UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

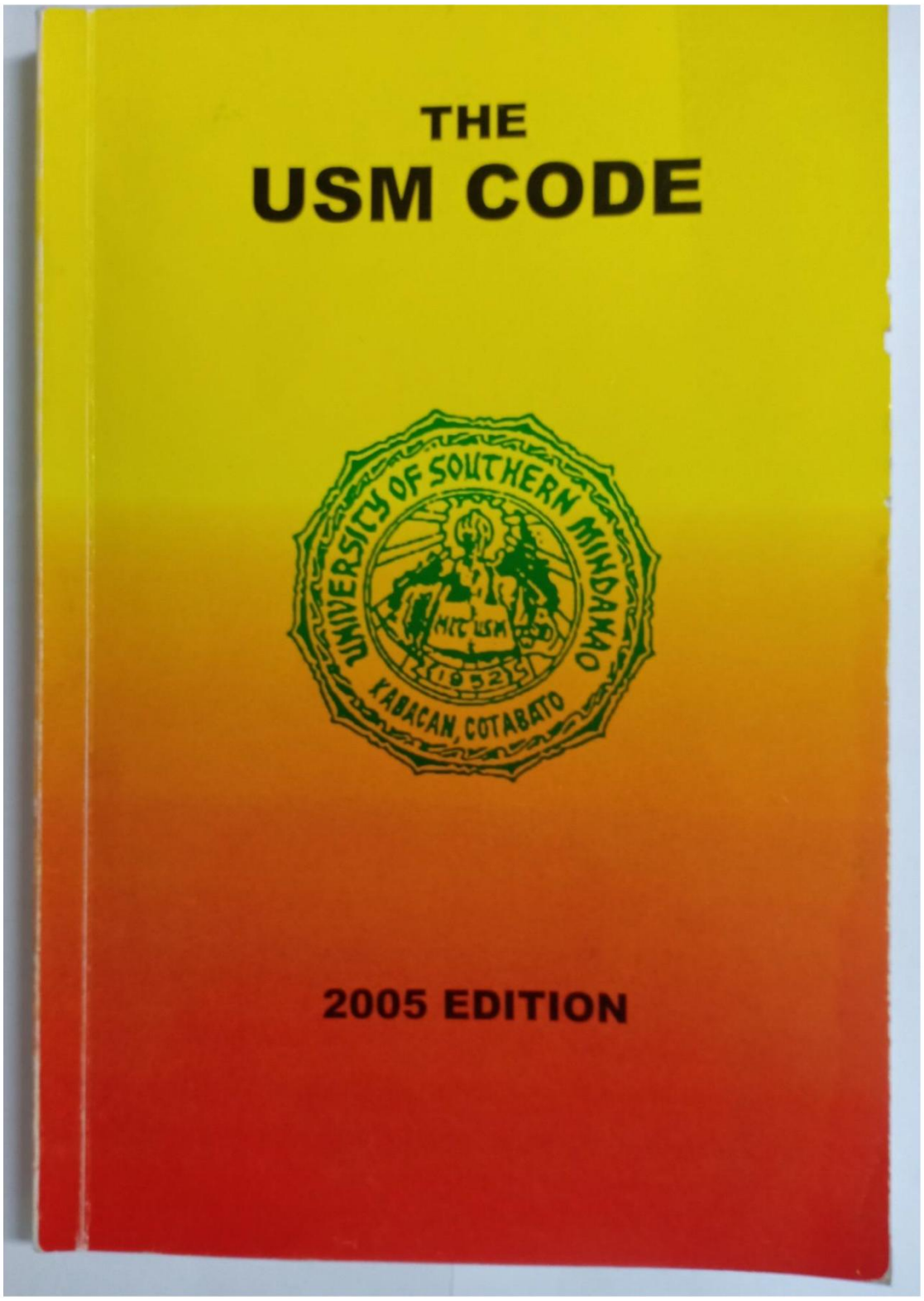




AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

I.2. The functions, duties, and responsibilities of the administrative personnel/staff in each unit/office are identified and carried out.


THE
USM CODE
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO
MIT USM
1952
2005 EDITION

Article 10. The Secretary of the University and the Board

Sec. 1. The Board of Regents, upon recommendation of the University President, shall appoint a Secretary who shall serve as such for the Board and the University and whose duties and functions shall be those prescribed under Article 42 of this Code.

Article 11. Committees

Sec. 1. The Board of Regents may create committees, as it may deem necessary, for the proper performance of its functions.

Sec. 2. The President of the University shall be ex-officio member of all standing committees of the Board.

Article 12. Annual Report

Sec. 1. The Board of Regents shall file with the President of the Philippines a detailed report covering the preceding year setting forth the progress and needs of the University.

CHAPTER 4
THE ADMINISTRATIVE COUNCIL

Article 13. Composition

Sec. 1. There shall be an Administrative Council of the University consisting of the President of the University as Chairman, the Vice President of Administration and Finance as Vice Chairman, and the other Vice Presidents, the Deans, Directors and other officials of equal rank, and upon invitation by the Chairman, the President of the University Student Government, as members.

Article 14. Powers and Functions

Sec. 1. The Administrative Council shall have the following powers and functions:

a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;

b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;

c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this Code and subsequent rules and regulations promulgated by the Board of Regents; and

d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

Article 15. Officers

Sec. 1. The President of the University shall be the Presiding Officer of the Administrative Council. In his absence, the Vice President for Administration and Finance shall preside, and in the absence of both, the Vice President for Academic Affairs or the Vice President for Research and Extension, in that order, shall take over. In the absence of all the officials mentioned in an instance where the calling of an urgent meeting of the Council is very necessary, the most senior member of the Council may preside.

Sec. 2. The University and Board Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. As such, he shall discharge the duties and functions provided under Sec. 2, Article 42 of this Code.

Article 16. Meetings and Quorum

Sec. 1. The Administrative Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter, without prejudice to the promulgation of internal rules setting forth a specific provision on the matter. The President shall call a special meeting whenever necessary or upon the written request of at least one-fifth of the members of the Council.

Sec. 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Administrative Council shall consist of a majority of all its members who are holding office at the time, excluding those on official leave or travel, and a majority vote of all its members present shall be required to dispose a question or decide an issue, unless otherwise provided under parliamentary rules.

Article 17. Committees

Sec. 1. The Administrative Council may create committees, as it may deem necessary and convenient for the proper performance of its functions.

CHAPTER 5
THE ACADEMIC COUNCIL

Article 18. Composition

Sec. 1. There shall be an Academic Council of the University consisting of the President of the University as Chairman, the Vice President for Academic Affairs as Vice-Chairman, and the other Vice Presidents with academic rank and the Deans of Colleges/Institutes, the Principals of the University Laboratory Schools and all faculty members from the rank of Assistant Professor I and above, as members.

Article 26. Meetings and Quorum

Sec. 1. The UREC shall meet at such time as the President may determine, provided that there shall be at least one regular meeting every six (6) months. A special meeting may be called by the President as may be deemed necessary or upon the written request of the Vice President for Research and Extension or at least one-fifth of the members of the Council.

Sec. 2. Attendance in all its meetings shall be required of every member of the Council and only for meritorious and justifiable reasons shall a member be excused from attendance. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Council shall consist of a majority of all its members who are holding office at the time, excluding those on official travel or leave, and a majority vote of all members present shall be required to dispose a question or decide an issue, unless otherwise prescribed under parliamentary rules.

Article 27. Committees

Sec. 1. The UREC may create Committees, as it may deem necessary for the proper performance of its functions.

CHAPTER 7
THE PRODUCTION COUNCIL

Article 28. Composition

Sec. 1. There shall be a Production Council of the University composed of the President as Chairman, the Vice President for Administration and Finance as Vice Chairman, the Director for Agro-Industrial Production Services and other selected competent members to be designated by the President.

