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.4. The Academic and Administrative Councils exercise their powers and perform their functions.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 36
Series 2026

TO	:	**ALL FACULTY**
FROM	:	**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**
SUBJECT	:	**WORK-FROM-HOME(WFH) ARRANGEMENT FOR FACULTY**
DATE	:	**March 23, 2026**

In lieu of the canceled March 27, 2026 WFH arrangement, please be informed of the following WFH schedule for faculty members:

- Faculty who are not members of the University Administrative Council shall work from home from March 30 to April 1, 2026.
- Faculty who are members of the University Administrative Council shall observe their WFH schedule on March 31 and April 1, 2026.

The required output for these WFH arrangements is the submission of midterm grades, which must be encoded in the USM Grade Portal on or before April 8, 2026.

All faculty members scheduled to present their terminal report on March 30 or 31 during the in-house review are required to do so. Their WFH arrangement shall resume immediately after their scheduled presentation.

The WFH arrangement will revert to its regular Friday schedule starting April 10, 2026.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
GENDER AND DEVELOPMENT OFFICE
KABACAN, COTABATO

MEMORANDUM NO. 1
Series of 2026

FOR	:	**ADMIN COUNCIL, GAD TWG, FACULTY, STAFF, USG AND STUDENTS**
FROM	:	**GENDER AND DEVELOPMENT OFFICE**
SUBJECT	:	**"2026 WOMEN'S MONTH CULMINATION PROGRAM"**
DATE	:	**March 25, 2026**

Pursuant to Presidential Proclamation No. 227, s, 1988, entitled Providing Observance of March as National Women's Month with the theme **We Gender Equality & Inclusive Society** with the sub-theme: **"Lead like the babaylans"**

In reference to the approved letter from the USM Office of the President, we are pleased to inform everyone of the upcoming **2026 National Women's Culmination Program** with the **sub-theme "Lead like the babaylands".** We would like to invite you to attend the Culmination Program and encourage you to wear a purple/violet dress/shirt on March 26, 2026 (Thursday), at 8:30 AM, at the **Kundo E. Pahm Learning Resource Center.**

For your information and compliance.

Thank you.

Digitally signed by Clemen Roselyn Mejorada
Date: 2026.03.25 09:58:43+08'00'

ROSELYN M. CLEMEN, RN, JD, MPA
GAD Focal Person

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

BAGONG PILIPINAS

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 35
Series 2026

TO	:	ALL FACULTY
FROM	:	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
SUBJECT	:	SUBMISSION OF FACULTY TIME AND LOCATION
DATE	:	March 19, 2026

All Individual Faculty Time and Location must be submitted to the Office of the Director for Instruction on or before **March 23, 2026**.

For your strict compliance.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 35
Series 2026

TO	:	ALL FACULTY
FROM	:	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
SUBJECT	:	SUBMISSION OF FACULTY TIME AND LOCATION
DATE	:	March 19, 2026

All Individual Faculty Time and Location must be submitted to the Office of the Director for Instruction on or before **March 23, 2026**.

For your strict compliance.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

MINUTES OF THE ADMINISTRATIVE COUNCIL MEETING
HELD LAST APRIL 5, 2021 AT THE UNIVERSITY COMMERCIAL BUILDING
AND VIA ZOOM TELECONFERENCE

PRESENT:

