duties and responsibilities:

1. Oversee overall project implementaiton and ensure timely completion of tasks;
2. Facilitates the conduct of pre-implementation, implementation, and post-implementation activities;
3. Submit Quarterly Monitoring and Evaluation reports;
4. Facilitates ground working of all activities specified;
5. Prepare and submit training design, training completion reports, and articles;
6. Make oral presentation during the midyear and yearend in-house review;
7. Prepare and submit the terminal report;
8. Prepare and submit midyear and yearend narrative reports; and
9. Ensure efficient utilization of funds.

This designation shall remain in force on **May 05, 2026 and in effect until December 31, 2026** immediately and until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD.
HRMDO Director

Conforme:

____

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Page 1 of 1

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

USM-SYS-F70-Rev.1.2020.07.14

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. 2684F
Series of 2026

TO: **DR. MANUEL J. TAYONG**

SUBJECT: **Designation as PROJECT LEADER entitled: "Community Development in Sitio Lomonday, Ganatay Arakan, Cotabato"**

DATE: **Wednesday, 3 June 2026**

In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby designated as **PRPROJECT LEADER with a project entitled: "Community Development in Sitio Lomonday, Ganatay Arakan, Cotabato"**, being implemented by the University of Southern Mindanao, in addition to your appointive position.

As such, you are expected to perform the following duties and responsibilities:

1. Oversee overall project implementaiton and ensure timely completion of tasks;
2. Facilitates the conduct of pre-implementation, implementation, and post-implementation activities;
3. Submit Quarterly Monitoring and Evaluation reports;
4. Facilitates ground working of all activities specified;
5. Prepare and submit training design, training completion reports, and articles;
6. Make oral presentation during the midyear and yearend in-house review;
7. Prepare and submit the terminal report;
8. Prepare and submit midyear and yearend narrative reports; and
9. Ensure efficient utilization of funds.

This designation shall remain in force on **May 05, 2026 and in effect until December 31, 2026** immediately and until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD.
HRMDO Director

Conforme:

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Page 1 of 1

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

USM-SYS-F70-Rev.1-2020.07.14

Project: USM-ISPEAR, CA, CTI Extension

"Project Aftercare Project for Persons Who Used Drugs (PWUDS) in Matalam, Cotabato"

ISPEAR, CA, **CTI** Extension Project

Category:	**"Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS"; (A Community-Based Fitness and Livelihood Project)**
Title:	> Kasanayan ng Kakayahan para sa Pangkabuhayan ng PWUDS: KAKAPA para sa PWUDS : MOrfrecio ➢ KKK - Kalaro, Kaibigan, Kalinangan ng Katawan: MJava ➢ Polyeto para sa Kasanayan at Kaunlaran VJava
College/Unit:	ISPEAR, CA, CTI

