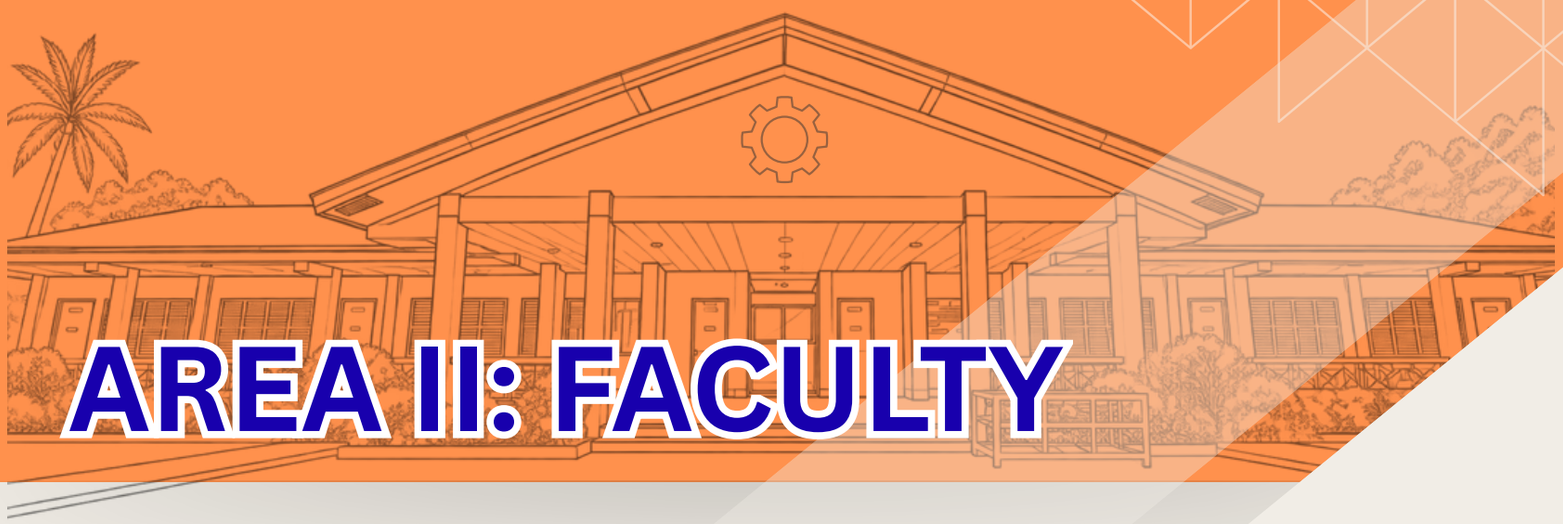
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

IMPLEMENTATION

I.3. A screening committee selects and recommends the best and most qualifies;

S.O. of Composition of Regular memebers of USM Faculty selection board

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

Special Order No. 7001
Series of 2024

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

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

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

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

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

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

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

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

FRANCISCO GIL N. GARCIA, ABE, PhD
SUC President IV

Conforme:

_____

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

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

USM-SYS-F30-Rev.1.2020.07.14

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

5.3. Faculty Selection Board

The USM “Faculty Selection Board” herein referred to as the FSB shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.

The regular members of the FSB of the University/College are the following:

a. The Vice President for Academic Affairs as Chairman;

b. The Director of the Human Resource Management and Development Office (HRMDO) as the FSB Secretary,

c. The President of the USM Faculty Association, Incorporated (USMFAI);

d. Any of the University Professors chosen by the University President;

e. In addition, other members may be added to wit:

1. The Director for Instruction if the position is for Teaching and Learning Pathway
2. The Director of Research and Development Office if the position is for the Research Pathway
3. The Director of Extension Services Offices if the position is for the Extension Pathway
4. The Director of Business Development Center or Human Resource Development and Training for Production Pathway
5. The Director Administrative Services for Leadership Pathways
6. The Dean/Director of the College/Unit where the vacancy exists;
7. Chairman of the department to which the appointee will be assigned;
8. Highest ranking faculty member of the department

The HRMDO Director being the FSB Secretary shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB, maintain all records or documents, and keep the same available for inspection and audit by the Civil Service Commission. He/she is likewise tasked to coordinate with the Director for Instruction in the projection of faculty manpower needs per department.

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

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

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

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

Pictures during selection process