1. Dr. Francisco Gil N. Garcia	- President and Chairperson
2. Dr. Consuelo A. Tagaro	- VP for Academic Affairs
3. Dr. Abubakar A. Murray	- VP for Resource Generation and Entrepreneurial Services
4. Dr. Edward A. Barlaan	- VP for Research, Development and Extension
5. Dr. Eimer M. Estilloso	- OIC-VP for Administration and Finance
6. Prof. Jennifer E. Sinco	- Board Secretary V
7. Mr. Bernabe B. Mondia	- Director, FMS
8. Engr. Willie Jones B. Saliling	- Director, HRMDO
9. Engr. Renel M. Alucilja	- Director. Planning and Development Office
10. Engr. Benjamin E. Fortinez, Jr.	- Director, PPDSO
11. Dr. Liza D. Mariposque	- Director, University Health Services
12. Engr. Kaharudin P. Manamba	- Director, BDC
13. Dr. Elsa A. Gonzaga	- Director for Instruction
14. Dr. Mary Joy S. Cañolas	- Director for Extension Services
15. Dr. Ma. Teodora N. Cabasan	- Director for Research
16. Prof. Eugene G. Ranjo	- Director, UICTO
17. Dr. Efren E. Magulama	- Director, USMARC
18. Dr. Samsudin S. Panday	- Director, PICRI
19. Prof. Susan S. Martinez	- Director, KEP-LRC
20. Prof. Yvonne V. Saliling	- Director , OSA
21. Dr. May Eva Z. Garcia	- Director, NSTP
22. Prof. Leila S. Moscoso	- Director, NBC Zonal Center
23. Prof. Orlando B. Forro	- Director, Security Services Management Office
24. Dr. Debbie Marie B. Verzosa	- Director, Publication Services
25. Dr. Lawrence Anthony U. Dollente	- Director, University Quality Assurance Center
26. Dr. Edna Luz T. de Guzman	- Director, Admission and Records Office
27. Prof. Margie B. Galang	- Director, Administrative Services
28. Dr. Alicia C. Cabiao	- Director, Director, Human Resource Development and Training
29. Dr. Radji A. Macatabon	- Tagapamahala, Sentro ng Wika at Kultura
30. Dr. Leorence C. Tandog	- Dean, Graduate School
31. Dr. Josephine R. Migalbin	- Dean, College of Agriculture

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

March 15 deadline. Out of 381 students with IP grades for their Manuscript, 149 were already given final grades and 240 students are yet to be given grades.

She also reported that out of 1,516 students with NG marks, only 31 have been given final grades. She said that the VPAA has not failed in reminding Deans to instruct their faculty members to make an effort reaching out to students with NG grades.

The Chair pointed out that the one year deadline for compliance has passed and asked about the implications to the records of the concerned students. The VPAA replied that a memo has been issued to Deans to remind their faculty members to contact students with NG grades.

Chancellor Pinsoy reported no problem with NG grades and Dr. Pueyo of PALMA Cluster Campuses reported less than 10 students who still have NG grades.

The Chair instructed the VPAA to re-issue a memo to Deans to address the concern on NG grades.

MONITORING OF DELIVERY OF INSTRUCTION

The Chair then called the Director for Instruction, Dr. Elsa Gonzaga, to give updates on the monitoring of delivery of instruction. She asked for suspension of the rules and asked Engr. Kharlo Subrio to present the monitoring scheme.

Engr. Subrio explained that the proposed scheme will be implemented using Google Forms to reduce the use of paper and save on space taken up by records. He expounded on the other advantages and limitations of the scheme. He showed the Council the various data to be provided by the faculty and to be validated by the Deans and Department Chairs. He also remarked that if approved, an orientation will be conducted among faculty members on the use of the forms.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

After the presentation, the Chair declared a restoration of the rules and thanked Engr. Subrio for the presentation. He asked the VPAA and DI if the scheme was discussed with HR because the scheme as presented has some resemblance with the FDTR. Dir. Gonzaga said that it was not discussed with HR.

Dr. Atok remarked that filling out the form will pose an added burden for the faculty.

The Chair said that DI coordinate with HR to refine the monitoring system and consider the possibility of merging it with the current FDTR. He then declared that the proposal be deferred to further improve the monitoring system.

The Chair proceeded to discuss issues surrounding the USM-CEE and admission requirements. He noted that in compliance with IATF protocols, the conduct of the exam was suspended, resulting to complaints and questions on the fairness of implementing different admission requirements: first, entrance examination results for those who have taken the USMCEE and second, senior high school grades for those who have not taken the exam and those who have failed. He also raised the matter of other SUCs not following IATF protocols (i.e., USM suspending conduct of exam in Kidapawan while MSU continues to hold the same). He further pointed out that out of 13,000 applicants, 6,500 have taken the exam, and asked how many of these have passed. If USM will continue accepting applicants based on grades, the capacity limit might be exceeded, and the quality of incoming students might be questionable. He asked the opinions of the VPAA, Deans and the UICTO Director regarding the conduct of the USM-CEE.

