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.5. The flow of communication among and within units/departments is observed.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: op@usm.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No. 035
Series of 2026

TO: **ALL DEANS, DIRECTORS AND IMMEDIATE SUPERVISORS**

SUBJECT: **DEADLINE FOR SUBMISSION OF DAILY TIME RECORDS (DTRs) FOR JO/COS PERSONNEL**

DATE: **MARCH 11, 2026**

To ensure the timely processing of ***salaries of Job Order (JO) and Contract of Service (COS) personnel***, all concerned are hereby reminded to ***strictly observe the prescribed deadline*** for the submission of their Daily Time Records (DTRs).

The submission deadline shall be ***one (1) day after the release of the printed DTRs*** by the Human Resource Management and Development Office (HRMDO). The DTRs shall be downloaded and printed on the next working day following the end of the payroll period, and released immediately thereafter.

For guidance, the schedule is illustrated below, assuming that the downloading period falls on a ***regular working day and not on a holiday or weekend***:

Payroll Period	*Downloading & Printing of DTRs*	*Release of DTRs*	*Deadline for Submission*
March 1–15, 2026	*March 16, 2026*	*March 17, 2026*	*March 18, 2026*
March 16 – 30, 2026	*April 1, 2026*	*April 2, 2026*	*April 3, 2026*

In the event that the scheduled downloading date ***falls on a holiday or weekend***, the downloading and printing of DTRs shall be conducted on the ***next working day***.

All JO/COS personnel are required to ensure that their ***accomplished and duly signed DTRs*** are submitted within the prescribed deadline. Any ***DTR submitted beyond the deadline shall result in the processing of the corresponding salary in the next payroll cycle***.

This policy shall take effect starting the **April 2026 DTR** submission period.

For strict compliance.

JONALD L. PIMENTEL, PhD
SUC President IV

**"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
Tel. No. 63(64)572-2406

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 10
Series of 2021

TO : ALL USM CURRICULUM REVIEW COMMITTEE & DEVELOPMENT COMMITTEE MEMBERS

FROM : **CONSUELO A. TAGARO, EdD**
Vice President for Academic Affairs

SUBJECT : CURRICULUM REVIEW

DATE : February 22, 2021

Let us please convene on Wednesday, February 24, 2021, 1:00PM at the VPAA Office, Admin, Building to review the COVID Curriculum of BS Fisheries, BS Biology(4th yr), BS Chemistry, BS Nursing, BSIT and BTVTEd, proposed revision of BS Biology(incoming 1st yr) and proposal to offer Bachelor of Public Administration for first semester 2021.

Regular Members:

Chairman: Dr. Consuelo A. Tagaro

Members:

___Dr. Elsa A. Gonzaga
___Dr. Ma. Lezel P. Pataray
___Dr. Lawrence U. Dollente
___Dr. Tessie E. Lerios
___Dr. May Eva Z. Garcia
___Dr. Ma. Luz B. Calibayan
✓ Dr. Anita C. Sornito
___Dr. Julius Jerome G. Ele
___Prof. Salik D. Makakena
___Prof. Eugene G. Ranjo
___Engr. Kharlo J. Subrio

Provisional Member:

___Dr. Jeannie Duka
___Dr. Josephine Migalbin
___Dr. Jonald Pimentel
___Prof. Emmalyn Mamaluba
___Prof. Solomon Presto

Your attendance is highly regarded.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: op@usm.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No.: 039
series of 2026

TO:	**ALL NON-TEACHING PERSONNEL IN THE COLLEGES**
SUBJECT:	**WORK ARRANGEMENT FOR NON-TEACHING PERSONNEL IN THE COLLEGES**
DATE:	**March 25, 2026**

==========

In lieu of the cancelled March 27,2026 Work-From-Home (WFH) arrangement, please be informed of the following WFH schedule for Non-teaching personnel in the colleges:

- All Non-teaching personnel in colleges will report on Monday (March 30, 2026)
- Non-teaching personnel in colleges shall be on an WFH arrangement on March 31, 2026 and April 1, 2026. Utility personnel doing janitorial services will report on-site on March 31, 2026 and April 1, 2026 on their prescribed compressed working hours.
- All utility personnel assigned to the colleges must follow the same work arrangement (4-day compressed work-week).
- All target outputs for WFH of these Non-teaching personnel must be submitted on Thursday, March 26, 2026.

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

For your information, guidance, and compliance.

JONALD L. PIMENTEL, PhD
SUC President IV

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
Kabacan, Cotabato

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No. **024**
Series of 2026

DATE: **February 26, 2026**

TO: **ADMINISTRATIVE COUNCIL MEMBERS**

SUBJECT: **ADMINISTRATIVE COUNCIL MEETING**

==========

Please be informed that an **Administrative Council Meeting** is scheduled on **March 12, 2026, 8:30 in the morning** at the Skyroom of the Administration Building. Proposals with complete staff work are due for submission on or before **March 5, 2026.**

Attendance and active participation are expected of all members.

