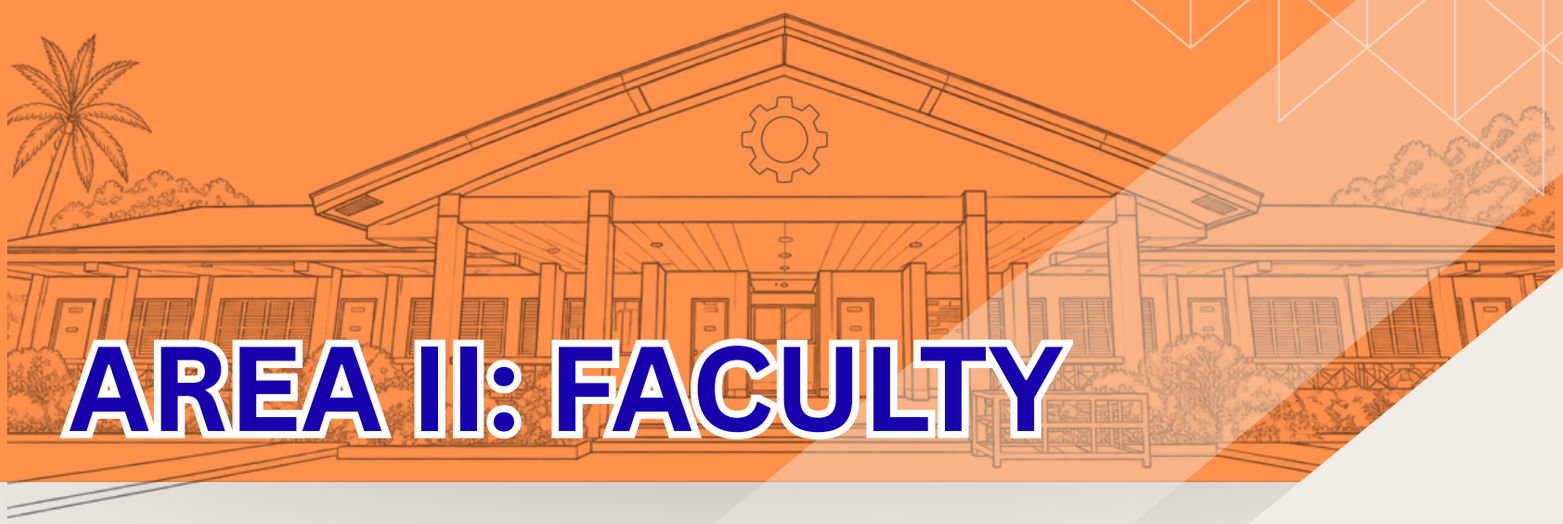
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

SYSTEM-INPUTS AND PROCESSES

S.3.Faculty handling OJT/Practicum courses have had at least three years of teaching and industry-based experience in the area

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

CHED MEMORANDUM ORDER (CMO)
No. 104
Series of 2017

SUBJECT: REVISED GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, the following "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs", amending CHED Memorandum Order (CMO) No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby adopted for the information, guidance and compliance of all concerned.

Article I
GUIDING PRINCIPLES

Section 1. The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (HTE).

Section 2. An industry is a classification that refers to groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

Section 3. The Commission on Higher Education (CHED) is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in higher education. CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non government organizations, e.g. civil society organization to promote and provide students with competitive skills and attitudes for employment.

Section 4. Student Internship in the Philippines must not be in anyway used to facilitate human trafficking under the guise of student internship.

Section 5. CHED issues this Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship and considering the nature of the program.

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 392-5296, 441-1220
441-1228, 441-1169, 988-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1871

Article II
OBJECTIVES

Section 6. Objectives

6.1 General Objectives

6.1.1 Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and partner institution/establishment;

6.1.2 Establish the harmonious collaboration/linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and

6.1.3 Train student interns under actual work place conditions.

6.2 Specific Objectives for:

6.2.1 Higher Education Institution(HEI)

a. Enrich the degree programs in HEIs to respond to the needs of the industry;

b. Promote mutually supportive industry academe collaboration/linkages; and

c. Strengthen career guidance.

6.2.2 Student Intern

a. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;

b. Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;

c. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and

d. Acquire a professional work ethic in the course of internship.

6.2.3 Host Training Establishment (HTE)

a. Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

Article III
DEFINITION OF TERMS

1. **Industry** - refers to a classification of groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

2. **Internship** - refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.

3. **Reputable Host Training Establishment (HTE)** - refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.

4. **Internship Manual** - refers to a book or booklet of instructions and guidelines, designed to improve the quality of internship/OJT/practicum of a particular program duly issued by the HEI.

5. **Internship Plan** - refers to the outlined goals and objectives, knowledge, skills and competencies that the student intern should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the HEI and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved both by the HEI and HTE.

6. **Memorandum of Agreement (MOA)** - refers to an agreement executed between the HEI and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.

7. **SIPP Coordinator** - refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.

8. **Life Skills** - are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.