The ARO Director proceeded to present a Powerpoint presentation of the scores of 6,616 test takers classified according to their preferred courses. She presented the number of takers whose scores fall under the identified priority range set by the program.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

For programs and campuses that have no passers, the President raised the possibility of closing these (i.e., BS in Agriculture for Buluan, Alamada and Mlang). The Chair also pointed out the possibility of opening some programs with enough number of qualified takers to open a section or two for pre-registration. Another issue raised was whether to continue administering USMCEE considering that there are programs with very few or no qualifiers. The Chair asked for ideas from the members of the Council.

Director Willie Jones Saliling suggested that undersubscribed programs conduct promotion and career guidance activities by increasing social media presence. Director Martinez suggested the resumption of the administration of USMCEE to increase number of prospective enrollees. Dean Cordero raised concerns over the possibility of students enrolling in programs that are not their preferences but where their scores qualify, with the intention of shifting to their preferred courses in the succeeding semesters. He remarked that CHED monitors the number of students who graduate vis-á-vis the number who enroll. The resulting discrepancy will reflect badly on the program. The Chair agreed with the observation.

The Chair then enumerated programs which may be opened for pre-registration: BS in Nursing, BS in Accountancy, BS in Agriculture, AB Psych, BS in Criminology, AB in Political Science, BS in Biology, BS in Chemistry, BS in Business Administration, Bachelor in Secondary Education, Bachelor in Elementary Education, BS in ABE, BS in Computer Engineering, BS in Travel Management, BS in Hospitality Management, Doctor of Veterinary Medicine, Bachelor of Science in Mechanical Engineering (KCC), Bachelor in Secondary Education (KCC), and Bachelor of Science in Electrical Engineering (KCC). All these programs have enough number of prospective enrollees. No objections were raised on the opening of these programs for pre-registration.

At this point, the Chair raised the matter of requirements for pre-registration.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

VP Tagaro said that it was called such because there is no need for internet connection to take the exam. She further explained that a server will be set up to which 20 units of computer will be connected for the examinees' use. The 100-item examination, she said, will take one hour and twenty minutes to finish and examinees will get the results right after.

The Chair asked how many items the current exam has and how long it will be conducted. VP Tagaro answered that it is administered for two hours.

Prof Ramos said that the exam items was already reduced to 100.

The Chair raised the possibility of bias because of the reduction of both time of administration and number of items. He also added that exams done on paper may be reviewed before submission.

To this, Prof Ramos replied that there have been plans in the past to reduce the number of items. The team that revised the exam made sure that the items are representative of the current 200 items. He also said that the reduction is suggested because of the limited time to conduct the exam before the enrollment begins. The exam's design allows review of items, he added.

The Chair expressed his reservation about the matter. Prof Ramos said that it will be alright to go back to the previous test, if the proposal is not approved.

Director Cabiao pointed out the importance of maintaining one standard for admission to avoid the issue of bias.

Director Ranjo made a remark on the term 'para-online,' because it is really conducted face-to-face and the exam sheet was just replaced with a computer. He said further that a reference may be made to the Civil Service exam which is also a computer-aided examination.

Because of the issues raised about the proposal, the Chair declared that it be deferred for further review.

ADMISSION REQUIREMENTS OF NEW PROGRAM OFFERINGS

A. College of Medicine/Doctor of Medicine

Dean Monderin first presented the offering of Doctor of Medicine program, recently approved by the BOR. He briefly explained the rationale of the course, its benefits and possible feeder programs, fees, mode of delivery of instruction, marketing strategy, staffing, curriculum, library collections, buildings and structures and the total budget.

The Chair asked if the details of the break-down of the budget is ready and available. He also instructed Dean Monderin to coordinate with Director Saliling for staffing requirements and their compensation which may include benefits. He also asked Dean Monderin to prepare plans for the buildings.

Dean Monderin then proceeded to present the requirements for admission, to wit:

2. Application letter
3. USM-College of Medicine Entrance Test (USM-CMET)
4. NMAT of at least 50%
5. Baccalaureate GPA of not lower than 2.0
6. Certification of Good Moral Character
7. No conviction in any crime involving moral turpitude
8. Must pass Physical Medical Examination(HIV, MMR, Dt, Hepatitis B, Pneumonococcal, Flu, CoVid-19 swab)
9. Must pass the interview by the Admission Committee
10. Must pass the Psychological Test

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

11. Must undergo required vaccination

12. Must be a PhilHealth member, and

13. Must sign a Return Service Contract.

The Chair asked who constructed the CMET and whether it has been validated. Dean Monderin said it is the Committee who is responsible for its development. The Chair instructed that the exam be reviewed and validated by experts in test construction.