JONALD L. PIMENTEL, PhD
SUC President IV

UNIVERSITY OF SOUTHERN MINDANAO
CITIZEN'S CHARTER FRONTLINE SERVICES
OFFICE of the VICE PRESIDENT for ACADEMIC AFFAIRS

SERVICES	STEPS	REQUIREMENTS	PERSONS RESPONSIBLE	LOCATION	TIME FRAME	FEES
1. Issuance of Request form for evening class	a. Submit assessment form b. Submit Certification of the Dean as to the availability of the Instructor c. Computation of payment d. Payment	Assessment form Certification of the dean as to the availability of Instructor	Receiving Clerk Cash Clerk	Table 1 Cashier, Counter 3	4 minutes	None 3units w/o lab BS-8,000 MS-9,000 PhD-10,000 3units w/ lab BS-9,000 MS-10,000 PhD-11,000
	e.Signing of Request form f. Releasing of adding form according to the student list of the group g.Signing of adding form h. Approval i. Final Screening	Accomplished Request form List of Students requesting	Director for Instruction Receiving Clerk Adviser & Dean Vice President Receiving Clerk	Instruction's Office Table 1 Respective College VP's Table Table 1	3 minutes 1 minute 1 minute	None None
2. Releasing of Appointment (evening class)	Present Official Receipt of Balance	Official Receipt	Releasing Clerk	Table 2	1 minute	None
3. Signing of Student's Separation Clearance	Present Student's Separation Clearance	Accomplished Student's Separation Clearance	Vice President	VP's Table	1 minute	None

UNIVERSITY OF SOUTHERN MINDANAO
CITIZEN'S CHARTER FRONTLINE SERVICES
RECORD'S OFFICE

SERVICES	STEPS	REQUIREMENTS	PERSONS RESPONSIBLE	LOCATION	TIME FRAME	FEES
1.Receiving and barcoding of Vouchers, PO, Job Orders, Travel Order, Contracts, BAC Documents, Memorandum, Communication and Other Documents	Present requirements	Complete attached documents with signatures for approval	Receiving Clerk	Table 2	2 minutes	none
2.Authentication of document/s	Present original copy of the document/s	Original copy of the documents	Head of Office	Table 3	3 minutes	none
3.Accommodation of any inquiries/complaints	Personal visit	none	Head of Office	Table 3	3 minutes	none
4.Issuance of Affidavit of Loss	Fill out the form Payment Signing of the Form	Cashier's Office Receipt	Cash Clerk Head of Office	Window 10 Table 3	3 minutes 3 minutes	P10.00 none
5.Releasing of Travel Order, Job Order, PR's, Approved Communication, SO, Memorandum and Other Documents		none	Releasing Clerk	Table 2	3 minutes	none
6.Accommodation of visitors to the University	1. log in the visitor's logbook 2. issue visitor's ID 3. collect visitor's ID and issue transaction slip and client satisfaction survey form	Any Valid of the visitor	Officer for the Day	Admin Front Desk	3 minutes 5-10 minutes	none

UNIVERSITY OF SOUTHERN MINDANAO
CITIZEN'S CHARTER FRONTLINE SERVICES
DIRECTOR for INSTRUCTION'S OFFICE

SERVICES	STEPS	REQUIREMENTS	PERSONS RESPONSIBLE	LOCATION	TIME FRAME	FEES
1. Request to Open Closed Course	1. Present trial program 2. Fill out request form 3. Identify course code 4. Open the closed course	Trial program Request form for opening of closed course	DI Clerk 1	Table 1	5 minutes	None
2. Receiving of Summary of Faculty Workload and Time and Location	1. Submit Summary of Faculty Workload and Time and Location 2. Record the Summary of Faculty Workload and Time and Location in the logbook	Summary of Faculty Workload and Time and Location signed by the department chairperson and dean.	Curriculum Specialist DI Clerk 2	Table 2 Table 3	3 minutes	None
3.Signing of Request form for Requested Course	1. Present Request Form 2. Present Receipt 3. Record student's information and purpose	Accomplished Request form Receipt	Director for Instruction DI Clerk 2	Table 4 Table 3	3 minutes	None
4. Signing of Student Privilege Forms	Present Student Privilege form	Accomplished Student Privilege Form	Director for Instruction DI Clerk 2	Table 4 Table 3	3 minutes	None
5. Signing of Refund Form	Present refund form	Accomplished refund form	Director for Instruction DI Clerk 2	Table 4 Table 3	3 minutes	None
6. Receiving of Revised Curriculum	Submit revised curriculum	Revised curriculum signed by the department chairperson and dean	Curriculum Specialist DI Clerk 1	Table 2 Table 1	3 minutes	None