Article IV
SCOPE AND COVERAGE

Section 7. This CHED Memorandum Order (CMO) shall be applicable to all HEIs implementing Student Internship Program in the Philippines (SIPP) and students who have enrolled in the internship recognized/authorized higher education programs.

Section 8. Apprenticeship and learnership as defined in R.A. 7796 including Health Professions Discipline with programs such as Medicine, Nursing, Optometry, Dental Medicine, Physical Therapy/Occupational Therapy, Radiologic Technology,Medical Technology, Pharmacy, Midwifery, Respiratory Therapy, Nutrition and Dietetics, Associate in Radiologic Technology and Speech Pathology are not covered by this CMO.

Article V
ACADEME-INDUSTRY LINKAGE

Section 9. Internship as part of the curriculum requirement broadens the student interns' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competencies which shall serve as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

Section 10. CHED shall develop existing list of potential HTEs, for information and reference. However, those HEIs who intend to implement SIPP are hereby enjoined to enter into agreements only with the duly licensed/accredited HTEs and comply with the requirements and provisions of the aforementioned guidelines.

Article VI
IMPLEMENTING GUIDELINES

Section 11. The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

Section 12. Student intern has passed the HEI's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

Section 13. The CHED guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.

Article VII
REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 14. Higher Education Institutions (HEIs)

14.1 Requirements

14.1.1 The HEI's higher education program(s) with internship course must have:

- **a.** Government Recognition for private HEIs;
- **b.** Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
- **c.** Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Program Compliance.

14.1.2 The HEI must have a pool of reputable HTEs; and

14.1.3 In collaboration with the duly selected HTE, the HEI must develop an internship plan for the student intern specifying goals and objectives.

14.2 Obligations/Responsibilities

14.2.1 Planning/Engaging/Orientation

- **a.** Assume full responsibility over the students during their internship in the Philippines;
- **b.** Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
- **c.** Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- **d.** Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives; refer to **Annex "A"**
- **e.** Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, HTE and HEI;
- **f.** Execute the duly notarized Memorandum of Agreement (MOA) with HTE; refer to **Annex "B"**
- **g.** Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
- **h.** Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;
- **i.** Assign an SIPP coordinator for the student internship programs; and
- **j.** Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

14.2.2 Monitoring and Evaluation

a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;

b. Take appropriate action on any complaint against the student intern in accordance with the HEI's policies;

c. Conduct initial and regular visit/inspection of their HTE to ensure safety of student interns;

d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;

e. Monitor the student intern and attend to his/her needs and concerns by coordinating with HTE, CHED and other concerned government authorities if necessary;

f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;

g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;

h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and

i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the HTE.

14.2.3 Reporting

Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

a. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar; refer to **Annex "C"**

b. Copy of duly notarized MOA or training agreement; and

c. List of partner HTEs and student interns duly certified by authorized school official to have completed internship. refer to **Annex "D"**

Section 15. SIPP Coordinators

15.1 Requirement

15.1.1 Must have official designation by their respective head/president on the basis of the HEI's qualification requirement.

15.2 Obligations/Responsibilities

15.2.1 Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;

15.2.2 Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;

15.2.3 Inspect internship venues and sites;

15.2.4 Monitor and assess student interns periodically;
15.2.5 Coach or mentor student interns;
15.2.6 Consult and assist student interns in resolving problems/issues encountered; and
15.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

Section 16. Student Intern

16.1 Requirements

A student interns must:

16.1.1 Be officially enrolled in a legitimate Philippine higher education institution;
16.1.2 Be enrolled in an internship subject;
16.1.3 Be at least eighteen (18) years of age from the start of the internship period;
16.1.4 Pass pre-internship requirements as specified in the internship plan;
16.1.5 Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and
16.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

16.2 Obligations/Responsibilities

16.2.1 Enter into an internship contract and/or agreement with the participating HTE; refer to **Annex "E"**
16.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
16.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the HEI, HTE and CHED at all times;
16.2.4 Undergo the required orientation/internship program conducted by the HEI and HTE;
16.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
16.2.6 Perform tasks and activities indicated in the internship plan;
16.2.7 Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
16.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
16.2.9 Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

16.2.10 Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and

16.2.11 Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

16.3 Status

16.3.1 The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and

16.3.2 In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the HEI.

Section 17. Host Training Establishments (HTEs)

17.1 Requirements

17.1.1 Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);

17.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the HEI, and follow an internship plan to be undergone by the student intern in the HTE;

17.1.3 Has capacity to mentor, provide and facilitate the provision of technical training to student intern;

17.1.4 Has the capacity to monitor and submit monthly reports to the SIPP coordinator, and to;

17.1.5 Follow the evaluation system of student performance provided by the HEI.

17.2 Obligations/Responsibilities

17.2.1 Designs and implements the internship plan in partnership with the HEI;

17.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;

17.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;

17.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;

17.2.5 Enters into an internship contract/agreement with the student intern;

17.2.6 Facilitates the processing of the documents of the student intern in coordination with the HEIs;

17.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;

17.2.8 May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;

17.2.9 Ensures that student interns do not perform tasks and duties of regular position in HTEs;

17.2.10 Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;

