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.3. The Dean participates in the recruitment and promotion of faculty and staff.

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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. 2777G
Series of 2026

TO: **DR. CHERYL Y. DULAY**

SUBJECT: **Redesignation as DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)**

DATE: **Thursday, 9 July 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the college/institute 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 redesignated as **DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)** in addition to your plantilla position, subject to the performance evaluation as set in the OPCR and subject further to the confirmation of the Board of Regents.

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

1. Provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
2. Coordinate with the office of registrar and ICTC to monitor admission, registration, and other status of undergraduate college students;
3. Monitor syllabi making or revision of the course offering of the college;
4. Supervise the curriculum review/revision of college curricular offerings;
5. Submit Faculty profiling for SUC leveling (Doctorate) and other reports;
6. Spearhead the conduct of Research, Extension and Production projects;
7. Submit training needs analysis for faculty and staff;
8. Submit the College for Quality Assessment (e.g. Accreditation, I.S.O, and others);
9. Submit College Annual Development Plan and OPCR;
10. Exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as may be provided by law;
11. Monitor the preparation and submission of faculty loading within the faculty field of specialization and in accordance to the academic loading policies of the University;
12. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMDO;
13. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the department chairperson and conduct post observation conference;
14. Supervise the monitoring of employability rate of graduates within one year after graduation;
15. Consult the department chairpersons, coordinators and college faculty on the preparation of college budget proposal;
16. Collaborate with department heads in the determination and requisition of the needed facilities of the unit;
17. Monitor the submission of faculty IPCR and DTR;
18. Monitor the faculty profile of the college;
19. Monitor graduation of students within the prescribe year (e.g. 4 yrs/5yrs/6yrs);
20. Monitor attainment of above the national licensure passing performance;
21. Cascade information to all concerned personnel;
22. Attend to various programs and meetings related to this work assignment and designation;
23. Recommend to the University President the designation of department chairpersons and other designations in the college; and,
24. Perform such other duties as may be assigned to you by the President or higher authorities.

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Furthermore, you shall be entitled to a **load displacement of twelve (12) units, on Vacation/Sick Leave status and receive a monthly RETE amounting to FIFTEEN THOUSAND PESOS (₱15,000.00) as reimbursible pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.As such, you shall indicate in your IPCR twelve target success indicators relevant to your functions.

a. number of curricular programs undergoing evaluation by stakeholders,
b. percentage of syllabi approved in the College;
c. percentage of curriculum reviewed;
d. Timeliness of submission of faculty loading;
e. number of faculty observed;
f. number of tracer studies conducted;
g. percentage of faculty engaged in RDEP;
h. quality of plan /policies drafted for the Unit;
i. number of procedure/process enrolled/drafted;
j. number of personnel with ILDP;
k. compliance of CARS/NC closed;
l. percentage of personnel with IPCR/Performance reports;
m. number of networks built and maintained to help improve in administration.

This designation shall take effect on **August 01, 2026 until July 31, 2027** 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:

Copy Furnished
___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

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