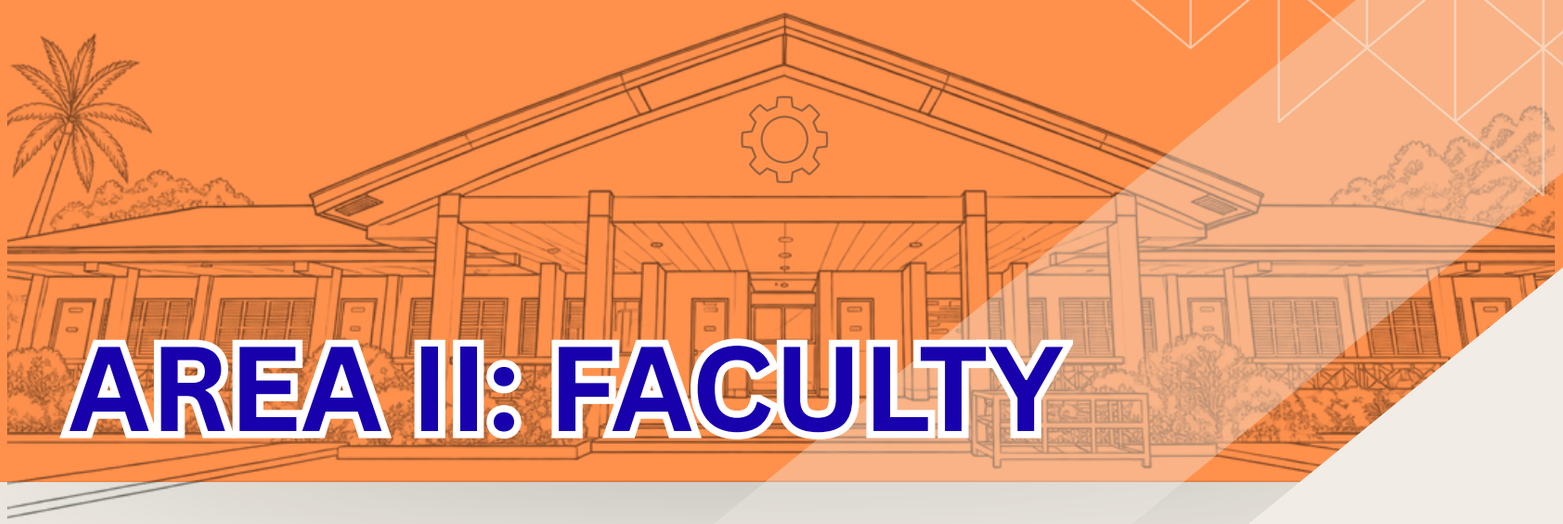
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

IMPLEMENTATION

I.8. Administrative, research and/or professional assignment outside of regular teaching are given credits.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

REVISED FACULTY MANUAL

2024 EDITION

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.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2026 - 2027

Name: MANUEL J. TAYONG **College/Unit:** CTI - TED **Designation:** Department Chairperson, TED

Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students
8:00-9:00	OFFICE WORKS AND STUDENT CONSULTATION									WORK FROM HOME WITH OCCASIONAL FACE TO FACE		
9:00-10:00												
10:00-11:00												
11:00-12:00												
12:00-1:00	LUNCH BREAK											
1:00-2:00	ELT UT 01 (LEC)	3 BIndTech- D1-ELT	ET 1	40	ELT UT 01 (LEC)	3 BIndTech- D1-ELT	ET 1	40		WORK FROM HOME WITH OCCASIONAL FACE TO FACE		
2:00-3:30	ELT UT 01 (LAB)				ELT UT 01 (LAB)							
3:30-5:00	IndTech UT 02	4 BSIT-D	ET 1	45	IndTech UT 02	4 BSIT-D	ET 1	45				
5:00-7:00												
Office Hours	4				4				8			
Class Hours	4				4				0			
Total	8				8				8			

