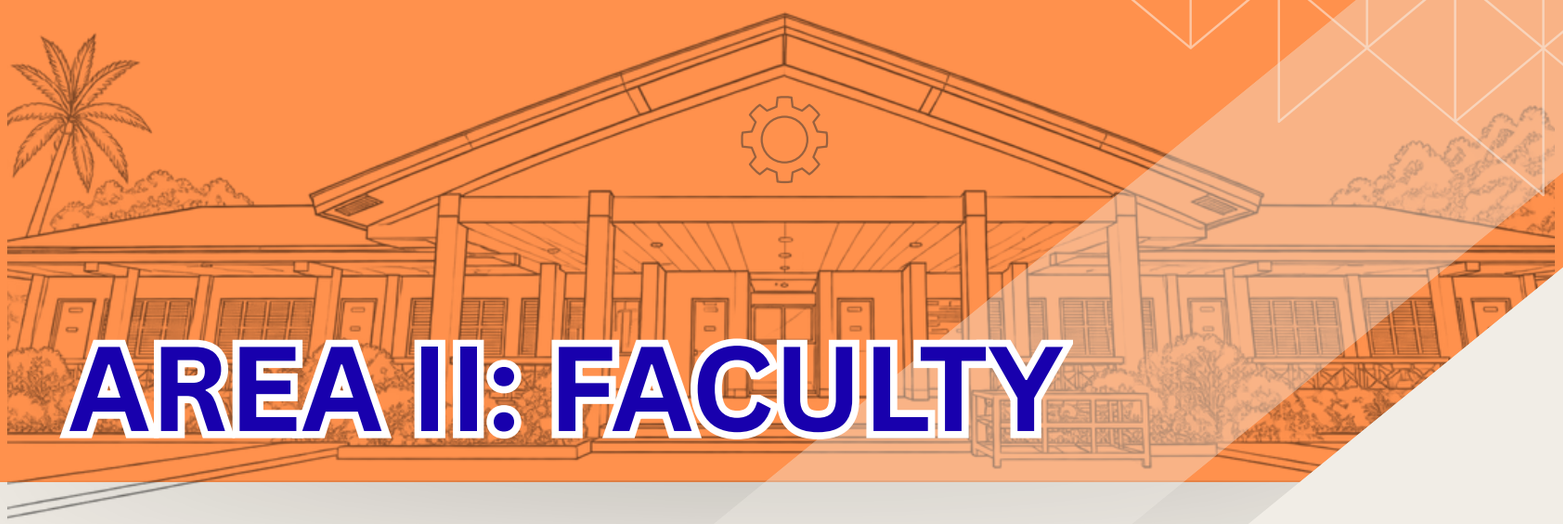
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

IMPLEMENTATION

I.1. The institution implements the system of promotion in rank and salary based on existing policies and issuances (e.g. NBC 461).

NBC 461
VII.MODIFIED POINT ALLOCATION

VII. MODIFIED POINT ALLOCATION

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158

FREDERICK SO. PADA
President, PASUC

ANGEL C ALCALA
Chairman, CHED

18

15

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

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**

==========

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.

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

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

SAMPLE CONTACT FOR INSTRUCTOR I

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

HRMD-SC24-258

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

UNIVERSITY OF SOUTHERN MINDANAO, a state university with office address at **Kabacan, Cotabato,** herein represented by the University President **JONALD L. PIMENTEL, Ph.D** referred herein to as *"First Party"*;

-and-

IRA ANDREANA K. MAMA, of legal age, Filipino and with residence/office address at POBLACION, KABACAN, COTABATO hereinafter referred to as *"Second Party"*;

-WITNESSETH-

1. That the **FIRST PARTY** is in need of the services of the Second Party whose task could not be performed by its regular personnel;
2. That the **SECOND PARTY** has signified his/her intention to provide the services to the University community which the **FIRST PARTY** has favorably considered and appreciated;
3. That the **SECOND PARTY** possesses the necessary educational qualification, experiences and skills required to perform the job so described;
4. That in view hereof, the Second Party is hereby contracted as **LEARNING SERVICE PROVIDER** for PhP **111, 556.13** effective **Jan 5, 2026** to **May 22, 2026** or until the tasks are completed .