The Chair raised another question on the need to file an application letter, to which Dean Monderin replied that it will be a form of commitment on the applicant as suggested by the committee members.

The Chair also asked about the feasibility of requiring a psychological exam. Director Willie Jones Saliling said the appropriate test might not be available at the University Guidance Center. Chair remarked that there might still be a need to buy the test. The Chair said that the particular requirement be reviewed.

VP Estilloso asked how the applicants will be ranked. Dean Monderin replied that the committee has set a performance measure to screen applicants - 60% from NMAT score and 40% from CMET score.

The Chair reminded Dean Monderin and the Committee to strictly follow admission requirements to avoid bias.

B. College of Law/Juris Doctor (JD) Program

Dean Monderin proceeded to present the rationale of offering the JD program, the requirements set by the Legal Education Board, the University's progress in complying with the requirements, admission policies.

After the presentation, the Chair asked for the Financial Plan of the program. Dean Monderin said that students will be charged Php 1,200 per unit and a miscellaneous fee of Php5,000.00.

The Chair asked whether these rates can compete with those charged by other law schools in the region and to evaluate whether the Php 750/hour rate for faculty members is sufficient. Dean Monderin replied that they are competitive and the rate for faculty members is fair.

ACADEMIC INCENTIVES

VP Estilloso presented the matter on granting incentives to academic scholars. As a background, he pointed out that there was a spike in the number of academic scholars and the present budget for incentives is not sufficient. He said that the total number of **University Scholars** is **2,200** and if each will be given the **Php3,000.00** as was the usual practice, the University has to spend **Php6,600,000.00.** Additionally, there are **4,159 College Scholars** and if each will be given the incentive of **Php1,500.00**, the total amount needed to pay them is **Php6,238,500.00.** The total amount needed for the incentives is **Php12,838.00**.

He pointed out that the budget allocated for the incentives is just **Php5,000,000.00,** hence, an additional **Php7,838,500.00** is needed to grant all scholars the full incentive amount.

Further, VP Estilloso further said that there is a possibility of pro-rating the available amount to the scholars such that each scholar will receive **Php548.18 every semester** and the rest of the amount will be given later.

The Chair declared that a consultation shall be conducted among the scholars about this matter. He also directed the Finance offices to find a way to reconcile the University's obligation to grant incentives and the available budget for the purpose.

The Council took a break for lunch at 12:00 noon and resumed at 12:30 PM.

STATUS OF USM-RURAL DEVELOPMENT FOUNDATION, INC.'S OPERATION

The Chair declared a suspension of the rules and asked Dr Sornito, the Chairman of the RDF, to present the status of the foundation.

Dr. Sornito first presented the newly elected set of Board of Directors: her as Chair, Anacleto Duque as Vice-Chair, Fatima Salik as Secretary, Haydee Malacad as Treasurer, and Ruth Garcia as USM-KCC Representative. She reported the following resolutions passed by the Board of Directors in a meeting last July 20-21, 2020, subject to final approval, to wit:

1. Revival of lending activity by December 2020
2. Intensify the collection of unpaid accounts
3. Change of signatories in bank transactions
4. Proposal to authorize HRMDO to deduct from members with unpaid accounts
5. Start the lending in fair deduction after approval of higher authorities

Dr. Sornito reported that there is a balance of **Php552,566.19** in the bank account of the Foundation as of January 2021 after **Php200,000.00** (OR Number 798331) was given to the Cashier's Office on October 9, 2019 for Administrative Cost.