17.2.11 Develops feedback mechanism to the student intern;

17.2.12 Develops feedback mechanism to HEI of the overall implementation of the internship and the student performance;

17.2.13 Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;

17.2.14 Make available, accurate and current records and provide access to HEI of such records while on internship;

17.2.15 Notifies and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and

17.2.16 Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

Section 18. Commission on Higher Education (CHED)

18.1 Obligations/Responsibilities

18.1.1 Office of Student Development and Services (OSDS)

a. Conduct orientation and advocacy on the implementation of the guidelines on SIPP;

b. Prepares the monitoring instrument and orients CHED Regional Offices (CHEDROs) on the same;

c. Consolidates reports for policy formulation and decision making;

d. Establishes and maintains linkages with other government agencies and non-government agencies and organizations for the successful implementation of SIPP; and

e. Maintain updated list of HTEs in coordination with other government agencies and/or organizations.

18.1.2 CHED Legal and Legislative Service (LLS)

a. Upon request by the Office of Student Development and Services (OSDS) through the recommendation of the Executive Office (EO), the Legal and Legislative Service (LLS) may conduct investigation on any alleged violation/s committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc (CEB), through the Management Committee (ManCom), for appropriate action.

18.1.3 CHED Regional Offices (CHEDROs)

a. Conduct monitoring and evaluation on the implementation of SIPP;

b. Ensure the safety and well being of student interns by monitoring compliance of HEIs with the provisions of these guidelines, through review of reports of HEIs, on-site visits, and other appropriate mechanisms;

c. Ensure that all HEIs and their duly designated HTE comply with the provisions of these guidelines for the welfare and protection of student interns;

d. Establishes and maintain linkages with government and non-government agencies, organizations and/or industries, and enter into agreements with them specifying their roles or obligations in the implementation of SIPP;

e. Provides feedback mechanism to HEIs and HTEs;

f. Submit to LLS through the OSDS any alleged violations committed either by the HEI or HTE; and

g. Submit an annual report on the status of implementation to OSDS.

Section 19. Parent/Guardian

19.1 Obligations/Responsibilities

19.1.1. Issues and signs the written consent; and

19.1.2 Co-signs the internship contract and/or agreement to manifest approval or consent to the internship of their child.

Article VIII
MONITORING AND EVALUATION

Section 20. The monitoring and evaluation of the performance of the student interns shall be done by both HEI and HTE. The SIPP coordinator, as well as the dean of the HEI should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

20.1 At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to the HEI the following documents:

20.1.1 Certificate of completion;

20.1.2 Duly accomplished evaluation sheet; and

20.1.3 Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.

20.2 The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;

20.3 A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination; and

20.4 The concerned HEI shall strictly monitor compliance to these guidelines.

Article IX
FEE

Section 21. The HEIs shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no

The CMO emphasizes that faculty members must possess the appropriate academic qualifications, professional credentials, and teaching competencies required for their assigned positions. Faculty members are expected to meet the university's prescribed standards and comply with relevant CHED regulations and institutional policies. These qualifications help ensure that instructors are competent in their respective fields and capable of delivering quality education. For teacher education programs, faculty members teaching Professional Education courses must also comply with applicable licensure requirements, including holding a valid professional teaching license when required.

Chapter 3

3. FACULTY DUTIES AND RESPONSIBILITIES

A faculty member is an academic personnel who holds a faculty classification and is engaged in any of the university's core functions (USM Code, Article 66). Faculty members possess academic qualifications and are expected to uphold the highest ethical standards and behavior, as indicated in Section 4 of Republic Act No. 6713.

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

3.1. Instruction

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

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

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

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

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

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 20 minutes for 1 hour classes is considered absent and the students may leave the room. A teacher should not overstay in a room especially if another class will use the same classroom. The class is to be dismissed 10 minutes before the time to facilitate movement of students from one room/building to another.

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

3.1.8. return corrected papers to the students on time.

3.1.9. prepare, proctor, and administer midterm and final examination. The dates of these examinations are indicated in the school calendar. Examinations should be conducted punctually. In case a proctor is not available during the examination for valid reason, he/she should immediately inform the Dean of the College and/or Department Chair concerned so that prompt arrangement for substitution could be made. Proctors who report late or are absent during the examination should be reported by the course teacher concerned after his/her scheduled examination to the Office of the Vice President for Academic Affairs. Check ID card or student copy of Form 6 (in lieu of ID card for those who have not yet been issued the same) of the students taking the examination to tally with their names on the test paper. Faculty members assigned to proctor examinations should remind the class of the regulations on examinations and the sanctions for dishonesty, utilize strategic measures to discourage students from cheating during examination (USM Code 2024, Article 257, Section 6).

3.1.10. have consultation with students prior to final posting of grades following the University grading system. Faculty member shall submit his/her Report of Grades within ten (10) calendar days after the last day of midterm and final examinations (USM Code 2024, Article 203, Section 5).