Article 29. Powers and Functions

Sec. 1. The Production Council shall have the following powers and functions:

a. To formulate policies, rules and regulations governing the operation of the agro-industrial production projects/programs of the University for the approval of the Board of Regents and to ensure the effective implementation of the same; and,

b. To perform such other powers and functions as may be provided by the Board of Regents and by pertinent laws and regulations.

Article 30. Officers

Sec. 1. The President of the University shall be the Presiding Officer of the Production Council. In his absence, the Vice President for Administration and Finance shall preside, and in the absence of both, the Director for Agro-Industrial Production Services shall take over.

Sec. 2. The Director for Agro-Industrial Production Services shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. He shall perform the same duties and functions as those prescribed for the position in the other Councils.

Where the Director for Agro-Industrial Production Services shall preside the meeting, in the absence of the Chairman and the Vice Chairman above-mentioned, a senior member of the Council who is present during said meeting or a duly designated official may act as Temporary Secretary.

Article 31. Meetings and Quorum

Sec. 1. The Production Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter. The President shall call a special meeting as may be deemed necessary or upon the written request of at least one-third of the members of the Council.

Sec. 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Production Council shall consist of a majority of all members holding office, excluding those on official leave or travel, and a majority vote of all members present shall be required to dispose a question or decide an issue, unless otherwise prescribed under parliamentary rules.

Article 32. Committees

Sec. 1. The Production Council may create committees, as it may deem necessary and convenient, for the proper performance of its functions.

CHAPTER 8
OFFICERS OF THE ADMINISTRATION AND THEIR FUNCTIONS

Article 33. Composition

Sec. 1. The key officers of the administration of the University shall be the President, the Vice Presidents, the University and Board Secretary, the Executive Assistants, the Deans, the Directors, the Administrative Officer, the Budget Officer, the Chief Accountant, the University Registrar, the Legal Officer, the Personnel Officer, the Records Officer, the Supply Officer, the Chief Cashier, the Chief Security Officer and other officials as may be determined by the University President.

Article 34. The President of the University

Sec. 1. The University President shall be the Chief Executive of the University, and shall render full-time service. He shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term, subject to the provisions of existing laws and regulations. His term may be extended beyond the age of retirement but not later than the age of seventy (70), if his performance has been unanimously rated by the Board of Regents as outstanding, after unanimous recommendation by a duly created search committee.

Sec. 2. The University President shall have the following powers and responsibilities:

a. To provide leadership for the University, preserve and protect its academic integrity and ensure the observance and implementation of existing laws and regulations and the policies laid down by the Board of Regents;
b. To exercise within the framework of the University policies as approved by the Board of Regents, primary authority and responsibility over the following areas: development planning and resource allocations; grants, endowments and fund raising; external relations and public affairs; and University policy relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities and welfare of the University constituency;
c. To formulate integrated and comprehensive plans for the University, including academic, research, extension, physical development, and fiscal plans, subject to the confirmation of the Board of Regents;
d. To coordinate the activities and programs of the University with the other component units and institutes, to review their goals and objectives, to appraise their performance in relation to such goals and recommend appropriate action to the Board of Regents;
e. To exercise general administration and supervision of all business and financial and academic operations of the University, and over all officers, faculty and non-teaching staff of the University;
f. To recommend to the Board of Regents appointments of vice president, deans, directors, faculty members and personnel in the supportive staff and other officials and employees as may be deemed proper;
g. To effect the promotion, transfer, detail, secondment, and other personnel actions, of University personnel; fix their work schedules; grant leaves of absence and approve their additional assignments, additional compensation, resignation and retirement, subject to the confirmation of the Board of Regents as it may be deemed appropriate;
h. To set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the personnel of the University, and for the consideration of petitions for redress of grievances in accordance with applicable laws and regulations;
i. To award fellowships, assistantships, and scholarships to students, faculty members, and other personnel in accordance with the policies prescribed by the Board of Regents;

j. To plan, prepare and implement, upon authority of the Board of Regents, a University program for the training and education of adult citizens and out-of-school youths;
k. To supervise the preparation of the budget of the University, subject to the confirmation of the Board of regents, for approval by competent higher authorities;
l. To submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the University, and such other reports as may be required;
m. To preside at commencement and other public exercises of the University, and confer such degrees and honors as may be granted by the Board of Regents and all diplomas and certificates issued by the University shall be signed by him;
n. To grant service credits and to change the leave status of any member of the academic staff from teacher's leave to vacation and sick leave or vice versa in the interest of the service, subject to the policies approved by the Board of Regents and other pertinent laws and regulations;
o. To execute and sign in behalf of the University all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the University, Provided, that in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed in the University existing regulations and general laws, he may direct through written instruction, that approval in specified cases be made in his behalf by officers of administration or heads of units concerned, subject to such safeguards to his power of revocation;
p. To supervise and coordinate, through the Director of Student Affair Services, all organizations and activities of students. In accordance with existing regulations, he shall issue adequate safeguards for the operation of student organizations and other student activities;
q. To generate funds and grants-in-aid in support of the operation and development projects of the University to augment its annual budgetary allocations; and,
r. To exercise other powers and duties delegated to him by the Board of Regents or as may hereinafter be provided by subsequent laws and regulations.

Sec. 3. In case of his brief absence, the President may designate a ranking officer of the Administration, who may be one of the Vice Presidents to act as Officer-In-Charge of the Office of the President, to carry out the ministerial day-to-day management of the University affairs, unless otherwise provided.

Article 35. The Offices Under the University President

Sec. 1. The Offices directly under the Office of the University President shall be the following:

a. Line Offices
    i. The Vice Presidents

b. Staff Offices
   ii. The University and Board Secretary
   iii. The Executive Assistants
   iv. The Human Resource Management
   v. The Public Relations and Information
   vi. The Planning and Development
   vii. The Socio-Cultural Affairs
   viii. The Agro-Industrial Production Services
   ix. The Internal Control Unit (ICU)
   x. The Chief Security Office

Article 36. The Vice President for Administration and Finance

Sec. 1. The University shall have a Vice President for Administration and Finance who shall be appointed/designated by the President of the University, subject to the confirmation of the Board of Regents. In case of a regular plantilla position, appointment to the said position shall be governed by the existing qualification standards and other rules and regulations prescribed by the Civil Service Commission for the same. For a designation as such, however, he shall be at least a holder of an appropriate Master's degree with at least seven (7) years of administrative and/or finance management experience. His term of office as such designated official shall be three (3) years without prejudice to redesignation.

Sec. 2. He shall assist the University President in the general supervision of the operations of the fiscal and administrative affairs of the University in accordance with the existing government and University policies, guidelines, rules and regulations.

Sec. 3. He shall have the following specific powers and functions:

a. To act as Officer-In-Charge of the University in the absence of the University President when so designated;
b. To supervise, coordinate and monitor the activities of the administrative and support services officials and employees of the University and the affiliate agencies/institutions operating within the campus, if so provided in the Memorandum of Agreement on the establishment of the same;
c. To coordinate the recruitment of faculty and staff, and act as Chairman of the Selection and Promotion Board of the University;
d. To represent the University in conferences, seminars and other similar meetings on matters affecting administrative programs and activities if so authorized by the University President;
e. To submit a regular report of work progress to the University President;
f. To serve as ex-officio chairman of the standing committee on the prequalifications, bids, and awards of infrastructure and other construction projects of the university;
g. To help undertake activities that shall keep the University abreast with recent developments;
h. To act as Vice Chairman of the Administrative and Production Councils; and
i. To exercise such other duties and functions as may be delegated by the University President.

Article 37. The Offices Under the Vice President for Administration and Finance

Sec. 1. The Offices directly under the Vice President for Administration and Finance shall be:

a. The Administrative Services Office
b. The Finance and Management Office
c. The Physical Plant Services Office
d. The Health Services Office

Article 38. The Vice President for Academic Affairs

Sec. 1. The Vice President for Academic Affairs shall be appointed/designated by the President of the University, subject to the confirmation of the Board of Regents. He shall be a doctoral degree holder in education, with an academic rank of at least Professor I and with at least seven (7) years of teaching background and five (5) years of administrative experience. Except when appointed to a plantilla position, his term of office as such shall be three (3) years without prejudice to redesignation.