Time	Tuesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Thursday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Saturday	Yr/Crs/ Sec	Room/ Venue	No. of Students
8:00-8:30	OFFICE WORKS AND STUDENT CONSULTATION											
8:30-10:00	TED 03	3 BTVTED-D-ETTE	TECH VOC 2	42	TED 03	3 BTVTED-D-ETTE	TECH VOC 2	42				
10:00-11:00	OFFICE WORKS AND STUDENT CONSULTATION											
11:00-12:00												
12:00-1:00	LUNCH BREAK											
1:00-2:00	ETTE 08 (LEC)	3 BTVTED-D-ETTE	ELX 2	37	ETTE 08 (LEC)	3 BTVTED-D-ETTE	ELX 2	37				
2:00-3:00	ETTE 08 (LAB)				ETTE 08 (LAB)							
3:00-4:00												
4:00-5:00												
Office Hours	5.5				5.5							
Class Hours	2.5				2.5				0			
Total	8				8				0			

SUMMARY OF INFORMATION

1. No. of Preparation	3
2. Load Displacement	6
3.Research/Extension Load	
4. Laboratory Hours	9
5. Lecture Hours	6
6. Actual Teaching Load(4+5)	15
7. Credit for Student Factor	0.5
8. Total Load (add #2,3,6 & 7)	21.5
9. Normal Load	18
10. Overload/(Underload)	3.5
11. Office Hours	2
12Class Hours	1
13. Total Hours (11+12)	4

Submitted by:
MANUEL J. TAYONG
Faculty

Checked by:
MANUEL J. TAYONG
Department Chairperson

Recommending Approval:
JOEL V. MISANES
Dean

Approved:
LEORENCE C. TANDOG
Vice Pres. for Academic Affairs

USM-DIO-Fo2-Rev.2.2023.08.22

Sample Faculty time and location under the program.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location

1st Semester SY 2026 - 2027

Name:	ELLE JOY M. GAVINO			College/Unit: CTI-TED					Designati	Instructor I			SUMMARY OF INFORMATION	
Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesda	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students	1. No. of Preparation	4
7:00-8:00	DTTE 01	1-BTVTED-A	AD5	28									2. Load Displacement	6
8:00-8:30	S CONSULTATION&CHECKING OF ACTIVS				S CONSULTATION&CHECKING OF ACTIV				CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				3.Research/Extension Load	
8:30-10:00	TED 03	3-BTVTED-B	AD5	43	TED 03	3-BTVTED-B	AD5	43					4. Laboratory Hours	9
10:00-12:00	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS												5. Lecture Hours	7
12:00-1:00	LUNCH BREAK												6. Actual Teaching Load(4+5	16
1:00-2:00	DTTE 02	1BTVTED-A	AD1	29	DTTE 02	1BTVTED-A	AD1	29	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				7. Credit for Student Factor	0.38
2:00-5:00													8. Total Load (add #2,3,6 & 7)	22.38
5:00-6:00													9. Normal Load	18
6:00-7:00													10. Overload/(Underload)	4.38
Office Hours	2.5				2.5				8				11. Office Hours	25
Class Hours	6.5				5.5				0				12. Class Hours	17
Total	9				8				8				13. Total Hours (11+12)	42

Time	Tuesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Thursday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Saturday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Submitted by:
8:00-8:30	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS								ELLE JOY M. GAVINO
8:30-9:30													Faculty
9:30-10:30													Checked by:
10:30-11:00	ADT 12	2BINDTECH	AD5	43	ADT 12	2BINDTECH	AD5	43					MANUEL J. TAYONG, PhD
11:00-12:30													Department Chairperson
12:30-1:00	LUNCH BREAK												
1:00-2:00	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS												Recommending Approval:
2:00-5:00													
5:00-6:00													JOEL V. MISANES, PhD
6:00-7:00													Dean
Office Hours	5.5				6.5								Approved:
Class Hours	3				2								
Total	8.5				8.5								LEORENCE C. TANDOG, PhD
													Vice Pres. for Academic Affairs