3.2. Research

Faculty members need to continually engage in research endeavors. As such, they are expected to:

3.2.1. participate in formulating the research agenda for USM;

3.2.2. generate research to enhance instruction in the field of specialization;

3.2.3. encourage students to become creative, innovative, and productive researchers;

3.2.4. participate actively in local, regional, national, and international conferences;

3.2.5. publish books articles, instructional materials, and monographs in recognized publishers and refereed journals.

3.3. Extension

3.3.1. Faculty members are stimulated to actively participate in USM- sponsored community extension projects and activities as a professional part of their professional and personal commitment to the academic profession. They are expected to organize and lead training sessions, workshops, and seminars, provide expert consultancy services, and promote lifelong learning by facilitating continuous education opportunities.

Faculty participation in these activities is regarded as part of the

3.4. Production

Faculty members need to continually engage in production endeavors. As such, they are expected to:

3.4.1. develop and implement research projects that lead to the creation of innovative products, processes, or technologies that can benefit the community or industry;

3.4.2. establish and maintain partnerships with local, national, and international industries/agencies/organizations to enhance production activities and ensure practical applications of research outcomes; and

3.4.3. participate actively in local, regional, national, and international conferences, workshops, and training related to production and innovation.

Chapter 4

4. FACULTY TEACHING LOAD AND WORKING HOURS

4.1. Teaching Load/Overload

4.1.1. Teaching Load (without designation)

The normal teaching load of each regular faculty without designation in the undergraduate level in the tertiary level of the University shall be observed as follows (USM Code, Article 170, Section 7):

Number of preparations	Normal Teaching
3 or more	Load 15 units
1-2	18 units

In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Any excess in the normal teaching load of a faculty member is considered an overload (USM Code, Article 170, Section 8). Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

4.1.2. Teaching Load (with designation)

The basic function of a faculty member in the academe is instruction. All regular faculty of the University shall be required to handle at least one (1) course every semester which may be complemented by any of such additional functions such as: administrative duties, research work, extension services, and production activities (USM Code, Article 86, Section 4).

The President may designate faculty members to render full-time services for any of the functional areas in administrative leadership, research, extension, resource generation and in other projects/programs as regular and or special designations. The faculty members with regular and special designations shall enjoy teaching load displacement as follows:

4.1.2.1. Faculty with regular designations (USM Code, Article 171, Section 1):

Designation	Load Displacement
Vice President	15 units
Chancellor	15 units
Director	12 units
Dean/Campus Dean	12 units
Campus Director	6 units
Chairperson	6 units

4.1.2.2. Faculty with special designations (USM Code, Article 171, Section 2):

Designation	Load
College Secretary/Associate Dean	Displacement 9
2 or more program leaderships	units
Program Leader	9 units
2 or more project leaderships	6 unit
Project Leader	6 units
2 or more study leaderships	3 units
ReFg ular College Coordinator	3 units
	3 units

Faculty members with special designations who receive honorarium by virtue of special contract or external fund source shall not enjoy load displacement (USM Code, Article 171, Section 3).

Every faculty member with designated functions shall have at least three (3) units teaching load. If the accumulated teaching load displacement arising from regular and/or special designations is in excess of the normal teaching load, such faculty member shall still be assigned (3) units of teaching load (USM Code, Article 171, Section 4) in undergraduate courses.

4.1.2.3. Faculty with multiple designations:

In case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest, and also provided, that the load-credits are only

for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice-President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.

4.1.2.4. Faculty with approved research/extension/resource generation designations:

A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or teaching assignments equivalent, provided that where a faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units (USM RDE Manual 2023, 2.1. b)

One (1) program (with at least 2 projects)	9 units
One (1) project (with at least 2 studies)	6 units
One (1) study	3 units

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load credit of three (3) units per 30 students, but not to exceed 12 units provided that the load-credits shall be prorated, if the number of students involved is less than 30, and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

Vice Presidents	15 units	12 units	9
College Deans, Directors	units	Nutritionist	6
Head of Non-Academic Units	Units		
Medical Technologist/ Dietitian			
College Guidance Coordinator		6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less)	
Laboratory In-charge		3 units	

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer,and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.

4.1.4. Teaching Overload

4.1.4.1. Within the Official Time

The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

a. For graduate/undergraduate lecture subject 1hour AT=1.00

b. For graduate/undergraduate lab/shop course CH 1hour AT=0.75 CH

In excess of 50 students per section for lecture/social laboratory classes, a load- credit unit of 0.02 per student shall be given.

Teaching personnel who render services in excess of the regular teaching load shall be paid honoraria in the form of service credit or remuneration.

Remuneration shall be based on the Prime Hourly Teaching Rate (PHTR) and computed on the basis of the following formula, as mandated by the National Budget Memorandum No. 107, dated December 30, 2010, unless provided otherwise.

a. For Undergraduate Program:

$$PHTR = \frac{AR(T)}{W} = \frac{AR(1.25)}{1,600} = 0.000781\ (AR)$$

Where:

AR = Annual rate of each teacher to be paid honoraria

W = Total teaching hours (This is computed at 40 hours/week multiplied by 40 weeks or 1,600 hours)

T= 1.25 or 125 percent of the remuneration for services in excess of six (6) hours of actual teaching per day but not more than two (2) hours

b. For Graduate Program:

b.1. For faculty members with Master's degree:

PHTR = 0.0014 Annual Rate (AR)

b.2. For faculty members with Doctoral degree:

PHTR = 0.0015 Annual Rate (AR)

Provided, that adjustment from old annual rate shall be subjected to the availability of funds for the purpose; however, if funds are not available,

the same shall be converted equivalent service credits, based on existing guidelines.