Sec. 2. He shall act as Officer-In-Charge of the University when so designated by the University President.

Sec. 3. He shall be directly responsible to the University President for carrying out the educational policies and programs of the University and in supervising curricular, instructional, and other academic-related activities of the University.

Sec. 4. He shall exercise the following specific duties and functions:

a. To supervise and coordinate all academic units and programs of the University;
b. To administer the overall execution of policies on instruction approved by the Board of regents, as recommended by the Academic Council, and by other higher authorities;
c. To recommend to the University President academic policies pertaining to curricula, faculty appointments and assignments, and academic programs;
d. To coordinate the planning and preparation of the proposed annual budget of the different colleges and institutes;
e. To coordinate with the research and extension unit(s) of the University in promoting the research and extension activities of the faculty;
f. To serve as ex-officio chairman of all standing and/or Ad Hoc Committees which shall conduct regular faculty appraisal on performance evaluation, screening of applicants for scholarship and faculty development and other related purposes;
g. To coordinate with other educational institutions and/or related agencies to insure inter-program/agency complementation and efficient maximization of available resources;
h. To submit a regular memorandum of work progress to the University President;
i. To act as Vice Chairman of the Academic Council; and
j. To exercise such other powers and functions as may be delegated by the President.

Article 39. The Offices Under the Vice President for Academic Affairs

Sec. 1. The Offices directly under the Vice President for Academic Affairs shall be the following:

a. The Graduate College
b. The Undergraduate Colleges and Institutes
c. The Office of the Director for Instruction
d. The Office on Student Affairs

Article 40. The Vice President for Research and Extension

Sec. 1. The Vice President for Research and Extension shall be appointed/ designated by the President of the University, subject to the confirmation of the Board of Regents. He shall have an appropriate doctoral degree in philosophy or science, with an academic rank of at least Professor I, with at least seven (7) years of research and extension experience and at least five (5) years of administrative experience. His term of office shall be three (3) years, except when appointed to a piantilla position as such, without prejudice to redesignation.

Sec. 2. The Office of the Vice President for Research and Extension is a consultative, supportive and service office of the University to promote the interests of the units, centers, and institutes under the research and extension organization.

Sec. 3. He shall have the following specific duties and functions:

a. To exercise general supervision and coordination of all programs, projects and activities of the various units under his office;
b. To recommend and implement policies and guidelines governing research and extension affairs of the University;
c. To plan programs for research and extension activities which are geared towards the growth and development of the university, the region and the country;
d. To direct the implementation of research programs and the execution of extension services of the University;
e. To coordinate, monitor and appraise the performance of the various research and extension units of the University, including those of the research centers/ institutions established in the University and other affiliate research agencies/ institutions;
f. To plan, promote, and carry out close working relations and linkages with appropriate government research and development agencies and non-government organizations;
g. To act as Vice Chairman of the Research and Extension Council; and
h. To perform such other related functions as may be directed by the President and other competent higher authorities.

Article 41. The Offices Under the Vice President for Research and Extension

Sec. 1. The Offices under the Vice President for Research and Extension shall be:

a. The Research and Development Office
b. The Extension Services Office
c. The Research Centers/Institutes

Article 42. The Duties and Functions of the Secretary of the University and the Board

Sec. 1. As Secretary of the Board of Regents, he shall exercise the following specific duties and functions:

a. To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda to the Chairman and Members of the Board at least three (3) days before each scheduled meeting;
b. To write out the transcription of the minutes of each meeting; have the same attested by the Chairman/Presiding Officer for the confirmation of the Board in its next meeting;
c. To prepare and pass referendum for appropriate action of the Board of Regents;
d. To prepare and issue excerpts of minutes of meetings of, and/or certifications on certain policies promulgated by, the Board; and
e. To perform such other functions as may be directed by the Board of Regents or the University President.

Sec. 2. As Secretary of the University, he shall exercise the following duties and functions:

a. To act as Secretary of the Administrative Council, unless another official shall be designated to the position by the University President. As such, he shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof;
b. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his duly authorized representative;
c. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;
d. To keep custody of classified records; issue excerpts or appropriate certifications upon request of authorized officials and employees of the University and other entities; and
e. To perform such other functions as may be directed by the University President.

Article 43. The Executive Assistants

Sec. 1. There shall be as many Executive Assistants, as are necessary, to be designated by the University President, to assist and advise him in the effective and efficient performance of the duties and functions of his office on various areas of concern such as but not limited to the following:

a. Civil Security Services
b. External Affairs
c. Alumni Affairs

Article 44. The Human Resource Management Office

Sec. 1. The Human Resource Management Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall be at least a holder of an appropriate master's degree preferably with special training and/or work experience in personnel development and management and at least three (3) years of administrative experience.

Sec. 2. The Director for Human Resource Management shall perform the following functions:

a. To be responsible for the emplementation of the established University policies on personnel management and development and the maintenance of effective liaisoning with the Civil Service Commission and other offices concerned;
b. To keep updated service records of, and other data and information pertaining to, all personnel of the University and issue appropriate certifications and other documents on the matter upon proper request by concerned parties;
c. To assist and advise the University President and other concerned University officials and employees in the proper execution of policies, regulations and orders in all areas of personnel management and development promulgated by the Civil Service Commission and other higher authorities;
d. To undertake personnel programs, and inform the heads of units concerned of the recent developments in all areas of personnel management and development and;
e. To perform such other related work as may be assigned by the University President.

Article 45. The Public Relations and Information Office

Sec. 1. The Public Relations and Information Office shall be headed by a Director to be designated by the University President for a term of three (3) years, without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall be at least a holder of an appropriate master's degree in communication with at least three (3) years of administrative experience.

Sec. 2. The Director of Public Relations and Information shall perform the following functions:

a. To promote and foster cordial relations between and among the various sectors of the University constituents and with other agencies and institutions;
b. To help project the good image and reputation of the University in all areas of endeavors to the general public;
c. To establish effective relations with the media (print, radio, TV and others) on the dissemination of important activities and breakthroughs of the University for the information of the general public;
d. To take charge of the preparation and circulation of regular university publications; and
e. To perform such other related functions as may be assigned to him by the University President.

Article 46. The Planning and Development Office

Sec. 1. The Planning and Development Office shall be headed by a Director to be designated by the University President, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a holder of appropriate master's degree, preferably with special training and/or working experience in planning and development and at least three (3) years of administrative experience.

Sec. 2. The Director for Planning and Development shall perform the following functions:

a. To initiate, coordinate, monitor and evaluate the planning and development activities of all sectors of the University;
b. To coordinate the preparation of project/program plans and proposals;
c. To provide assistance in packaging program plans and proposals;
d. To serve as data bank and the center of project/program plans and proposals for the development of the University; and
e. To perform other related functions which the University President may assign to him from time to time.

Article 47. The Socio-Cultural Affairs Office

Sec. 1. The Socio-Cultural Affairs Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a master's degree holder with appropriate experience and/or special training in a related field, at least an assistant professor with at least three (3) years of administrative experience and shall have undertaken a socio-cultural research on any ethnic tribe of the Philippines, particularly within the service area of the University.

Sec. 2. The Director for Socio-Cultural Affairs shall have the following functions:

a. To supervise and manage the various socio-cultural performing art groups/units of the University, such as but not limited to the following:

i. University Dance Troupe
ii. University Band

iii. University Chorale
iv. University Combo
v. University Dramatics Guild
vi. University Socio-Cultural Museum;

b. To draw plans and provisions for the continuous training and development of the members of the various performing art groups/units under his supervision and to see to it that their needs are taken cared of;
c. To plan and implement year-round stage presentation programs depicting the various socio-cultural settings of the different ethnic tribes within the service areas of the University, particularly during official and special affairs and activities and to properly document the same;
d. To gather and collate socio-cultural heritage of the various ethnic tribes and keep them for posterity and display in the University Museum and to conduct continuous research on the same;
e. To help synchronize the teaching and integration of the socio-cultural heritage of the ethnic tribes in coordination with the Vice President for Academic Affairs and the heads of appropriate academic units of the University;
f. To coordinate and monitor all socio-cultural activities of the academic and non-academic units of the University in consultation with the heads of the units and other officials concerned;
g. To receive and entertain, upon instruction of the USM President, university visitors and guests; and,
h. To perform such other duties and responsibilities inherent to the office or as may be directed by the University President.