Additionally, she said that there is a collectible amount of **Php360,550.00** as of October 2, 2019 after which lending activities have stopped. Collections from November 2019 to December 18, 2020 amounted to only **Php28,550.00,** all voluntary payments in the absence of payroll

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

deduction. She also reported that an account will be opened with USMECCO for safekeeping of the money. Further, she said that if the collectible amount of **Php360,550.00** will be added to the cash at hand, the Foundation will have an existing fund of **Php918,205.19.**

The Chair then asked her to present the previous set of officers. Dr. Sornito said that the previous Board of Directors was chaired by Dr. Palasig Ampang, and Ms Khaironesa Pahm, Fatima Salik and her were members. Dr. Sornito explained that the RDF was initially put up to provide assistance to employees.

The Chair asked for the initial source of fund and Dr. Sornito replied that it was from the CBU (capital build up) of the members. This was contradicted by the Chair saying that there was no CBU from members, and asked Dr Sornito to explain where the fund came and pointed out that if the intention of the Board of Directors is to revive the lending operations and collect through payroll deduction, the members have to know where the funds are coming from.

Director Mondia replied that the fund came from a hold-out loan filed by the University at an interest of 10%. This amount was offered for loan to employees at a rate of 12%; thus, the foundation earned 2% from the funds that were loaned out to members.

The Chair explained that Php500,000.00 was loaned out to USM by LandBank with our existing account as collateral. But the loan came with the condition that the amount will not be used. He added that based on the findings of an inquiry on the operations of the Foundation, Php10,000.00 were loaned out to certain employees but were claimed by other persons. That is why there were members who were able to loan more than the set limit of Php10,000.00. This meant that the RDF's capital came from the 2% of the 12% interest of the loans.

The Chair questioned an item in Dr Sornito's report: *Php200,000.00 – given to USM*. He said that it should be "returned" and not "given" because USM owns the money. The amount is already the excess amount collected from members. And because it is just an estimate, he

added, the amount may be more than Php200,000.00. The amount was returned to USM upon instructions of Dr. Ampang.

Dr. Sornito said that the amount was for admin costs. The Chair contradicted this saying there is no admin cost, only capital build up but dividends are not given to members even if interest is charged. The Chair also pointed out that there is around Php1,000,000.00 that cannot be accounted for. There was a report indicating a change in amount of assets, and there are documents to show this. He said that he ordered a stop to the collection because the missing amount cannot be explained, and now the Board of Director wants to resume collection of unpaid balances.

Dr. Sornito said that collection is imperative because there are still members who were granted loans right before the order to stop lending operations. She also expressed disagreement over the proposal of capital build-up because that might result to funds getting drained such that no more capital will be left for the lending operations.

The Chair remarked that the money in the bank will not be released without the consent of Dr. Ampang and Dr. Sornito. Dr. Sornito informed the body that Dr. Ampang expressed willingness to release the amount only upon the approval of the Board or the President and only if there is proof that payroll deduction will be allowed. He just needs to be informed, she added, and if there is proof of the President's approval and the approval for payroll deduction. She added that he fears that the money will be lost.

The Chair remarked that there is already a missing amount of 1 million pesos, and Dr. Sornito affirmed.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

The Chair then asked if a general assembly was conducted. Dr Sornito said that one was held last July 2020 and around 40 members were in attendance. Minutes were taken during the meeting, she added.

The Chair asked if there were elections conducted since the RDF was put up in 2000. Dr. Sornito said there was none, that Dr. Ampang was the Chair until his retirement.

The Chair asked if reports were submitted to the Securities and Exchange Committee. Dr. Sornito said there was none.

The Chair then asked the Council for comments on the proposals agreed upon during the General Assembly and also to accord some legitimacy to the operations of the RDF.

Questions were raised by Director Pueyo and VP Tagaro on whether the amount in the bank is part of the CBU or the remaining fund and whether the RDF is registered to operate, respectively. Dr. Sornito replied that part of the money is the total capital build up of around Php351,000.00 and the remaining amount will be the fund left. The Chair said that foundation was registered with the SEC but it has not been updated.

Dr. Sornito said that it was registered in 2001 and in 2018, a certificate of registration was issued to the RDF. However, the Chair still directed Dr. Sornito to submit necessary reports because records show that the last report was submitted in 2001.