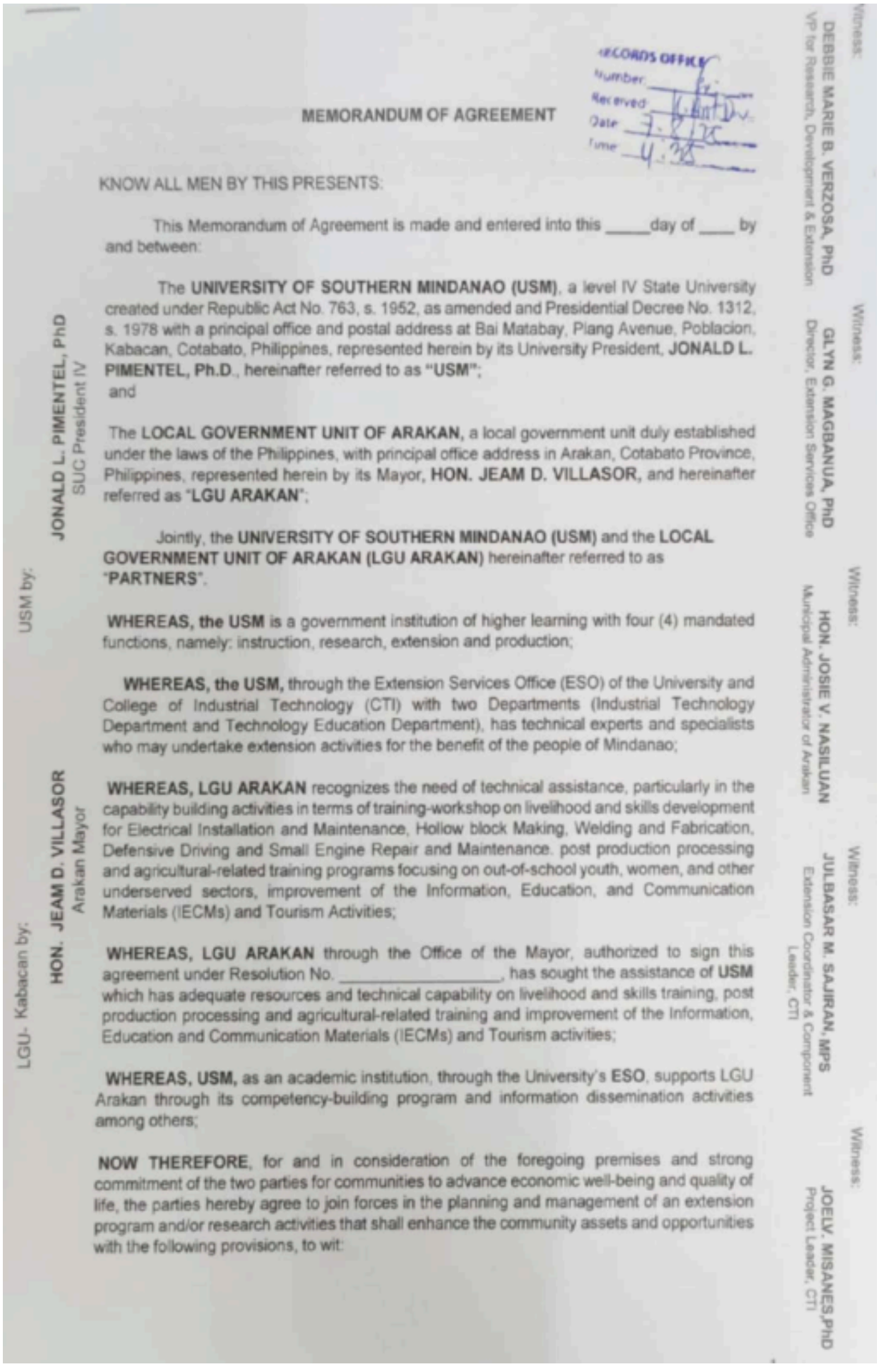
The extension project operates under the broader framework of community-based rehabilitation and reintegration programs for PWUDS. This initiative aligns with the Dangerous Drugs Board (DDB) guidelines, which mandate that a great majority of PWUDS are low- and moderate-risk individuals who can be effectively treated through community-based drug rehabilitation (CBDR) programs rather than inpatient facilities . The program is implemented in partnership between the University of Southern Mindanao's Institute of Sports, Physical Education, and Recreation (USM-ISPEAR), the Matalam Municipal Local Government Unit (MLGU), the Rural Health Unit (RHU), and the Philippine National Police (PNP).

The specific extension agenda is formalized through the "WRAP: Wholistic Recovery Approach for PWUDS: An After Care Project," which was endorsed for implementation from June to December 2023 with a budget of P1,188,000.00. Participation in this program is a requirement of the Philippine Drug Enforcement Agency (PDEA) for PWUDS to be removed from the watchlist, but only after completing the six-month Community-Based Rehabilitation Program

Extension Program for Community Empowerment and Skills Development

The extension program of LGU Arakan aims to empower underserved communities through technical-vocational training, livelihood development, and skills enhancement. By providing workshops in electrical installation and maintenance, hollow block making, welding and fabrication, defensive driving, small engine repair, post-production processing, and agricultural-related activities, the program seeks to equip out-of-school youth, women, and other community members with practical skills that promote employment, entrepreneurship, self-reliance, and sustainable community development.