Article 48. The Agro-Industrial Production Services Office

Sec. 1. The Agro-Industrial Production Services Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a holder of an appropriate master's degree, preferably with special training and/or working experience along his line of responsibilities, and at least three (3) years of administrative experience.

Sec. 2. The Director for Agro-Industrial Services shall perform the following functions:

a. To be responsible in supervising, coordinating and monitoring the activities of the various agro-industrial income generating projects of the University;
b. To implement the policies, rules and regulations relative to the operation of the various agro-industrial income generating projects of the University;
c. To formulate and recommend program proposals to improve the operation and productivity of existing agri-business projects and to expand its operations, and whenever feasible, to enter into other business ventures, subject to the approval of the Production Council and the confirmation of the Board of Regents; and
d. To perform other related functions which may be assigned to him by the University President

Article 49. Standing Committees and Special Offices/Committees

Sec. 1. The University President shall constitute Standing Committees in accordance with the provision of existing laws and regulations for the effective and efficient discharge of the functions of the University such as but not limited to the following:

a. Selection and Promotion Board
b. Committee on Personnel Career Development
c. Prequalification, Bids and Awards Committee
d. Bids and Awards Committee
e. Committee on Personnel Discipline
f. Committee on Student Discipline
g. Grievance Committee
h. Housing and Land Use Committee
i. Internal Control Committee

Sec. 2. The University President may also create Special Offices/Committees, as it may deem necessary, to perform special functions in the light of the continuous expansion and development of the University,such as but not limited to the following:

a. Publications and Media Services Office
b. USM Review Center
c. Visitors' Relations Office
d. Guest Houses Management Office
e. Information System Committee
f. Ad Hoc Committees

Article 50. The Administrative Services Office

Sec. 1. The Administrative Services Office shall be headed by a Director who shall be the appointed Chief Administrative Officer in a concurrent capacity upon proper designation by the University President, subject to the confirmation of the Board of Regents.

Sec. 2. The Director for Administrative Services shall perform the following functions:

a. To assist the offices of the President and of the Vice President for Administration and Finance in the day-to-day management/administrative operations of the University;
b. To supervise the activities of the administrative services support staff under him and ensure the efficient and effective performance of their assigned duties and functions;
c. To coordinate with the various offices performing administrative and financial functions in the performance of his duties and functions; and
d. To perform such other duties and functions as may be assigned by the President and/or the Vice President for Administration and Finance.

Sec. 3. The Offices directly under the Administrative Services Office shall be the following:

a. Administrative Office
b. Legal Services Office
c. Property and Supply Management Office
d. Records Management Office

Sec. 4. The Administrative Office shall be headed by an Administrative Officer who shall perform the following functions:

a. To assist in the review and checking of all documents processed in the administration and finance offices to ensure that they comply with the requirements set forth by existing pertinent laws, policies, rules and regulations;
b. To help prepare official communications and correspondence for the signature of higher officials; and,
c. To perform other related functions as may be assigned to him by his superiors.

Sec. 5. The Legal Office shall be headed by a appointed Legal Officer or Legal Retainer who is a member of the Philippine Bar. He shall perform the following functions:

a. To provide the University President and other offices of the University legal assistance in the formulation and interpretation of laws and government and University rules and regulations;
b. To act as Legal Consultant to the Board of Regents;
c. To represent the University in courts and quasi-judicial bodies in all legal actions instituted for or against the University;
d. To handle investigation of administrative cases involving University personnel and students and, if so required, to recommend appropriate disciplinary actions;
e. To advise the Board of Regents and the University President from time to time on the status of the legal cases involving the University;
f. To draft and review contracts and deeds involving the University; and,
g. To perform such other functions as may be assigned to him.

Sec. 6. The Property and Supply Management Office shall be headed by a Chief Supply Officer who shall perform the following functions:

a. To supervise and coordinate the supply and property management activities in the University;
b. To plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control and issuance of supplies;
c. To implement objectives, rules and regulations pertaining to supply and property management;
d. To prepare and submit periodic, annual and other required reports on supplies and property inventory;

e. To account for all office equipment and supplies, act as custodian of all records of property and conduct periodical inventory thereof as required by existing laws and regulations; and,
f. To perform such other related work as may be assigned to him.

Sec. 7. The Records Management Office shall be headed by a Records Officer who shall perform the following functions:

a. To keep custody and control of all vital documents and essential records pertaining to the University;
b. To monitor the flow of incoming and outgoing official correspondence and communications;
c. To service the records reference requirements of the University management and the inquiries of the University personnel and the general public who are following-up official matters;
d. To ensure the proper storage of inactive records and prompt disposal of obsolete and valueless records in consultation with the Records Management and Archives Office and other appropriate offices; and,
e. To perform such other related work as may be assigned to him.

Article 51. The Finance and Management Services Office

Sec. 1. The Finance and Management Services Office shall be headed by a Director who shall be the appointed Chief Finance and Management Officer in a concurrent capacity, upon proper designation by the University President, subject to the confirmation of the Board of Regents.

Sec. 2. The Director for Finance and Management Services shall perform the following functions:

a. To direct and supervise the work and activities of the finance management officers and support staff;
b. To supervise the preparation of the annual, supplemental, special budgets and the like, of the University in consultation with the University President, and the consolidation of supporting justifications and explanations relative thereto;
c. To supervise the distribution and allocation of funds to the various units, projects and programs of the University in accordance with its duly approved budget;
d. To backstop the University President in the justification of budget proposals to reviewing authorities during budget hearings and other similar fora;
e. To confer with the officials of concerned government agencies on the release of funds of the University;
f. To prepare and submit reports on finance management matters as required by proper authorities; and,
g. To perform such other related functions as may be assigned to him by higher officials of the University.

Sec. 3. The Offices under the Finance and Management Services shall be the:

a. Budget Office
b. Accounting Office
c. Cashier's Office

Sec. 4. The Budget Office shall be headed by a Budget Officer who shall perform the following functions:

a. To assist in the preparation of budget estimates and work and financial plans;
b. To take charge in the control of established budget allotments to the various units/projects/programs of the University;
c. To prepare financial reports as required by higher authorities; and,
d. To perform such other related work as may be assigned to him.

Sec. 5. The Accounting Office shall be headed by a Chief Accountant who is a Certified Public Accountant. He shall have the following functions:

a. To supervise the proper recording of financial transactions and the preparation of appropriate financial reports for review of higher authorities;
b. To assist in the preparation of budget estimates;
c. To implement government accounting and auditing rules and regulations and the financial policies promulgated and adopted by the University regarding control of allotments, expenditures and collection of revenues from the various departments of the University; and,
d. To perform other related functions assigned to him.

Sec. 6. The Cashier's Office shall be headed by a Chief Cashier who shall have the following functions.

a. To act as the collecting and disbursing officer of the University;
b. To supervise and participate in the payment of salaries, wages and other disbursements and the collection of revenues for the University;
c. To prepare and submit required reports for review by higher authorities;
d. To verify the posting of cash advances, disbursements, collection of revenues and deposits; and,
e. To perform such other related work as may be delegated to him.

Article 52. The Physical Plant Services Office

Sec. 1. The Physical Plant Services Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. Preferably a licensed civil engineer or with special training and/or working experience along his line of responsibilities, he must have at least three (3) years of administrative experience.