Page 1

Sample Faculty time and location under the program.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1ST Semester SY 2026 - 2027

Name: IRA ANDREANA K. MAMA College/Unit: CTI Designation:

Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:00	ADT 09 (Lec)	2 BINDTECH B	AD 1	39	ADT 09 (Lec)	2 BINDTECH B	AD 1	39				
8:00-9:30	ADT 09 (Lab)				ADT 09 (Lab)							
9:30-10:00	TLE 05	2 BTVTED A&B	AD 1	47	TLE 05	2 BTVTED A&B	AD 1	47				
10:00-11:00												
11:00-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	TLE 01	1 BTVTED C&D	AD 1	33
2:00-3:30	ADT 03 (Lab)				ADT 03 (Lab)							
3:30-4:00	CHECKING AND RECORDING OF SCORES (Office hours)											
4:00-5:00												
Office Hours	1				0				0			
Class Hours	6.5				6.5				3			
Total	7.5				6.5				3			

Time	Tuesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Thursday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Saturday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	TLE 01	1 BTVTED A&B	AD 1	60	TLE 05	1 BTVTED A&B	AD 1	60				
8:30-9:30	TLE 05	2 BTVTED C&D	AD 1	33	TLE 05	2 BTVTED C&D	AD 1	33				
9:30-10:00												
11:30-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39				
2:00-3:00	DTTE 09 (Lab)				DTTE 09 (Lab)							
3:00-4:00												
4:00-5:00												
Office Hours	2				2							
Class Hours	7				7				0			
Total	9				9				0			

SUMMARY OF INFORMATION

1. No. of Preparation	5
2. *Load Displacement*	
3. *Research/Extension Load*	
4. Laboratory Hours	12
5. Lecture Hours	17
6. *Actual Teaching Load(4+5)*	29
7. *Credit for Student Factor*	
8. Total Load (add #2,3,6 & 7)	30
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	5
12Class Hours	29
13. Total Hours (11+12)	34

Submitted by:
IRA ANDREANA K. MAMA
Faculty

Checked by:
MANUEL J. TAYONG
Department Chairperson

Recommending Approval:
JOEL V. MISANES
Dean

Approved:
LEORENCE C. TANDOG
Vice Pres. for Academic Affairs

USM-DIO-Fo2-Rev.2.2023.08.22

Sample Faculty time and location under the program.

S.O. OF CORE FACULTY MEMBERS WITH DESIGNATION

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 022
Series of 2026

TO: NEIL REY V. RESPONTE, MTE

SUBJECT: IM COORDINATOR

DATE: April 14, 2026

Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **IM 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 **April 14, 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

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 006
Series of 2026

TO: **NEIL REY V. RESPONTE, MTE**

SUBJECT: **TESDA FOCAL PERSON**

DATE: **January 05, 2026**

==========

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

Management System ISO 9001:2015

Special Order No. 1696H

Series of 2025

TO: **MR. NEIL REY V. RESPONTE**

SUBJECT: **Designation as COLLEGE RESEARCH COORDINATOR**

DATE: **Friday, 1 August 2025**

==========

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

As such, you shall exercise the following duties and functions inherent in your designated position to the best of your ability:

1. Monitor research outlines and final research report in terms of standard format/style and checks if there is duplication of researches in the college;
2. Keeps copies of research report of student and faculty members;
3. Maintain an office where students, faculty members and other researchers can make use of available compilations of researchers in the college;
4. Sits in the thesis defense (outline and manuscript) session as needed; and
5. Checks on the observance/compliance to research ethics and protocols on plagiarism and study permits.
6. Reports and coordinates directly to your immediate supervisor; and
7. Serve as College Research Coordinator and proposed tasks during the regular semester and summer if applicable.

By virtue of this designation, you shall be entitled to a **load displacement of three (3) units an on Vacation/Sick Leave Status**. As such you shall indicate in your IPCR the following three target success indicators relevant to your functions:

a. percentage of thesis defense attended;
b. percentage of thesis checked for format and style on or before the deadline;
c. percentage of thesis checked for plagiarism and other research protocols.