4.1.4.2. Beyond the Official Time

This applies to teaching assignments conducted beyond the official working hours.

4.1.4.2.1. Request Course

Faculty members may accept a maximum of two (2) requested courses beyond their approved workload, provided that the classes are conducted outside of official working hours and do not conflict with their existing schedules. The rate for requested courses shall adhere to the guidelines outlined in BOR Resolution No. 40, series of 2009

4.1.4.2.2. Graduate School Load

Faculty members may teach up to three (3) additional graduate courses beyond their regular workload, provided these courses are scheduled outside of their official working hours or during the graduate school schedule and do not conflict with their existing teaching commitments. Compensation for these extra teaching duties shall be based on the revised honorarium computation scheme for graduate school per BOR Resolution No. 34, series of 2020.

4.1.4.2.3. Limited Practice of Profession/Private Business

Faculty members are permitted to engage in limited practice of profession/ private business beyond official working hours, subject to adherence to guidelines outlined in Section 136, Rule XII of the CSC Revised Omnibus Rules on Appointments and Other Human Resource Actions as amended (2018). This includes obtaining written permission from the head of the institution annually, ensuring that such activities do not interfere with teaching responsibilities, and prohibiting from the use of government resources for private endeavors.

4.2. Working Hours

Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch (USM Code, Article 84, Section 1).

Any deviation from the provisions of the preceding section such as the flexible working hours shall be subject to the approval of the University President taking into account the applicable laws and regulations (USM Code, Article 84, Section 2).

Full-time faculty members shall render minimum of 30 teaching hours a week which shall include actual classroom instruction and other teaching related activities, as enumerated under USM Code, Article 86, section 3.

Part time faculty members shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students (USM Code, Article 84, Section 4).

JO/COS faculty members shall carry a workload of not more than 29 hours a week and shall also be available for consultation with students.

4.2.1. Extension of Working Hours

When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any faculty member or non-teaching employee of the University, the compensation therefore shall be according to applicable laws and regulations.

4.2.2. Service Report

All members of the teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation of the employee concerned until the faculty submits the same (USM Code, Article 85, Section 1).

Faculty handling OJT/Practicum courses have had atleast three (3) years of teaching and industry-based experience in the area

Name	Specialization	Length of service	Designation	Course
 RENE JR C. CABAHUG	Automotive Technology	5 years	SIPP Coordinator	TED OJT 01
 ARIEL E. SADULANG	Architectural Drafting Technology	6 years	SIPP Coordinator	TED OJT 01
 JULBASAR M. SAJIRAN	Electrical Technology	28 years	SIPP Coordinator	TED OJT 01
 ZHERWIN R. DESCALLAR	Electronics Technology	18 years	SIPP Coordinator	TED OJT 01

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CS ID No. (Do not fill up. For CSC use only.)

I. PERSONAL INFORMATION

2. SURNAME	CABAHUG
FIRST NAME	RENE JR
NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABUEÑAS
	JR
3. DATE OF BIRTH (mm/dd/yyyy)	12/26/1992
4. PLACE OF BIRTH	DAVAO CITY, DAVAO DEL SUR
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.57
8. WEIGHT (kg)	65kg
9. BLOOD TYPE	"B+"
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	N/A
13. SSS NO.	N/A
14. TIN NO.	409-927-836
15. AGENCY EMPLOYEE NO.	15-02894

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details	Pls. indicate country:
17. RESIDENTIAL ADDRESS	Arcedo st. (House/Block/Lot No. / Street); Barangay Poblacion (Subdivision/Village / Barangay); Kabacan (City/Municipality); Cotabato (Province)
ZIP CODE	9407
18. PERMANENT ADDRESS	8, Purok 5 (House/Block/Lot No.); San Pedro Extension (Street); Bucana (Subdivision/Village); Barangay 76-a (Barangay); Davao City (City/Municipality); Davao del Sur (Province)
ZIP CODE	8000
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09651802228
21. E-MAIL ADDRESS (if any)	experianirene@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CABAHUG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PRINCESS STEPHANIE	NAME EXTENSION (JR., SR)	RENESMEE A. CABAHUG	6/30/2021
MIDDLE NAME	ARCEÑO		RENE RICARDO A. CABAHUG	10/12/2022
OCCUPATION	OFFICE STAFF			
EMPLOYER/BUSINESS NAME	TECHNO-TRADE RESOURCES.INC			
BUSINESS ADDRESS	164 R.CASTILLO ST. AGDAO DAVAO CITY			
TELEPHONE NO.	2341651			
24. FATHER'S SURNAME	CABAHUG			
FIRST NAME	RENE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	OMBOY			
25. MOTHER'S MAIDEN NAME	CANDELARIO			
SURNAME	CABAHUG			
FIRST NAME	MERCY			
MIDDLE NAME	CABUEÑAS		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	MAGALLANES ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1999	2005	N/A	2005	N/A
SECONDARY	DAVAO CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHEASTERN PHILIPPINES	BACHELOR OF TECHNICAL TEACHER EDUCATION	2009	2015	N/A	2015	N/A
GRADUATE STUDIES	UNIVERSITY OF SOUTHEASTERN PHILIPPINES	MASTER OF TECHNOLOGY EDUCATION	2017	2020	N/A	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	1/30/25