Sec. 2. The Director for Physical Plant Services shall perform the following duties and functions:

a. To supervise the general maintenance and repair of all buildings, facilities and other physical structures of the University, including facilities for housing, light and water, transport and machinery services;
b. To enforce established policies and regulations governing the proper care and maintenance of the physical facilities of the University and the use and operation of motor vehicles; and,
c. To perform such other functions as may be assigned to him by the University President or his authorized representative.

Article 53. The Health Services Office

Sec. 1. The Health services Office shall be headed by a Director who must be Doctor of Medicine, preferably with at least three (3) years of administrative experience. He shall also serve as the Director of the University Hospital in a concurrent capacity. He shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

Sec. 2. The Director for Health Services, assisted by a medical and dental staff, shall have the following functions:

a. To supervise the operation of the University Hospital which shall provide medical and health services to the University constituency and the community;
b. To conduct medical and dental examination of all incoming students and personnel;
c. To attend to medical and dental consultations, diagnosis and treatment of minor ailments of students, personnel and their immediate dependents and to refer serious cases to medical specialists;
d. To issue medical certificates to students and personnel whenever necessary;
e. To safeguard and recommend healthful measures for cleanliness and environment sanitation within the campus;
f. To provide health and sanitation information, lectures or orientation to students and personnel; and,
g. To perform other related functions assigned to him.

Article 54. The Graduate College

Sec. 1. The Graduate College shall be headed by a Dean who shall be a holder of an appropriate doctoral degree, with at least five (5) years teaching experience in the Graduate College, at least three (3) years of administrative experience and holder of an academic rank of at least Professor I.

Sec. 2. The Dean of the Graduate College shall be designated by the University President upon recommendation of the Vice President for Academic Affairs or a search committee duly created for the purpose upon consultation with the faculty of the said college, subject to the confirmation of the Board of Regents. He shall serve a term of three (3) years without prejudice to redesignation.

Sec. 3. The Dean of the Graduate College shall have the following duties and functions:

a. To coordinate the implementation of the Graduate Programs of the various colleges/institutes of the University;
b. To provide leadership in the preparation, implementation, development and evaluation of graduate curricular programs;
c. To coordinate with the various colleges/institutes, Registrar's Office and other appropriate offices in the admission, registration, schedule of classes, class-room assignments, and other activities of graduate students;
d. To assist the Vice President for Academic Affairs in the designation, termination, or transfer of graduate faculty and in the planning of the budget for the graduate college programs;
e. To serve as faculty of the graduate and undergraduate colleges in courses appropriate to his educational preparation; and,
f. To perform other related functions assigned to him.

Article 55. The Undergraduate Colleges and Institutes

Sec. 1. Each undergraduate college or institute shall be headed by a Dean who shall preferably be a holder of an appropriate doctoral degree, with a rank of at least Professor I, with at least five (5) years of teaching experience in the University, and at least three (3) years of administrative experience in the management and operation of a department of college/institute.

Sec. 2. In the absence of a faculty member who possesses the required educational qualification for the position of a Dean as prescribed in the preceding section, the most senior faculty member of the academic unit concerned who holds an appropriate Master's degree with a rank of at least Associate Professor I and with at least very satisfactory performance rating in the immediately preceding two (2) semesters shall be considered to be designated to the position.

Sec. 3. The Dean of an undergraduate academic unit shall be designated by the University President upon recommendation of the VP for Academic Affairs or a search committee duly created for the purpose and upon consultation with the faculty of the concerned college or institute. He shall serve a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents.

Sec. 4. The Dean of College/Institute shall perform the following functions:

a. To plan, implement, supervise and evaluate the academic offerings, programs and activities of the college/institute;
b. To initiate the development and evaluation of course studies and syllabi;
c. To recommend definite and appropriate programs of supervision of the different departments under him;
d. To initiate and assist in the planning and conduct of in-service training programs for his faculty and staff;
e. To review the subject loads of his faculty members and assist in the evaluation of their performance;

f. To coordinate with the Registrar's Office, the computerization committee and other appropriate offices in the admission, registration, transfer of credits, sequence of subject loads, scholarship, and other related activities of students;
g. To recommend to higher authorities the designation, termination, or transfer of undergraduate faculty in his college;
h. To prepare and recommend the budget proposal of the college;
i. To exercise jurisdiction over disciplinary cases involving the students of his unit within the limits of the rules hereinafter prescribed in this Code;
j. To assist in planning and recommending the facilities needed by the college or institute, including its infrastructure components; and,
k. To perform such other duties as may be assigned to him.

Sec. 5. The College or Institute Dean shall be assisted by a Secretary who shall be designated by the University President upon recommendation of the Dean concerned, and shall serve for a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall perform the following duties and functions:

a. To act as Associate Dean of the academic unit;
b. To act as Secretary of the College/Institute Council and as such, he shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof;
c. To assist the Dean in the implementation and evaluation of academic programs and other activities of the academic unit;
d. To receive and disseminate information to the members of the faculty and staff of the College on various policies, rules and regulations promulgated by higher authorities;
e. To keep official custody of classified records and properties of the College with the assistance of the property custodian of the unit;
f. To prepare class schedules and teacher's assignments in coordination with the department chairmen for the approval of the Dean concerned;
g. To assist the Dean in the preparation of the budget proposal of the academic unit and the requisition of equipment, supplies and materials;
h. To assist in the planning and conduct of in-service training program for faculty and staff of the unit;
i. To update data and information on students and faculty of the college/institute; and
j. To perform such other functions as may be assigned to him by the Dean.

Article 56. The University Laboratory Schools

Sec. 1. The University Laboratory School for the secondary level and the University Integrated Laboratory School for the elementary level shall not only provide quality, yet affordable, basic education, but shall also serve as training grounds to develop the teaching skills of University students pursuing courses in education and other courses with teaching curricula. As such, the University Laboratory Schools shall be integrated as departments of the College of Education of the University.

Sec. 2. The University Laboratory School and the University Integrated Laboratory School shall each be headed by a Principal who shall be at least a holder of a master's degree in education, at least an Assistant Professor I on the day of his designation with at least three (3) years of teaching experience, preferably in the laboratory school to be assigned to him, and at least two (2) years of administrative experience.

Sec. 3. A University Laboratory School Principal shall perform the following functions:

a. To exercise supervision of the laboratory school assigned to him under the administrative supervision of the Dean of the College of Education;
b. To plan, implement and monitor programs and activities to improve the academic climate of the laboratory school in accordance with existing laws and regulation and to recommend to the Dean of the College of Education development plans to attain its objectives for the approval of higher authorities;
c. To coordinate with the other colleges and institutes concerned through the Dean of the College of Education on the assignments of practice teaching students in the laboratory school;
d. To supervise the screening and/or admission of entering students/pupils and transferees and ensure that the annual total enrollment of the laboratory school shall not exceed the limits prescribed by law and regulations;
e. To initiate measures to maintain the orderly behavior and discipline of students/ pupils; and,
f. To perform such other duties and functions as may be assigned to him.

Article 57. The Office of the Director for Instruction

Sec. 1. The Office of the Director for Instruction shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be a doctoral degree holder in Education, with at least five (5) years of teaching experience, preferably with working experience along the line of his function and with at least three (3) years of administrative experience.

Sec. 2. The Director for Instruction shall perform the following duties and functions:

a. To assist the VP for Academic Affairs in supervising and coordinating the curricular, instructional and other academic related activities of the University;
b. To assist the VP for Academic Affairs in disseminating educational policies and programs of the University for implementation by the academic units;
c. To recommend through the VP for Academic Affairs viable policies and guidelines affecting admission of students, faculty appointments, work load assignments, performance evaluation, and career development, and other related activities for approval by higher authorities; and,
d. To perform such other functions as may be assigned to him.