   Based on the provisions of COA_DBM Joint Circular (JC) No. 1, s. 2025 the **FIRST PARTY** may provide a premium not exceeding 20% of the salary/wage of the **SECOND PARTY**, subject to fund availability. The premium payments will cover the worker's contribution, classified as voluntary or self employed membership, to government-mandated social security programs, (SSS, Philhealth and HDMF) ensuring access to social insurance, housing and loan facility and health care.
5. That as **LEARNING SERVICE PROVIDER** , the SECOND PARTY is expected to perform, among others the following functions:

   Face to face instructional delivery of subjects assigned total of 28 units

   28 hours a week Conduct of class with 1 hour a day student consultation.
6. That it is understood that the **SECOND PARTY** will not accept auxiliary work other than teaching ;
7. That it is understood that this contract does not create an employer-employee relationship between the parties herein; that the services rendered shall never be considered nor credited as government services; and that the latter is not entitled to the benefits enjoyed by the regular personnel of the First Party;
8. That it is understood that the **SECOND PARTY** is under the "NO WORK, NO PAY" policy. For the holidays to be paid, the **SECOND PARTY** shall conduct make-up classes to cover the topics in the syllabus, ensuring that all required course content is delivered in accordance with the academic schedule;
9. That the **FIRST PARTY** shall pay according to the following milestones and its means-of-verifications:

a.	completion of expected output (Jan 05-11)	*complete delivery of topics , DTR*	5, 468.44
b.	completion of expected output (Jan 12-26)	*complete delivery of topics , DTR*	12, 030.56
c.	completion of expected output (Jan 27-Feb 11)	*complete delivery of topics , DTR*	12, 030.56
d.	completion of expected output (Feb 12-26)	*complete delivery of topics, DTR*	12, 030.56
e.	completion of expected output (Feb 27-Mar 11)	*complete delivery of topics, DTR*	12, 030.56

SM-HRD-F02-Rev1.2020.03.13

SAMPLE CONTACT FOR INSTRUCTOR I

f. completion of expected output (Mar 12-26)	*complete delivery of topics , DTR*	
g. completion of expected output (Mar 27-Apr 11)	*complete delivery of topics, DTR*	
h. completion of expected output (Apr 12-26)	*complete delivery of topics, DTR*	12, 030 56
i. completion of expected output (Apr 27-May 11)	*complete delivery of topics, DTR*	12, 030.56
j. completion of expected output (May 12- 22)	*grades, DTR, completion of separation clearance*	9, 843.19

10. Upon termination of this Contract, the **SECOND PARTY** shall return to the **FIRST PARTY** all items, articles, objects, money etc. which for any reason due to, or on occasion of, his/her employment, come to his/her possession and safekeeping. The **SECOND PARTY** shall be responsible and accountable for any loss of or damage to any materials, equipment or property under his possession and safekeeping;

11. If the SECOND PARTY is on official travel, they shall be allowed to reimburse the actual travel expenses, subject to the rules and regulations prescribed under Executive Order No. 77, s. 2019, and subject to fund availability;

12. In case on unjustified pre – termination of this Contract by the **SECOND PARTY** the latter agrees to indemnify the **FIRST PARTY** in the amount equivalent to one ONE MONTH SALARY or WAGE to defray costs, such as, but not limited to the hiring of immediate replacement;

13. Any breach of the terms and conditions of this Contract, commission of an offense, misconduct or transgression of the law will give rise to the imposition of proper sanctions which, in justified circumstances, include the termination of the Contract employment without any prejudice to the **FIRST PARTY's** redress for legal remedies when necessary;

14. The **FIRST PARTY** shall conduct himself / herself in accordance with the law and other ethical and moral standards uphold by the University. The **FIRST PARTY** reserved the right to implement and enforce all applicable laws which were subjects of amendments, revisions or repeals, wether express or implied;

15. That the FIRST PARTY shall abide with the provisions of CHED CMO 1 S 2015 in pursuant to RA 7787 otherwise known as Anti-Sexual Harassment Act of 1995, as amended.

IN WITNESS WHEREOF, the parties have hereunto set their hands this 10 Feb of 2026 _____, 2026 at Kabacan, Cotabato