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RECORDS OFFICE
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Date 7-17-25
Time 4:38

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Agreement is made and entered into this _____day of ____ by and between:

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a level IV State University created under Republic Act No. 763, s. 1952, as amended and Presidential Decree No. 1312, s. 1978 with a principal office and postal address at Bai Matabay, Plang Avenue, Poblacion, Kabacan, Cotabato, Philippines, represented herein by its University President, **JONALD L. PIMENTEL, Ph.D.**, hereinafter referred to as **"USM"**;
and

The **LOCAL GOVERNMENT UNIT OF ARAKAN,** a local government unit duly established under the laws of the Philippines, with principal office address in Arakan, Cotabato Province, Philippines, represented herein by its Mayor, **HON. JEAM D. VILLASOR,** and hereinafter referred as **"LGU ARAKAN"**;

Jointly, the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** and the **LOCAL GOVERNMENT UNIT OF ARAKAN (LGU ARAKAN)** hereinafter referred to as **"PARTNERS"**.

WHEREAS, the USM is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the USM, through the Extension Services Office (ESO) of the University and College of Industrial Technology (CTI) with two Departments (Industrial Technology Department and Technology Education Department), has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, LGU ARAKAN recognizes the need of technical assistance, particularly in the capability building activities in terms of training-workshop on livelihood and skills development for Electrical Installation and Maintenance, Hollow block Making, Welding and Fabrication, Defensive Driving and Small Engine Repair and Maintenance. post production processing and agricultural-related training programs focusing on out-of-school youth, women, and other underserved sectors, improvement of the Information, Education, and Communication Materials (IECMs) and Tourism Activities;

WHEREAS, LGU ARAKAN through the Office of the Mayor, authorized to sign this agreement under Resolution No. _____, has sought the assistance of **USM** which has adequate resources and technical capability on livelihood and skills training, post production processing and agricultural-related training and improvement of the Information, Education and Communication Materials (IECMs) and Tourism activities;

WHEREAS, USM, as an academic institution, through the University's **ESO**, supports LGU Arakan through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

USM by:
JONALD L. PIMENTEL, PhD
SUC President IV

LGU- Kabacan by:
HON. JEAM D. VILLASOR
Arakan Mayor

Witness:
DEBBIE MARIE B. VERZOSA, PhD
VP for Research, Development & Extension

Witness:
GLYN G. MAGBANUA, PhD
Director, Extension Services Office

Witness:
HON. JOSIE V. NASILUAN
Municipal Administrator of Arakan

Witness:
JULBASAR M. SAJIRAN, MPS
Extension Coordinator & Component Leader, CTI

Witness:
JOELY. MISANES,PhD
Project Leader, CTI

RECORDS OFFICE
Number
Received
Date
Time

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed this ____ day of ____ in _____, by and among:

University of Southern Mindanao-Extension Services Office, is the university's arm for transferring and disseminating knowledge and technologies to its service areas, with principal address at University of Southern Mindanao Avenue, Kabacan, North Cotabato, Philippines, represented by **Dr. JONAL L. PIMENTEL, PhD** in his capacity as the SUC President IV of the University of Southern Mindanao, hereinafter referred to as **FIRST PARTY.**

-and-

Bureau of Jail Management and Penology (BJMP) Region XII - Kabacan District Jail, one of the jail units of BJMPRO-XII, a national government agency and Bureau under the Department of the Interior and Local Government (DILG), with principal address at Terminal Complex, Barangay Kayaga, Kabacan, North Cotabato, Philippines, represented by **JSINSP LUZVIMINDA S LOBINO**, in her capacity as Jail Warden of Kabacan District Jail, hereinafter referred to as **SECOND PARTY**.

WITNESSETH THAT:

WHERESAS, the University of Southern Mindanao- Extension Services Office (ESO) is committed to promoting community engagement by providing technical and vocational skills training and educational services to various sectors of society, including Persons Deprived of Liberty (PDL).

WHERESAS, the University of Southern Mindanao-Extension Services Office (ESO) initiative offers meaningful rehabilitation by equipping PDL with practical and income-generating skills. Through these efforts, ESO aims to empower PDL by extending training support, educational expertise, and practical instruction in trade and livelihood skills such as small engine repair, hollow block making, basic electrical installation and maintenance, etc.

WHEREAS, the BJMP with its mission in providing humane safekeeping and developmental opportunities to Persons Deprived of Liberty (PDL) aims to promote public safety.

WHEREAS, the Kabacan District Jail actively establishes linkages with public and private sectors to support and implement rehabilitation, skills development, and livelihood programs for Persons Deprived of Liberty (PDL), fostering their reintegration into the community.

WHEREAS, such rehabilitation, reformation and skills development provide opportunities to Persons Deprived of Liberty (PDL) in preparation for their return to mainstream community.