Sec. 3. The Offices under the Office of the Director for Instruction shall be the following:

a. University Registrar
b. University Learning Resources Center
c. Curriculum Review and Development

Sec. 4. The University Registrar shall perform the following functions:

a. To supervise the registration and evaluation of records of students;
b. To assist in the preparation of the school calendar and coordinate the holding of commencement exercises, baccalaureate services, and academic - related convocations or symposia;
c. To supervise the preparation and printing of academic catalogues, student handbooks and manuals and other curricular announcements in consonance with the policies and guidelines promulgated by higher authorities;
d. To be responsible in the safekeeping and issuance of all academic records of students, list of graduates, and other related records of students;
e. To supervise the updating of student academic records; and,
f. To perform such other functions as may be assigned to him.

Sec. 7. The University Learning Resources Center shall be headed by a University Librarian who shall perform the following functions:

a. To help build capabilities and competence of University students, faculty, staff and researchers through a well stocked, relevant quality library collections and learning materials;
b. To efficiently and effectively organize the library collections for maximum service to its clientele;
c. To prepare comprehensive literature searches and bibliographies;
d. To initiate continuous enrichment of the resources, methodologies, and techniques for the development and improvement of the center;
e. To recommend the establishment of linkages with foreign and local agencies, colleges and universities for the development of its resources; and,
f. To perform other related functions assigned to him.

Sec. 9. The Curriculum Review and Development Office shall be headed by a Section Head who shall be a holder of doctoral degree in education, with an academic rank of at least Associate Professor I, preferably with special training and/or working experience in curriculum review and development, with at least five (5) years of teaching experience and at least two (2) years of administrative experience. He shall perform the following duties and functions:

a. To undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time;

b. To recommend to higher authorities of the University through the Director for Instruction the institution, revision and abolition of certain courses and curricula in consultation with the Colleges/Institutes concerned; and,
c. To perform such other related functions as may be assigned to him from time to time.

Article 58. The Office of Student Affairs

Sec. 1. The Office of Student Affairs shall be headed by a Director to be designated by the University President, subject to the confirmation of the Board of Regents, for a term of three (3) years, without prejudice to redesignation. He shall be at least a holder of an appropriate Master's degree, at least an Associate Professor I, with at least five (5) years of teaching experience and at least three (3) years of administrative experience.

Sec. 2. The Director of Student Affairs shall perform the following functions:

a. To serve as a link between the University Administration and the student body and/or its component organizations and associations, and provide opportunities for the students' active involvement in the affairs of the University;
b To oversee the activities of all student organizations and provide guidance to students along social, cultural, educational and community leadership;
c. To coordinate all registered and recognized student organizations to operate under the charter and rules of the University;
d. To supervise and coordinate the functions and activities of the offices and personnel under him; and,
e. To perform other related functions assigned to him.

Sec. 3. The Offices under the Office of Student Affairs shall be the following:

a. University Guidance and Counseling Office
b. Student Publications and Yearbook Office
c. Student Dormitories
d. Career and Placement Office
e. Testing and Research Service
f. Student Organization
g. Campus Ministry Program
h. Student Scholarship and Financial Assistance Office
i. Student Discipline

Sec. 4. The Guidance and Counseling Office shall be headed by the University Guidance Counsellor who shall be at least a holder of appropriate Master's degree, with a rank of at least Assistant Professor I, at least three (3) years of teaching experience and at least two (2) years of administrative experience.

The Guidance and Counseling Office shall perform the following duties and functions:

a. To manage students' activities/services aimed at reinforcing their ability and confidence in knowing and understanding themselves in relation to others and developing their own psychological growth and development;
b. To initiate continuous enrichment of the unit's resources, approaches/ methodologies and techniques of counseling and its testing, group/peer guidance or dynamics and other guidance services;
c. To provide individual and group counseling, information service, academic follow-up of problem students, guidance enrichment programs, student peer facilitators' program and other related services for the well-being and personal development of students;
d. To organize in-service training of personnel engaged in guidance and counseling services; and,
e. To discharge other duties and functions assigned to him the office.

Sec. 5. The Office of Student Publications and Yearbook Office shall consist of an Adviser and a Co-Adviser who shall have the following functions:

a. To oversee the publication and distribution of the official student organ of the University; and,
b. To supervise and coordinate the publication and circulation of the Yearbook for the graduating classes of the University; and,
c. To perform such other duties and functions as may be assigned to the office.

Sec. 6. The Student Dormitories shall each be headed by a Resident Manager, who shall have the following duties and functions:

a. To manage the activities/services of the Residence Hall assigned to him to insure the development of habits/attitudes/values of healthful living, efficient home management and good social relationships/responsiveness among student residents thereof;
b. To supervise the activities involving student housing services/activities;
c. To submit all reports, recommendations and plans for improvement of the student housing services/activities;
d. To act on dormitory petty cases referred by dormitory student leaders and refer them to the Guidance Office for corresponding solutions; and,
e. To perform other duties/responsibilities that may be assigned to him/her.

Sec. 7. The Career and Placement Office shall be headed by a Section Head who shall perform the following functions:

a. To keep a record of the personal data of University graduates, survey employment needs and problem of graduates, and make follow-up studies on the nature and status of graduates;
b. To coordinate with employment agencies for possible job placements of qualified graduates of the University;

c. To initiate the holding of seminars/conferences/fairs on job placement and employment;
d. To recommend qualified graduates for employment, on the job training, or apprenticeship; and,
e. To perform such other related functions as may be assigned to him.

Sec. 8. The Testing and Research Service Office shall be headed by a Section Head who shall discharge the following duties and functions:

a. To directly supervise the conduct of entrance examinations for entering freshmen and transferees;
b. To advise entering freshmen on the appropriate course they should take based on their performance in the entrance examination;
c. To conduct appropriate researches on various areas affecting the intellectual potential, emotional make-up, physical well-being, social relationships, vocational aptitude and skills and moral and spiritual formation of students; and,
d. To discharge such other duties and functions as may be assigned to him.

Sec. 9. The Student Organization Regulatory Office shall be headed by a Section Head who shall perform the following duties and functions:

a. To take charge of the registration of campus organizations and recommend their official recognition by the University to appropriate higher authorities through the Director of the Student Affairs;
b. To directly supervise and coordinates the activities of student organizations and provide them adequate training for creative community leadership;
c. To oversee that all registered and recognized student organizations shall operate in accordance with the rules and regulations promulgated by the University; and,
d. To perform such other duties and functions as may be assigned to him.

Sec. 10. The Campus Ministry Program Office shall be headed by a Section Head who shall perform the following duties and functions:

a. To encourage students to attend in their respective weekly religious activities or congregations;
b. To supervise and see to it that religious ministries like Bible sharing, prayer meetings, and other related activities shall all be scheduled after class hours so as not to deprive students from attending their respective academic classes;
c. To encourage, initiate and supervise the holding of ecumenical religious services or activities during appropriate occasions in order to foster unity, solidarity and teamwork among the students of this University; and,
d. To discharge such other duties and functions as may be assigned to him.

Sec. 11. The Student Scholarship and Financial Assistance Office shall be headed by a Section Head who shall perform the following duties and functions:

a. To assist in the screening of applicants to the various student scholarship and financial assistance programs offered by the University in accordance with existing rules and regulations;
b. To help in the preparation of student scholarship and financial assistance program proposals and in soliciting donors or sponsors therefor;
c. To supervise the recruitment and placement of student assistants or student-paid laborers from among the deserving students of the University upon the recommendation of the unit heads concerned;
d. To assist in the preparation and processing of documents and other requirements needed for the release of the incentives of scholars and grantees; and,
e. To perform such other duties and responsibilities as may be assigned to him.

Sec. 12. The Student Discipline and Decorum Office shall be headed by a Section Head who shall discharge the following duties and functions:

a. To assist in the enforcement of the policies, rules and regulations affecting the students as enunciated in this Code and those promulgated by competent authorities in coordination with the University Security Force;
b. To conduct investigation of all reported cases of misbehavior and offenses committed by students which are within its authority to investigate as prescribed in the Student Code (Book IV of this Code);
c. To help in the enforcement and execution of final and executory decision or judgment promulgated by appropriate disciplinary authority in cases involving students and student organizations;
d. To keep custody of all records of student disciplinary cases; and,
e. To discharge such other duties and functions as may be delegated to him.