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
LICENSURE EXAMINATION FOR TEACHER	75%	6/8/2016	Davao City	1458103	12/26/2023

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") / INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
7/6/2020	PRESENT	INSTRUCTOR 1	UNIVERSITY OF SOUTHERN MINDANAO	32245.00		PERMANENT	Y

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
16th PACUIT National Conference	4/24/2019	4/26/2019	24 hours	Technical	PHILIPPINE ASSOCIATION OF COLLEGES AND UNIVERSITIES IN

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31 SPECIAL SKILLS and HOBBIES	32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
NC II Driving	N/A	PACUIT, Inc
NC II Automotive Servicing	N/A	
	N/A	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/30/25

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed,

a. within the third degree? ☐ YES ☑ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☑ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☑ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☑ NO

If YES, give details:

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☑ NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☐ YES ☑ NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☑ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☑ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☑ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☑ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☑ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☑ NO

If YES, please specify ID No: N/A

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
GEORGE Q. NERAL	USM KABACAN COTABATO	572-24-88
SOLOMON L. PRESTO	USM KABACAN COTABATO	572-24-88
ORVIL M. BASUG	USEP DAVAO	N/A



RENE JR. C. CABAHUG

PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	OFFICE ID
ID/License/Passport No.:	15-02894
Date/Place of Issuance:	08/02/15

Signature (Sign inside the box)

01/30/2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA G. DELA VIÑA, PhD.
HRMDO Director

Person Administering Oath

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SADULANG
FIRST NAME	ARIEL
NAME EXTENSION (JR., SR)	
MIDDLE NAME	ESTOPITO
3. DATE OF BIRTH (mm/dd/yyyy)	11/24/1992
4. PLACE OF BIRTH	M'LANG, COTABATO
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☐ Single ☐ Widowed ☐ Other/s: ☑ Married ☐ Separated
7. HEIGHT (m)	1.62m
8. WEIGHT (kg)	70kg
9. BLOOD TYPE	"O"
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	N/A
12. PHILHEALTH NO.	17-025473722-7
13. SSS NO.	N/A
14. TIN NO.	409-842-041-000
15. AGENCY EMPLOYEE NO.	15-02893

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization. Pls. indicate country:
If holder of dual citizenship, please indicate the details.	
17. RESIDENTIAL ADDRESS	107 (House/Block/Lot No.) Porras (Street) Poblacion A (Subdivision/Village) Barangay M'lang (City/Municipality) Cotabato (Province)
ZIP CODE	9402
18. PERMANENT ADDRESS	Porras (Street) Poblacion A (Subdivision/Village) Barangay M'lang (City/Municipality) Cotabato (Province)
ZIP CODE	9407
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09488122929
21. E-MAIL ADDRESS (if any)	sadulangariel31@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DELOSO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALEA (NAME EXTENSION (JR., SR))	ADRIK KENZO DELOSO SADULANG	11/7/2023
MIDDLE NAME	PAJARILLO		
OCCUPATION	GOVERNMENT EMPLOYEE		
EMPLOYER/BUSINESS NAME	CHED ROIIX		
BUSINESS ADDRESS	BRGY. CARPENTER, KORONADAL CITY		
TELEPHONE NO.	083 228 1130		
24. FATHER'S SURNAME	SADULANG		
FIRST NAME	FRANCISCO (NAME EXTENSION (JR., SR))		
MIDDLE NAME	BELARDO		
25. MOTHER'S MAIDEN NAME	ESTOPITO		
SURNAME	SADULANG		
FIRST NAME	VILMA		
MIDDLE NAME	JAPITANA	(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	MLANG PILOT ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	2000	2006	N/A	2006	N/A
SECONDARY	MLANG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSUTY - BARILI CAMPUS	MASTER OF SCIENCE IN INDUSTRIAL TECHNOLOGY	2017	2019	N/A	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	01/31/25

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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if ap	
				NUMBER	
Driver's License	N/A	12/11/2018	LTO Kidapawan	M06-18-000663	11/24

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

Include private employment. Start from your present work. Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
3/25/2024	Present	Instructor II	University of Southern Mindanao	32245.00	N/A	PERMANENT	YES
9/7/2020	3/25/2024	Instructor I	University of Southern Mindanao	27608.00	N/A	PERMANENT	YES
1/7/2019	05/29/2020	Instructor I	University of Southern Mindanao	17000.00	N/A	COS	YES
1/6/2015	03/31/2017	Instructor I	University of Southern Mindanao	13000.00	N/A	COS	YES

VI. WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program to the oldest. Only Managerial/Supervisory and Technical L&D interventions are required.)