The Chair reiterated that the Php200,000.00 reported as 'given' is inaccurate. This matter needs to be presented to the BOR because it needs to be informed that such amount was returned to the University. He added that another general assembly should be called to discuss the missing amount, based on the analysis made by the late VP Dapun.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

Questions were raised on whether the RDF is a foundation, a cooperative, or an association, and how membership is determined. Dr. Sornito said that it is registered as a foundation. The Chair remarked that foundations are not allowed to lend money.

Dr. Sornito added that she has a list of the names of 275 members, which includes those who are Job Orders. The practice was that if one files a loan, one becomes an automatic member.

VP Tagaro remarked that she was not aware that there was CBU being collected from members. Dr. Sornito said that every time one files a loan, a CBU is automatically deducted.

The Chair said that the list of members only surfaced because he asked for it. He also said that Director Mondia was among the first ones listed as those who contributed Php5,000.00. However, the Chair said that Dir. Mondia revealed that their names were just listed but they did not actually pay such amount. There were really irregularities in the transactions before, the Chair commented. That is why, he added, that he will constitute a committee headed by Dir. Mondia to look into the operations of the RDF. Further discussion on the matter was deferred until after the Committee has been constituted and the issues surrounding the RDF are discussed.

The Chair thanked Dr. Sornito for her efforts in the safekeeping of money and documents of the Foundation.

The Chair then asked to leave the meeting and directed VP Tagaro to preside the meeting.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

USM VISUAL IDENTITY GUIDE

Former UPRIO Head, Lloyd Colita, presented the proposal after rules were suspended. He started by explaining that the proposal is premised on the advantages of building a strong identity and the benefits of branding. Once approved, the visual identity guide will dictate the "look and feel" of all the University's visual collaterals: photography, typography, graphics, visuals, etc. The Guide also provides copyrighting our University seal which will mean it will be exclusively used by USM constituents. The guide also provides for the seal's consistent use in all forms of communication, including correspondence, memos, posters, tarpaulins, stationery, envelopes, advertisements, signages, website, and other forms of electronic media.

He discussed the exact specifications of the University colors: green and gold. The USM seal will be uploaded to the University website for accessibility and to make sure that everyone who needs to use it will download the seal with correct specifications. The font used in the seal, he added, cannot be found online because it was manually sketched by Mr. Judy Lim.

He also said that the suggested font and typeface of the name of the University as it will appear in letterheads, envelopes and stationery is Times New Roman.

Other aspects of the identity guide that he presented are as follows: the official USM motto and slogan. To date, he said, there are three mottos being used by the University, to wit:

1. Your partner in academic excellence and leadership development
2. Unity, Diversity, and Sustainable Development in Mindanao through Quality and Relevant Education
3. 50 years and beyond

The first USM slogan was "We Bleed Gold and Green" used in the USM Republic for the Intramurals and MASCUF.

Other aspects also include the photo collection of the admin council and key officials, official national anthem video, USM Hymn video, and USM briefer, and prayer, University flyers containing official information about USM, USM merchandise, and the USM Mascot provided in the USM code to be used intercollegiate and athletic competitions. The proposed mascot is a buffalo to represent USM's ideals and aspirations.

Dean Monderin raised the matter of the slogan and motto which are part of the ongoing discussion of the University Blueprint Committee. If the Guide will be approved now, the slogan and motto to be formulated by the Committee might not be incorporated in the Guide.

Dr. Estilloso suggested that the Manual will first be finalized and then presented again for approval after all aspects are already complete. VP Tagaro said that the Guide is approved subject to the revisions after the discussions of the Blueprint Committee.

INSTITUTIONALIZATION OF USMARDC CENTRAL LABORATORY AS THE PRIMARY TESTING UNIT FOR RESEARCH AND DEVELOPMENT ACTIVITIES

Director Efren Magulama asked for a suspension of the rules and requested Dr. Mel Chrisel Sales to present the proposal. She then proceeded to introduce the staff of the USMARD-CL Personnel consisting of Mel Chrisel Sales as Head, Carlito Basay Jr as the Chemist, Jhelyn Abdulkadin as Laboratory Technician and Airischel Gazo as Laboratory Aide.

She also recounted a brief history of the Laboratory which started as a laboratory for instruction and research and the testing service laboratory to both internal and external clients. She also enumerated the various testing services offered by the facility, and its certificates.