Article 59. The Research and Development Office

Sec. 1. The Research and Development Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be a holder of an appropriate doctoral degree in Philosophy or Science, preferably with at least three (3) years of experience in research and development management, at least three (3) years of administrative experience and an academic rank of at least Associate Professor I.

Sec. 2. The Director for Research and Development shall perform the following duties and functions:

a. To coordinate all research activities performed by the units and personnel of the University on and off the campus;

b. To establish research priority areas in consonance with and in support of regional/national research priority areas;
c. To encourage and evaluate faculty and staff research proposals and recommend funding support therefor by the University or other agencies through the VP for Research and Extension;
d. To initiate the establishment of strong linkages with other public and private, domestic and foreign research agencies and organizations;
e. To recommend worthwhile researches for publication in the University research journals and other publications;
f. To help in soliciting and procuring appropriate incentives for outstanding researches done by the University faculty and staff and recommend them for recognition by international, national and local government and private organizations or institutions;
g. To conduct periodic evaluation of research programs of the University and make appropriate recommendations for its improvement to higher authorities; and,
h. To perform other related functions assigned to him.

Article 60. The Extension Services Office

Sec. 1. The Extension Services Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall be a doctoral degree holder in philosophy with specialization in extension, rural development, development communication or community development, with an academic rank of at least Associate Professor I, with at least three (3) years of experience in extension management and three (3) years of administrative experience.

Sec. 2. The Director for Extension Services shall perform the following duties and functions:

a. To make a periodic appraisal of extension problems affecting communities, particularly those in the services area of the University;
b. To evolve extension plans, programs, and new approaches that shall improve the efficiency, productivity, income, and general well-being of the people in the service area;
c. To recommend the establishment of linkages with government and private organizations carrying on extension-type activities for approval and implementation;
d. To organize and manage training-seminar activities designed for various clientele in cooperation with the other units of the University;
e. To coordinate all extension activities of the various units of the University;
f. To relate closely the extension programs of the University with those of research, instruction and production services;
g. To recommend the budget for long and short range plans necessary for the efficient implementation of the extension function of the University;
h. To prepare and submit periodic and other necessary reports of accomplishments to the President through the VP for Research and Extension;

i. To disseminate information on new technologies and innovations and research findings of the University to end-users; and
j. To perform other related functions assigned to him.

Article 61. The National/Regional Research and Training Institutes/Centers Established in the University

Sec. 1. Each National/Regional Research and/or Training Institute/Center established in the University shall each be headed by a Director whose qualifications shall be in accordance with the standards prescribed by the institution concerned.

Sec. 2. The Research and/or Training Institute/Center Director shall perform the following duties and functions:

a. To develop dynamic and feasible plans for his unit in consonance with its mandated thrusts and objectives;
b. To determine specific priority areas and prepare project proposals based on identified thrusts relative to the areas of concern of the Center/Institute;
c. To plan programs of activities and effect systematic implementation of approved projects;
d. To supervise and manage personnel under him;
e. To prepare and submit to proper authorities periodic reports of activities and outputs;
f. To establish linkages and consortia with other supportive agencies for the realization of the missions and objectives of the Center/Institute; and,
g. To perform such other related functions as may be delegated to him.

Article 62. The Chief Security Officer

Sec. 1. The Chief Security Officer shall be under the administrative supervision of the Executive Assistant for Civil Security Services. He must preferably be a former military or police officer with training experience in campus security administration and operation.

Sec. 2. The Chief Security Officer shall have the following duties and functions:

a. To directly supervise the security personnel and operations of the unit;
b. To implement measures to protect the University personnel, students, properties and projects;
c. To enforce all rules and regulations on peace and security promulgated by the University;
d. To coordinate with local law enforcement agencies whenever necessary in the solution of peace and order problems affecting the University and its constituents; and,
e. To perform such other duties and functions as may be assigned to him by the President or the Executive Assistant on Civil Security Services.

CHAPTER 9
FUNCTIONS OF ADMINISTRATIVE OFFICES

Article 63. Primary Function

Sec. 1. The officials and employees of the administrative offices of the University shall function primarily for the purpose of serving the educational programs of the institution. Their relationship with the faculty shall, therefore, be on the basis of a common interest towards the development of the University as a premier center of higher learning.

Article 64. Other Administrative Officials and Employees

Sec. 1. All other administrative officials and employees whose duties and functions are not specifically defined in this Code shall perform the inherent functions of their respective positions as provided under existing law and regulations and those prescribed by the Board of Regents and the University President from time to time.

TITLE THREE
THE ORGANIZATION OF INSTRUCTION, RESEARCH, EXTENSION AND PRODUCTION

CHAPTER 10
THE ACADEMIC UNITS, THEIR STRUCTURE AND PERSONNEL AND THE NATIONAL SERVICE TRAINING PROGRAM

Article 65. The Academic Units

Sec. 1. There shall be as many colleges, institutes and laboratory schools, as are necessary, to carry out the mandated academic thrusts and programs of the University and to promote equal access to educational opportunities mandated by the Constitution.

Each of the said academic unit shall have as many departments as are needed to carry out its curricular policies and programs.

Sec. 2. Pursuant to Section 4 (l) of Republic Act No. 8292, the University may also absorb non-chartered tertiary institutions within the Province where the University is situated in coordination with the Commission on Higher Education and in consultation with the Department of Budget and Management.

Article 66. The Academic Personnel

Sec. 1. The academic personnel of the University shall consist of the University President, the Vice Presidents with academic ranks, the Deans of Academic Units, the Principals of the University Laboratory Schools, College/Institute Secretaries, Department Chairmen, Professors, Associate Professors, Assistant Professors, Instructors, and the non-regular Faculty.

Sec. 2. The academic personnel shall be classified as regular and non-regular faculty.

The regular faculty shall include the following categories:

a. Professors I to VI
b. Associate Professors I to V
c. Assistant Professors I to IV
d. Instructors I to III

The non-regular faculty shall include the following who shall serve in accordance with the terms and conditions of their appointments:

a. Professors Emiriti
b. Substitute/Contractual Faculty
c. Visiting Faculty
d. Exchange Faculty
e. Affiliate Faculty
f. Guest Lecturers

Repeated reappointment/redesignation of a non-regular teaching personnel shall not create a right to another reappointment/redesignation or to security of tenure.

Article 67. The Departments

Sec. 1. The faculty of a department in an academic unit shall consist of all the members of the academic staff of the department engaged in the instruction therein.

Sec. 2. The academic departments shall be based on the field of study or discipline of a college or institute.

Sec. 3. A department shall be headed by a Chairman and shall have a minimum of three (3) full-time faculty members.

Sec. 4. The Department Chairman shall have the following functions:

a. To recommend for approval textbooks and syllabi for use in their respective curricular programs;
b. To supervise projects and co-curricular activities of students in the department and such other matters which may be assigned to the department by the Head of the academic unit from time to time as the purposes of the University may demand;
c. To recommend student specialization in a specific discipline in the department for approval by the Dean concerned;
d. To recommend to higher authorities of the University through the Curriculum Review and Development Office the institution, revision and abolition of courses and curricula in the department; and,
e. To supervise other academic as well as administrative matters in the department.

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. 2324B
Series of 2026

TO: **DR. DEBBIE MARIE B. VERZOSA**

SUBJECT: **Designation as VICE PRESIDENT FOR RESEARCH, DEVELOPMENT & EXTENSION (VPRDE)**

DATE: **Tuesday, 24 February 2026**

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In the exigency of the service and for the best interest of the University, you are hereby designated as **VICE PRESIDENT FOR RESEARCH, DEVELOPMENT & EXTENSION (VPRDE)** in addition to your appointive position, effective **March 04, 2026**, subject to the performance evaluation as set in the OPCR and subject further to the confirmation of the Board of Regents.