UNIVERSITY OF SOUTHERN MINDANAO
First Party

JONALD L. PIMENTEL
Representative

IRA ANDREANA K. MAMA
Second Party

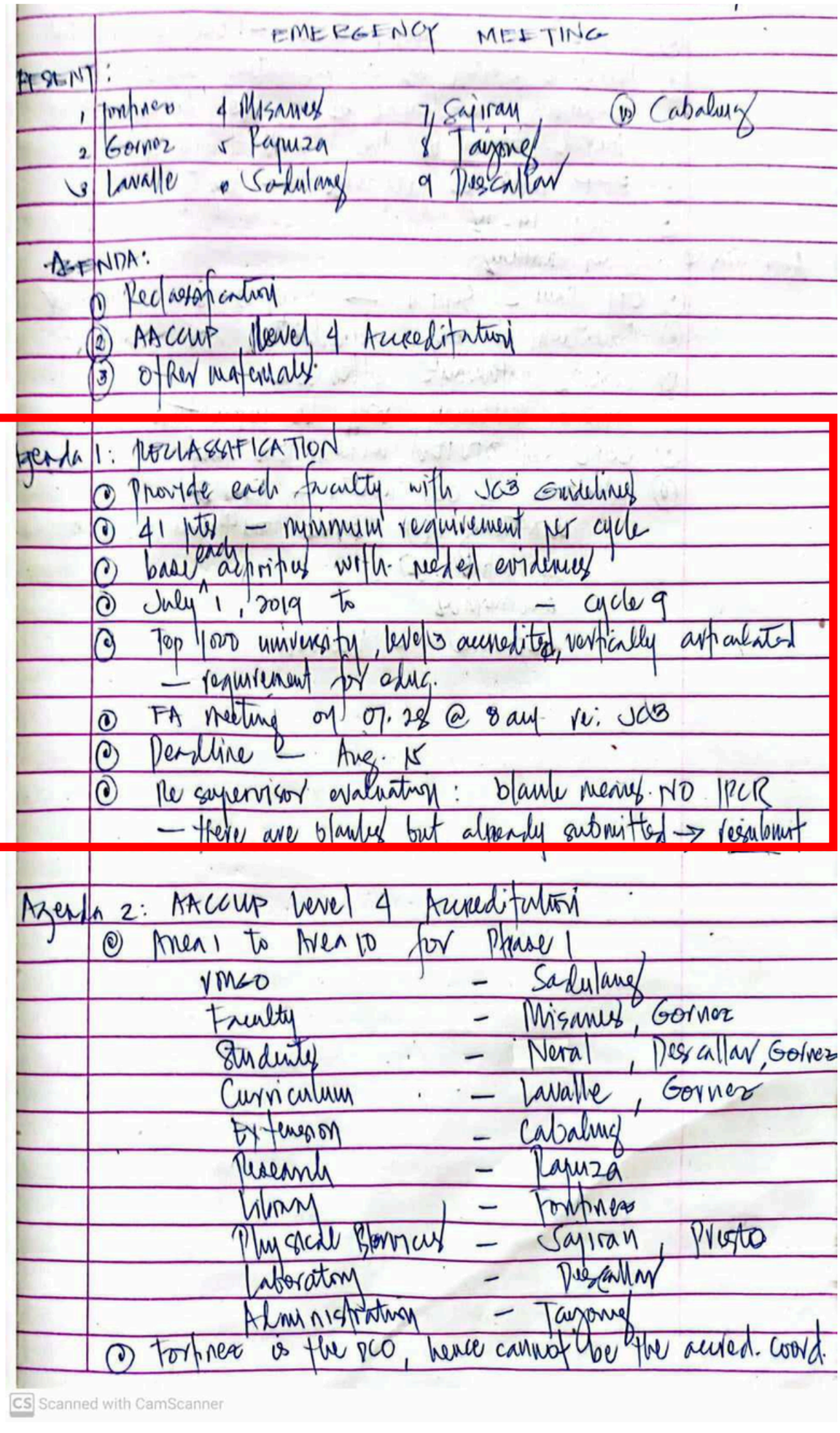
Signed in the presence of:

NERISSA G. DELA VIÑA
HRMDO Director

JOEL C. MISANES
Dean, CTI

USM-HRD-F02-Rev1 2020.03.13

MINUTES OF THE MEETING



EMERGENCY MEETING

PRESENT:

1 Fortaleza 4 Misarez 7 Sajiran (10) Cabaluna
2 Gornez 5 Paguiza 8 Tayone
3 Lavalle 6 Sadulang 9 Descallar

AGENDA:

(1) Reclassification
(2) AACCUP Level 4 Accreditation
(3) Other matters

Agenda 1: RECLASSIFICATION

- Provide each faculty with JCB Guidelines
- 41 pts — minimum requirement per cycle
- base each activities with needed evidences
- July 1, 2019 to — cycle 9
- Top 1000 university, level 3 accredited, vertically articulated — requirement for adm.
- FA meeting on 07.28 @ 8 am re: JCB
- Deadline — Aug. 15
- Re supervisor evaluation: blank means NO IPCR — there are blanks but already submitted → resolved

Agenda 2: AACCUP Level 4 Accreditation

- Area 1 to Area 10 for Phase 1

VMGO	–	Sadulang
Faculty	–	Misarez, Gornez
Students	–	Neral, Descallar, Gornez
Curriculum	–	Lavalle, Gornez
Extension	–	Cabaluna
Research	–	Paguiza
Library	–	Fortaleza
Physical Resources	–	Sajiran, Presto
Laboratory	–	Descallar
Administration	–	Tayone

- Fortaleza is the PCO, hence cannot be the accred. coord.

CS Scanned with CamScanner