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

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:

____

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___ COA file
___ Board Secretary

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

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

Special Order No. 1696H

Series of 2025

TO: **MR. NEIL REY V. RESPONTE**

SUBJECT: **Designation as COLLEGE RESEARCH COORDINATOR**

DATE: **Friday, 1 August 2025**

==========

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

As such, you shall exercise the following duties and functions inherent in your designated position to the best of your ability:

1. Monitor research outlines and final research report in terms of standard format/style and checks if there is duplication of researches in the college;
2. Keeps copies of research report of student and faculty members;
3. Maintain an office where students, faculty members and other researchers can make use of available compilations of researchers in the college;
4. Sits in the thesis defense (outline and manuscript) session as needed; and
5. Checks on the observance/compliance to research ethics and protocols on plagiarism and study permits.
6. Reports and coordinates directly to your immediate supervisor; and
7. Serve as College Research Coordinator and proposed tasks during the regular semester and summer if applicable.

By virtue of this designation, you shall be entitled to a **load displacement of three (3) units an on Vacation/Sick Leave Status**. As such you shall indicate in your IPCR the following three target success indicators relevant to your functions:

a. percentage of thesis defense attended;
b. percentage of thesis checked for format and style on or before the deadline;
c. percentage of thesis checked for plagiarism and other research protocols.

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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
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 015
Series of 2026

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

SUBJECT: **DEPARTMENT RESEARCH COORDINATOR - Automotive Technology**

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 RESEARCH 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

"UNITY IN DIVERSITY AND
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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 016
Series of 2026

TO: **JP E. FORTINEZ, MAFAD**

SUBJECT: **DEPARTMENT RESEARCH COORDINATOR - Drafting Technology**

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 RESEARCH 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

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 017
Series of 2026

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

SUBJECT: **DEPARTMENT RESEARCH COORDINATOR - Electrical Technology**

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 RESEARCH 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

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 018
Series of 2026

TO: **ZHERWIN R. DESCALLAR**

SUBJECT: **DEPARTMENT RESEARCH COORDINATOR - Electronics Technology**

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 RESEARCH 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

"UNITY IN DIVERSITY AND
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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 022
Series of 2026

TO: NEIL REY V. RESPONTE, MTE

SUBJECT: IM COORDINATOR

DATE: April 14, 2026

Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **IM 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 **April 14, 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

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 006
Series of 2026

TO: **NEIL REY V. RESPONTE, MTE**

SUBJECT: **TESDA FOCAL PERSON**

DATE: **January 05, 2026**

==========

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

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JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

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Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 015
Series of 2026

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

SUBJECT: **DEPARTMENT RESEARCH 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 **DEPARTMENT RESEARCH 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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Special Order No. 016
Series of 2026

TO: **JP E. FORTINEZ, MAFAD**

SUBJECT: **DEPARTMENT RESEARCH 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 **DEPARTMENT RESEARCH COORDINATOR** in addition to your plantilla position.

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COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 017
Series of 2026

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

SUBJECT: **DEPARTMENT RESEARCH 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 **DEPARTMENT RESEARCH COORDINATOR** in addition to your plantilla position.

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COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 018
Series of 2026

TO: **ZHERWIN R. DESCALLAR**

SUBJECT: **DEPARTMENT RESEARCH COORDINATOR - Electronics Technology**

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 RESEARCH COORDINATOR** in addition to your plantilla position.

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email address: op@usm.edu.ph
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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.

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Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 019
Series of 2026

TO: **MARJURIE V. CATUGURAN**

SUBJECT: **COLLEGE IGP COORDINATOR**

DATE: **January 05, 2026**

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

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JOEL V. MISANES, PhD
CTI - Dean

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SUC President IV

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HRMDO Director

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Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 019
Series of 2026

TO: **MARJURIE V. CATUGURAN**

SUBJECT: **COLLEGE IGP COORDINATOR**

DATE: **January 05, 2026**

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