As **Vice President**, you are hereby directed and expected to perform the following functions:

1. Shall conscientiously assist the University President in the general supervision on the operation of the research, development and extension programs of the University in accordance with the University principles, policies, rules and regulations and existing laws of the government.
2. Exercise leadership to develop policies and guidelines governing research, development and extension affairs of the University for the BOR confirmation;
3. Plan, promote, and establish close working relations and linkage with appropriate government, non-government research and development organizations for the funding of external research and extension programs.
4. Prepare budget utilization and implement the same within time frame, agreed upon with the finance personnel;
5. Submit OPCR for the Office of the University Research, Development, and Extension;
6. Monitor the program planning and development for research, development and extension activities which are geared towards the growth and development of the University, the region and the country;
7. Supervise line offices under the Vice President for Research, Development and Extension
8. Cascade information to all concerned personnel;
9. Attend meetings and University activities;
10. Recommend University personnel for professional development endeavors;
11. Serve as VPRDE in acting capacity, until confirmed and duly acted upon by the USM BOR; and,
12. Perform such other related functions as may be directed by the President and other competent higher authorities.

Furthermore, you shall be entitled to a load displacement of **fifteen (15) units, on Vacation/Sick Status and receive a RETE of TWENTY THOUSAND PESOS (₱ 20,000.00) per month pecuniary benefit and privileges** thereto appertaining subject to

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Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

existing laws and policies on the matter. As such, you shall integrate in your IPCR the following success indicators:

a. number of policies/processed introduced;
b. number of plans developed;
c. percentage of RDE budget utilized;
d. percentage of External RDE proposals endorsed and approved;
e. percentage student manuscriptsuploaded to RDEIS;
f. number of linkages established;
g. number of colleges with percentage students manuscripts defended on time;
h. percentage of RDE projects with submitted publications;
i. percentage of RDE projects with registered IPR;
j. number of trainings monitored;
k. number of faculty and staff with atleast 1 RDE Training attended;
l. number of directorates OPCR with VS and better rating.

This designation as VPRDE shall take effect on **March 04, 2026 until March 03, 2027** unless otherwise 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

Conforme:

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email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 2321B
Series of 2026

TO: **MS. QUENIELYN L. DURENDES**

SUBJECT: **Desgnation as VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

DATE: **Tuesday, 24 February 2026**

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Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE** in addition to your plantilla position position subject to the performance evaluation as set in the OPCR.

Specifically, under the general supervision and control of the University President, you shall perform the following powers and functions:

1. Shall conscientiously assist the University President in the general supervision on the administrative and financial management services of the University;
2. Exercise leadership and overall supervision on all financial transactions of the university in accordance with the standard budgeting, accounting and auditing rules and regulations, and policies of the university and other existing laws and policies of the government;
3. Link with local, regional, national and international institutions and/or related agencies in relation to administrative and financial matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government;
4. Serve as Chairperson of the Promotion and Selection Board for the administrative support services personnel;
5. Update the President on the financial and administrative status of University;
6. Directly supervise line offices under the Vice President for Administrative and Finance;
7. Cascade communications to various Academic Units and its line offices, and coordinates with the non-academic units of the University;
8. Attend meetings and University activities;
9. Recommend academic personnel for professional development endeavors;
10. Submit OPCR for the Office of Administration and Finance;
11. Act as Vice Chairperson of the Administrative Council;
12. Serve as regular member of the University Resource Generation Management Council;
13. Serve as VPAF in acting capacity, until confirmed and duly acted upon by the USM BOR; and,
14. Perform such other duties and functions as may be delegated by the University President.

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Furthermore, by virtue of this designation, you shall be entitled to **receive a RATA of TWELVE THOUSAND PESOS (₱12,000.00) per month and a RETE of EIGHT THOUSAND PESOS (₱8,000.00) per month as pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter**.

This designation as VPAF shall remain in force and in effect on **April 01, 2026 until March 31, 2027,** unless sooner revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV

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

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Special Order No. 2322B
Series of 2026

TO: **DR. SAMSUDIN S. PANDAY**

SUBJECT: **Designation as VICE PRESIDENT FOR RESOURCE GENERATION AND ENTREPRENEURIAL SERVICES (VPRGES)**

DATE: **Tuesday, 24 February 2026**

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In the exigency of the service and for the best interest of the University, you are hereby designated as **VICE PRESIDENT FOR RESOURCE GENERATION AND ENTREPRENEURIAL SERVICES (VPRGES)** in addition to your plantilla position, effective immediately, subject to the confirmation of the Board of Regents.

As **VPRGES,** you are hereby expected to perform the following functions:

1. Assist the University President in the general supervision of resource generation and entrepreneurial services function of the University in accordance with the existing laws of the government
2. Coordinate with VPAF regarding RGES concerns particularly in cash inflows and projected incomes of resource generation activities;
3. Develop and recommend to the VPAF policies and guidelines governing the resource generation affairs of the University for BOR confirmation;
4. Assist in the program planning and development for resource generation activities geared towards the growth and development of the University;
5. Coordinate, monitor and appraise the performance of the various resource generation units of the University including external campuses;
6. Promote linkage with government and appropriate non-government organizations for income generating activities;
7. Act as the project-in-charge of the AVAS rubber project overseeing its operation and ensure financial viability;
8. Serve as focal person in the resolution of issues and conflicts involving the lands of the University;
9. Coordinate, monitor and appraise the performance of the various resource generation units of the University;
10. Cascade information to all concerned personnel;
11. Attend meetings and University activities
12. Submit OPCR for the Office of University Resource Generation (URGES)
13. Serve as OIC of the Office of the VPRGES in acting capacity, until confirmed and duly acted by the USM BOR; and;
14. To perform such other duties as may be assigned to you by the President or higher authorities.

Furthermore, by virtue of this designation, you shall be entitled to **receive a RATA of TWENTY THOUSAND PESOS (₱20,000.00) per month as pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.

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This designation as VPRGES shall remain in force and in effect on **March 04, 2026 until March 03, 2027 unless otherwise 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

Conforme:

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Special Order No. 2323B
Series of 2026

TO: **DR. LEORENCE C. TANDOG**

SUBJECT: **Designation as VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)**

DATE: **Tuesday, 24 February 2026**

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Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)** in addition to your plantilla position position subject to the performance evaluation as set in the OPCR.

As **VPAA,** you are hereby directed and expected to perform the following functions:

1. Lead in the academic program development and exercise general supervision over all academic units and programs of the University in close coordination with the University President;
2. Shall conscientiously assist the University President in the general supervision of all academic units and programs of the University;
3. Serve as Acting Vice Chairperson of the Academic Council;
4. Submit to the President the regular academic progress report;
5. Recommend to the President academic disciplinary matters for appropriate actions;
6. Verify academic matters relevant to the operation of academic units and recommend to the academic and administrative councils for BOR action;
7. Supervise the implementation of academic policies approved by the BOR;
8. Supervise the conduct of periodic classroom observation of faculty teaching in coordination with the academic heads and conduct post observation conference;
9. Serve as Acting Chairperson of the Faculty Training and Development Committee (FTDC);
10. Serve as Acting Chairperson of the Faculty Selection Board for the hiring of faculty;
11. Serve as Chair of the Scholarship Board;
12. Prepare and submit OPCR for the Office of VPAA;
13. Verify the correctness of faculty loading;
14. Supervise the readiness of the academic units for quality assessment;
15. Monitor the submission of academic reports to concerned agencies of the government in relation to the operation of the University;
16. Cascade duly approved academic-related information to all concerned personnel;
17. Attend meetings and University activities;
18. Recommend academic personnel for professional development endeavors in coordination with the academic unit heads;
19. Perform such other duties as may be assigned to you by the President or higher authorities.

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Furthermore, by virtue of this redesignation, you shall be entitled to a **load displacement of fifteen (15) units, on Vacation/Sick Leave status and receive a RETE of TWENTY THOUSAND PESOS (₱20,000.00) per month as pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.**

This designation as the VPAA at the Office of the VPAA shall remain in force and in effect on **March 03, 2026 until March 02, 2027,** unless sooner revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV

Conforme:

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