30 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
National Training Workshop for Directors, Coaches and Trainers	2/13/2024	2/15/2024	16.0	Skills Development	Philippine Association of State Tertiaries and Colleges (PASUC)
Cultural Appreciation Through Visual Arts Workshop	11/25/2022	11/27/2022	16.0	Skills Development	Department of Tourism
"Saligdunong sa Arkitecktura: Masterclasses in Architecture"	11/18/2022	11/18/2022	4.0	Technical / Technology	College of Architecture, University of the Philippines Diliman
Trainer's Methodology	7/12/2022	7/12/2022	10.0	Skills Traning and Assessment	TESDA
NC II Technical Drafting	06/26/2018	06/26/2018	10.0	Skills Traning and Assessment	TESDA
NC II Scaffold Erection	04/30/2018	04/30/2018	10.0	Skills Traning and Assessment	TESDA
1st BIMP-EAGA TVET Forum	07/18/2016	07/19/2016	20.0	Technical / Technology	MINDA

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31 SPECIAL SKILLS and HOBBIES	32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving	N/A	N/A
Computer Literate		
Photography		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/31/25

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details: ☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No: N/A

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MANUEL J. TAYONG	USM KABACAN COTABATO	572-24-88
JOEL V. MISANAES	USM KABACAN COTABATO	572-24-88
DR. KAREL IAN DAYO	MAKILALA, COTABATO	9502639516



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	OFFICE ID
ID/License/Passport No.:	15-02893
Date/Place of Issuance:	06/01/2015



Signature (Sign inside the box)

01/31/2025

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date: Person Administering Oath

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PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person ermed.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only.)

2. SURNAME	SAJIRAN		
FIRST NAME	JULBASAR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANUEL		
3. DATE OF BIRTH (mm/dd/yyyy)	8/6/1967	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization. Pls. indicate country: Philippines
4. PLACE OF BIRTH	POBLACION, PARANG SULU	If holder of dual citizenship, please indicate the details.	
5. SEX	☑ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. — Street Subdivision/Village — AMAS, Barangay KIDAPAWAN CITY, City/Municipality — NORTH COTABATO, Province ZIP CODE: 9400
7. HEIGHT (m)	1.68		
8. WEIGHT (kg)	60		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. — Street Subdivision/Village — AMAS, Barangay KIDAPAWAN CITY, City/Municipality — NORTH COTABATO, Province ZIP CODE: 9400
10. GSIS ID NO.	006-003-4981-7		
11. PAG-IBIG ID NO.	1940-0002-2678		
12. PHILHEALTH NO.	17-00003463-5		
13. SSS NO.	09-1957011-3	19. TELEPHONE NO.	N/A
14. TIN NO.	922-352-803	20. MOBILE NO.	0921 2398 458
15. AGENCY EMPLOYEE NO.	77-00638	21. E-MAIL ADDRESS (if any)	jmsajiran@usm.edu.ph

22. SPOUSE'S SURNAME	SAJIRAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MAGDALENA	NAME EXTENSION (JR., SR)	AL MAJIR EMBODO SAJIRAN	4/28/1995
MIDDLE NAME	EMBODO		JULLA DEAH EMBODO SAJIRAN	10/17/2000
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SAJIRAN			
FIRST NAME	AKSAD	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ISA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANUEL			
FIRST NAME	PALMA			
MIDDLE NAME	ABBAY		(Continue on separate sheet if necessary)	

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	AKUK SANGKULA CENTRAL ELEMENTARY SCHOOL PARANG, SULU	ELEMENTARY EDUCATION	1976	1981	N/A	1981	NONE
SECONDARY	PARANG NATIONAL HIGH SCHOOL, PARANG SULU	HIGHSCHOOL	1981	1985	N/A	1985	4TH HONOR
VOCATIONAL / TRADE COURSE	UNIVERSITY OF SOUTHERN MINDANAO	SPECIAL TRADE COURSE	1985	1986	N/A	1986	NONE
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION	1990	1994	N/A	1994	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO	MASTER OF PREFESSIONAL STUDIES MAJOR IN EDUCATIONAL MGT.	1995	2000	N/A	2000	NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 31, 2025

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NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A				

(Continue on separate sheet if necessary)