After the presentation, VP Tagaro asked for comments from the body. Dean Monderin raised a question how this proposal will affect the Water Testing Laboratory of the CSM. Dean Pimentel reiterated that the Water Lab already has the proper accreditations from DOH and other agencies.

Director Magulama said that it will not conflict with the existing operations of the Water Lab because the USMARD Lab is intended for testing of agricultural products.

The Board Secretary read a comment from Zoom participants which suggests changing 'primary testing unit' to 'primary testing unit for agricultural research?' This was supported by Dr. Barlaan, adding that changing the name might be a factor in the unit's future directions. Dir Magulama said that the Board's approval for its institutionalization is only needed to proceed with the application for CATO for the meantime and changes to be made in its name is welcome.

Dr. Murray also raised the point that because the unit will generate fees in its operation, its operation has to be coordinated with the Resource Generation office.

There being no more comments from the body, VP Estilloso moved for the approval of the proposal subject to the revisions as suggested. The motion was unanimously seconded.

ESTABLISHMENT OF THE INTELLECTUAL PROPERTY – TECHNOLOGY LICENSING OFFICE

VP Barlaan requested that rules be suspended to give Ms. Pia Amabelle Flores to present the proposal.

Ms. Flores started by giving the rationale of the proposal, citing the University's compliance with RA 100055 and the goal of placing USM in the forefront of research innovation and commercialization. She said that capacity building activities were conducted

by DOST-PCAARRD among USM personnel which were all geared towards enhancing IP assets and commercializing R&D outputs of USM. She also reported that USM already has 35 IP assets which includes 14 copyrights, 8 trademarks, 12 utility models, and 1 patent. Out of 14 copyrights, 12 have been registered and the other 2 are waiting for issuance of certificate and another 3 utility models are also due for certificate issuance. One of these technology was awarded Most Outstanding Utility Model by DOST. That same technology was granted a Fairness Opinion Report by DOST. The FOR is an evidence that the technology has been commercialized. In 2020, USM is the first university in Region 12 granted with an FOR. Currently, we have 5 technologies issued with FORs making USM the University with the most FORs in Region XII.

She also reported that the IP Policy was already reviewed after its approval in 2019 and the continuing collaboration with DOST-PCAARRD for the sustainability of IP management and technology commercialization in the University makes it imperative to establish the University's IP and Technology Licensing Office.

She presented the Vision and Mission of the IP-TLO, the functions of its personnel and staff.

After the presentation, VP Tagaro asked where its budget will come from. VP Barlaan replied that, if approved, the office needs funding from the University to support its operation.

VP Estilloso asked if the budget plan was already included in the PPMP of the VPRE because budget cannot be provided without it first being approved by the BOR. VP Barlaan replied that since it is just a proposal, the budget may be provided in the succeeding year.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

ADMINISTRATIVE COUNCIL

VP Tagaro asked if the office staff are teaching or non-teaching personnel. VP Barlaan replied that only two people handle the operations of the office, headed by Ms. Pia Amabelle Flores and one non teaching staff. Both will be issued Special Orders to function and no other benefits are being asked.

VP Tagaro, after hearing no comments or questions from the body, made a motion for its endorsement to the Board. This was unanimously seconded by the members.

There being no more matters to discuss, the meeting was adjourned at 2:35 in the afternoon.

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-

CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD
Chairperson, Administrative Council
SUC President IV

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

boardsec@usm.edu.ph
mobile: 09544299294

PROPOSED AGENDA FOR THE ADMINISTRATIVE COUNCIL MEETING

July 15, 2025
8:00 AM, Skyroom
USM Administration Building, Kabacan, Cotabato

I. PRELIMINARIES

1. Prayer
2. Call to Order
3. Determination of Quorum
4. Approval of the Provisional Agenda
5. Approval of the Minutes of the Previous Meeting
6. President's Time

II. MATTERS FOR INFORMATION OF THE BOARD

1. Rectification of the Revised 3.5 year Curriculum of the College of Education

III. MATTERS FOR CONFIRMATION BY THE BOARD

	Presenter
1. Memoranda of Agreement/Understanding	Head, Implementing Unit
2. New Designations and Redesignations	Dir N dela Vina
3. Teaching Temporary Promotion Appointments with Salary Grade 18 and below	Dir N dela Vina
4. Teaching Temporary Renewal Appointments with Salary Grade 18 and below	Dir N dela Vina
5. Non-Teaching Promotional Appointments with Salary Grade 18 and below	Dir N dela Vina

