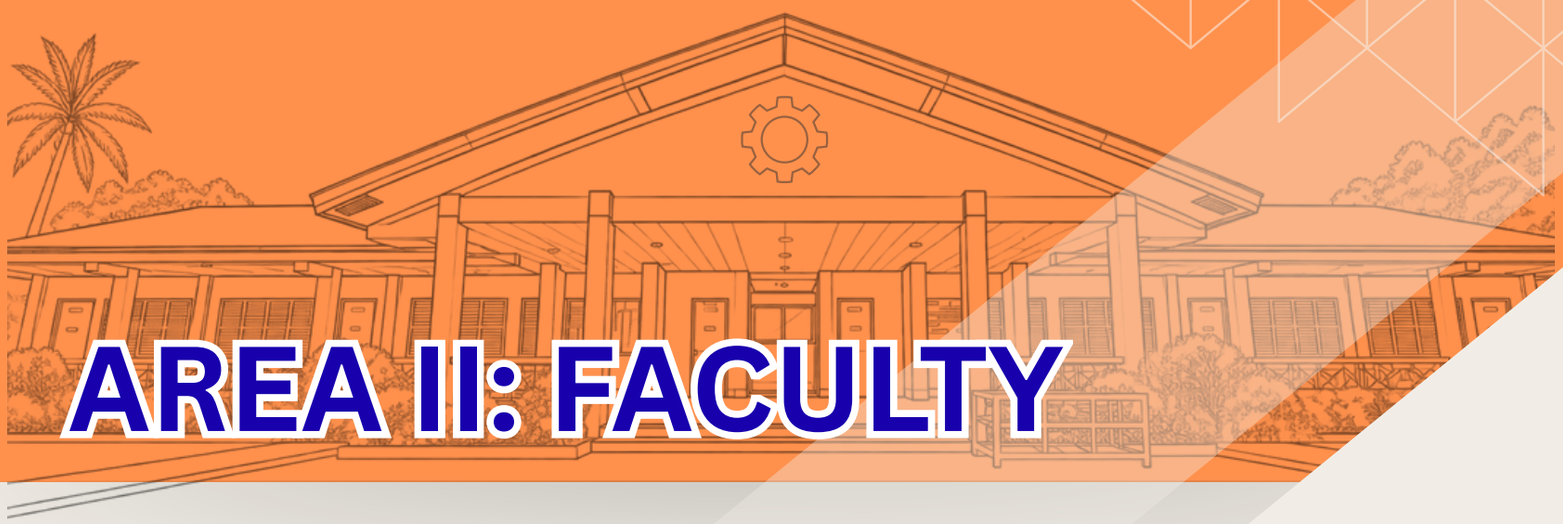
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

# AACCUP

## LEVEL 1 SURVEY VISIT

# BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



# AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

IMPLEMENTATION

I.1.3 communication skills;

## VACANCY ANNOUNCEMENT THRU USM HRMDO SOCIAL MEDIA PAGE

USM - College of Trades and Industries
July 1, 2025 ·

Job Vacancy Announcement for Academic Year 2025–2026... See more



# VACANCY ANNOUNCEMENT THRU USM HRMDO AND CTI SOCIAL MEDIA PAGE






# CHECKLIST OF REQUIREMENTS FOR TEACHING APPLICATION

University of Southern Mindanao
**HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE**

Caring Careers

**Required Application Documents:**

- ✓ Personal Data Sheet (PDS) with recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025; digitally/electronically signed)
- ✓ Work Experience Sheet (CS Form No. 212 Attachment; digitally/electronically signed) (if applicable)
- ✓ Performance Rating in the last rating period (if applicable)
- ✓ Proof of Eligibility / Board Rating / License
- ✓ Transcript of Records (TOR)
- ✓ Application Letter addressed to:

**JONALD L. PIMENTEL, PhD**
SUC President IV
USM Kabacan, Cotabato

*Thru:* NERISSA G. DELA VIÑA, PhD
HRMDO Director

*No Submission of Documentary requirements in the office (NO WALK-IN APPLICANT). All Applicants must undergo screening process through online

View job specifications here: https://csc.gov.ph/career

•Interested applicants are highly encouraged to enroll in Linang Tao Academy at **https://linangtao.usm.edu.ph/**

and inform us thru email at hr.training@usm.edu.ph

**You may submit your application here:**

- ➢ Visit **https://trabaho.usm.edu.ph** and sign in using your Gmail account.
- ➢ Search for or select your desired position.
- ➢ Upload all required application documents directly to the portal

**Or Hand in or send through courier at:**
Records Management and Archiving Office
USM Administration lobby,
Kabacan Cotabato

**Deadline for Submission: October 28, 2026**

Caring Careers. Supporting Excellence.

*The University of Southern Mindanao is an Equal Opportunity Employer. We accept applications from diverse backgrounds regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.*

# SAMPLE OF SCREENING EVALUATION FORM FOR APPLICANTS

POSITION AND OFFICE _____

CANDIDATE'S NAME: _____

| Assessment of Candidate's Potential | |
|---|---|
| **A1 ASPIRATION ASSESSMENT (30 pts)** | |
| **A1.1 Motivational Drivers (15 pts)** | |
| Immersion Factor (2.5 pts) | 2.1 |
| Activity Factor (2.5 pts) | 2.1 |
| Flexibility Factor (2.5 pts) | 2.2 |
| Power Factor (2.5 pts) | 2.2 |
| Interest Factor (2.5 pts) | 2.1 |
| Autonomy Factor (2.5 pts) | 2.2 |
| **A1.2 Behavioral Indicators (15 pts)** | |
| Using Initiative and Taking Responsibility (7.5 pts) | 7.2 |
| Achieving objectives and pursuing self-development (7.5 pts) | 7.2 |
| **A2 ABILITY ASSESSMENT (30 pts)** | |
| **A2.1 Competency Demonstration (15 pts)** | |
| Core (5pts) | 4.3 |
| Leadership (5pts) | 4.2 |
| Technical (5pts) | 4.2 |
| **A2.2 Learning Ability (16pts)** | |
| Learning Curve Index (5pts) | 4.1 |
| Adaptability Index (5pts) | 4.1 |
| Training Effectiveness (5pts) | 4.1 |
| **A3 ENGAGEMENT ASSESSMENT. (30 pts)** | |
| **Current Engagement Capital (15 pts)** | |
| **Future Engagement Capital (15 pts)** | |
| **A4 PERFORMANCE ASSESSMENT (90 pts)** | |
| **A4.1 IPCR (30 pts)** | |
| Contribution to Organization Outcomes (Strategic) (15 pts) | |
| Performance Score on Routine Functions (15 pts) | |
| **A4.2 Performance Contribution (30 pts)** | |
| Contribution to Agency (15 pts) | |
| Contribution to Unit (15 pts) | |
| **A4.3 Individual Exemplary Performance (30 pts)** | |
| Awards Received (15 pts) | |
| Quality Assurance Participation (5 pts) | |
| Contribution to Agency/Unit Awards (10 pts) | |
| | |

EVALUATOR: _____