30 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
SCHOLARS PRESENTING ADVANCED RESEARCH KNOWLEDGE	7/23/2024	7/23/2024	8 HRS.	TECHNICAL	COLLEGE OF SCIENCE AND MATHEMATICS
CAPACITY BUILDING ON STRENGTHENING COLLEGE-BASED FUTURES THINKING	7/18/2024	7/19/2024	9 HRS.	TECHNICAL	FUTURES THINKING PROGRAM
AGRIBUSINESS MENTORSHIP SERIES (ABMS)	7/8/2024	7/9/2024	16 HRS	TECHNICAL	REGIONAL AGRI-AQUA INNOVATION SYSTEM ENHANCEMENT
TRAINING ON MONITORING	7/2/2024	7/2/2024	8 HRS.	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO
22ND SOUTHERN MINDANAO REGIONAL CONFERENCE	8/22/2019	8/24/2019	24 HRS.	TECHNICAL	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
20TH SOUTHERN MINDANAO REGIONAL CONFERENCE	8/7/2017	8/19/2017	25 HRS.	TECHNICAL	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
DLDC METERING INSTALLATIONS STANDARD FOR NON-RESIDENTIAL AND MAINTAIN A GOOD POWER UTILITY	4/28/2017	4/28/2017	24 HRS.	TECHNICAL	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
BASIC SCADA SYSTEM AND ELECTRICAL PLAN DESIGN FOR COMMERCIAL BUILDINGS	3/31/2017	3/31/2017	8 HRS.	TECHNICAL	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS
WORKSHOP ON PLUMBING AND ELECTRICAL WORKS	3/17/2017	3/17/2017	8 HRS.	TECHNICAL	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS

(Continue on separate sheet if necessary)

31 SPECIAL SKILLS and HOBBIES	32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COOKING	N/A	ALPHA SIGMA PHI FRATERNITY
FARMING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/31/2025

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27 CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE NUMBER	
LICENSURE EXAMINATION FOR REGISTERED MASTER ELECTRICIAN	72.5	9/4/2016	UNIVERSITY OF MINDANAO, BOLTON DAVAO CITY	0050836	
CAREER SERVICE PROFESSIONAL	81.1	3/11/2003	CIVIL SERVICE COMISSION REGIONAL OFFICE 12, COTABATO CITY	12011234	Nr
BOARD FOR PROFESSIONAL TEACHERS	75.0	8/8/1999	DAVAO CITY	0133875	8/6/2023
CIVIL SERVICE COMISSION M.C. SERIES 1996	CATEGORY I	6/2/1999	COTABATO CITY	26120191	NONE

(Continue on separate sheet if necessary)

28 INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
12/31/2020	PRESENT	INSTRUCTOR II	UNIVERSITY OF SOUTHERN MINDANAO	32,870.00	12	PERMANENT	YES
1/27/2020	12/31/2020	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	24,495.00	12	PERMANENT	YES
7/14/2016	1/27/2020	ADMINISTRATIVE AIDE VI	UNIVERSITY OF SOUTHERN MINDANAO	13,378.00	6	PERMANENT	YES
2/8/2014	7/13/2016	ADMINISTRATIVE AIDE V	UNIVERSITY OF SOUTHERN MINDANAO	12,019.00	5	PERMANENT	YES
9/1/2014	12/7/2014	ADMINISTRATIVE AIDE IV	UNIVERSITY OF SOUTHERN MINDANAO	8,522.00	4	PERMANENT	YES
7/1/1999	9/1/2014	ADMINISTRATIVE AIDE I	UNIVERSITY OF SOUTHERN MINDANAO	5,209.00	1	PERMANENT	YES
5/1/1997	6/30/1999	ELECTRICAL CONTRACTUAL	UNIVERSITY OF SOUTHERN MINDANAO	3,571.00	PIECE OF WORK	CONTRACTUAL	NO
10/12/1985	5/31/1990	ELECTRICAL AIDE/LABORER	UNIVERSITY OF SOUTHERN MINDANAO	380.10	PIECE OF WORK	ELECTRICAL AIDE/LABORE	NO

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☑ NO If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☑ NO If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☑ YES ☐ NO If YES, please specify: TAU-SUG ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. MANUEL J. TAYONG	USM HOUSING KABACAN COTABATO	9973216631
DR. ROBERTO L. GORNEZ	USM HOUSING KABACAN COTABATO	9285454725
PROF. GEORGE Q. NERAL	USM HOUSING KABACAN COTABATO	9472020600



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number and Date of Issuance*	
Government Issued ID:	DRIVER'S LICENSE
ID/License/Passport No.	M0696012350
Date/Place of Issuance:	08/06/2017/KIDAPAWAN CITY

Signature (Sign inside the box)

1/31/2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

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fRepublic of the Philippines

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

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Special Order No. 001
Series of 2026

TO: **RENE JR. C. CABAHUG, MTE**

SUBJECT: **SIPP COORDINATOR - Automotive Technology**

DATE: **January 05, 2026**

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Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **SIPP 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

Special Order No. 002
Series of 2026

TO: **ARIEL E. SADULANG, MSIT**

SUBJECT: **SIPP COORDINATOR - Drafting Technology**

DATE: **January 05, 2026**

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Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **SIPP 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.

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By authority of the HRMDO

JOEL V. MISANES, PhD
CTI - Dean

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Management System ISO 9001:2015
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Special Order No. 004
Series of 2026

TO: **JULBASAR M. SAJIRAN, MPS-DE**

SUBJECT: **SIPP COORDINATOR - Electrical Technology**

DATE: **January 05, 2026**

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Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **SIPP 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.

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