IV. MATTERS FOR APPROVAL BY THE BOARD

A. Administrative Matters

1. Non-Teaching Coterminous Appointment with Salary Grade 19 and above	Dir N dela Vina
2. Grant of Privileges to Selected USM Personnel	Dir N dela Vina
3. Application for Leave Beyond 30 Days	Dir N dela Vina
4. Policy on Hiring of Job Order and Individual Contract of Service Personnel	Dir N dela Vina
5. Policy Governing the USM Housing Program – "USM Housing Policy"	Dir SR Nogalo

CERTIFIED TRUE COPY
JAMELLA CMANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

boardsec@usm.edu.ph
mobile: 09544299294

6. USM Disposal Policy and Guidelines for Unserviceable Properties	VP Q Durendes
7. USM FY 2025-2028 Strategic Plan	Dir R Alucilja
8. USMFY 2025 Operational Plan	Dir R Alucilja
9. Appointment of an Associate Dean for CEIT	Dean M Dayaday
10. Modernization of Core Academic Operation Modules and Migration to a Distributed Database System Reliability, Performance, and Security	Dean M Dayaday
11. Proposed Four-Day Workweek for USM-KCC	Chancellor R Pinsoy

B. Academic Matters

1. Allowing Computer Engineering Graduate Students and Allied Courses to Enroll in ECE Laws and Ethics Subject as Requirement in the Licensure Examination for Electronics Technicians (ECT) Pursuant to RA 9292 and PRC Guidelines	Dean M Dayaday
2. Proposed Revisions on the Graduate School Policies, Rules, and Regulations	Dean E Estilloso
3. Proposed BS in Nursing RLE Student Manual	Dean T Averilla

C. Research and Extension Matters

1. Approval of Technology Transfer Protocol	VP DM Verzosa
2. Approval of Retention of CRCs	VP DM Verzosa
3. Approval of Group Thesis for Undergraduate Students	VP DM Verzosa
4. Approval of Revised Policies on Publication Incentives	VP DM Verzosa
5. Approval of Granting of Professorial Chair	VP DM Verzosa
6. Approval of the Payment for Ethics Evaluation	VP DM Verzosa
7. Approval of Research Centers and Extension Units	VP DM Verzosa
8. Change of the Schedule of the USM RDE Annual In-House Review	VP DM Verzosa

D. Finance Matters

1. Increase in RLE Fee Collection and Faculty RLE Compensation	Dean T Averilla

CERTIFIED TRUE COPY
CAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

boardsec@usm.edu.ph
mobile: 09544299294

2.	Annual Procurement Plan (APP) for 2026	Dir J Vildac
3.	Budget Utilization Report for April to June 2025	Dir J Vildac
4.	Proposed Utilization for July-September 2025	Dir J Vildac
5.	Revisions in Policies on Receivables and Cash Advances Management	Dir J Vildac
6.	Approval of Special Orders for Special Disbursing Officers for University Events	Dir J Vildac
7.	Request for Approval of the Supplemental Program and Receipts Expenditure (PRE)/Special Budget Program for the Fiscal Year 2025 under Funds 05 (164) and 07	Dir J Vildac
8.	Request for Approval of the Program and Receipts Expenditure (PRE)/Special Budget Program for the Fiscal Year 2026 under Funds 01 (101), 05 (164), 06 (161) and Other Funds	Dir J Vildac
9.	Proposed Budget Realignment from MOOE to Capital Outlay and Vice-Versa	Dir J Vildac
10.	Proposed Increase in Tuition and Other School Fees for Graduate School Students with Scholarships	Dean E Estilloso

E. Projects

1.	Approval of Awarding of Contracts for Infrastructure Project (1)	VP Q Durendes
2.	Confirmation of Awarding of Contracts for Goods Projects (5)	VP S Panday

V. OTHER MATTERS

VI. ADJOURNMENT

Proposed by:

Digitally signed by Pimentel Jonald Lozarito

JONALD L. PIMENTEL, PhD
SUC President IV

CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato