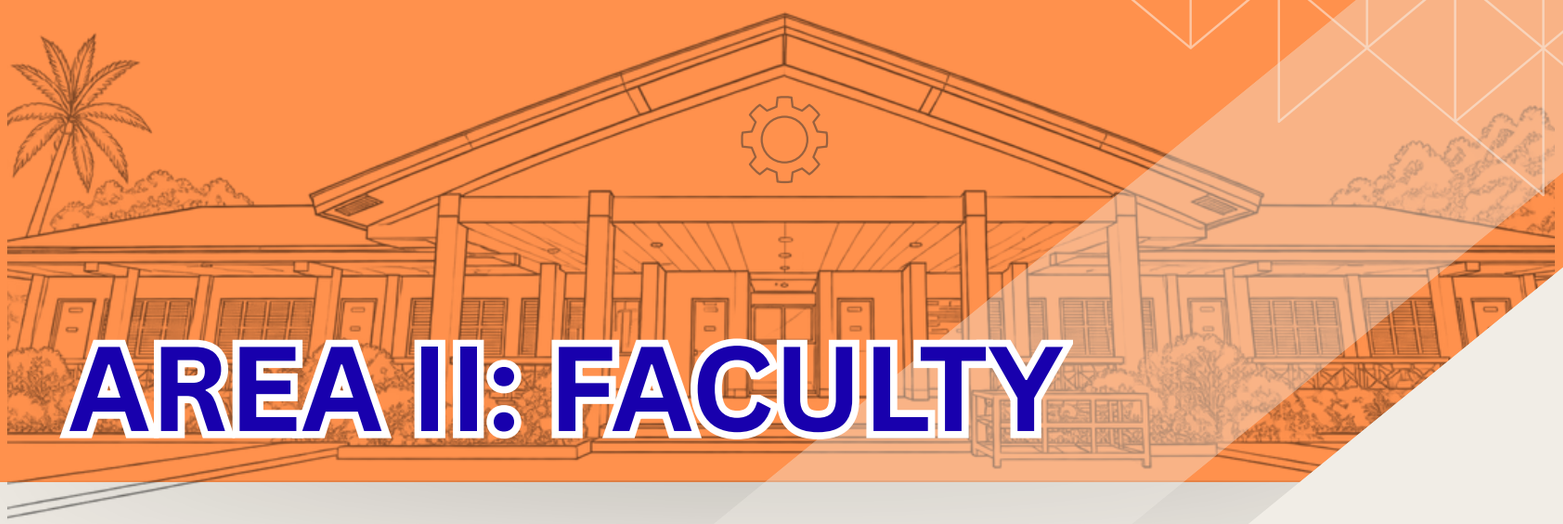
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

# AACCUP

## LEVEL 1 SURVEY VISIT

# BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



# AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

IMPLEMENTATION

1.4. The faculty concerned is officially informed of the extension, renewal, or termination of their appointments.

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

# REVISED FACULTY MANUAL

## 2024 EDITION

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

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. **A contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

**5. Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

Republic of the Philippines
UNIVERSITY OF SOUTHER MINDANAO
Kabacan, Cotabato

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## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**MEMORANDUM No. 01**
**Series of 2026**

| | | |
|---|---|---|
| **TO** | : | **ALL COLLEGE DEANS AND FACULTY** |
| **FROM** | : | **THE VICE PRESIDENT FOR ACADEMIC AFFAIRS** |
| **SUBJECT** | : | **FACULTY MEETING AND ORIENTATION** |
| **DATE** | : | **JANUARY 6, 2026** |

Please attend the meeting on January 7, 2026, from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM at the USM Auditorium. The following topics will be presented and opened for discussion.

**8:00 AM -12:00 Noon**

1. Academic Matters - OVPAA
2. HR Matters -HRMDO
3. Safe Spaces - OLS
4. UQAC Matters - UQAC
5. International Travels – OIA

**1:00 PM -5:00 PM**

1. RA 12009 Updates - BAC
2. Procurement Process - BAC
3. Accounting Matters - FMS

Attendance is required for all faculty members, including COS. However, Program Admission Officers may be excused from attending provided that they submit proof of the number of students enrolled on that day.

**LEORENCE C. TANDOG**
Vice-President for Academic Affairs

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

BAGONG PILIPINAS

USM-SYS-F70-Rev.2.2023.12.29