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 Dean, the faculty and the administration work together for the improvement of the College/Academic Unit particularly in:

I.4.1 setting standards and targets;

UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines
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OFFICE OF THE DEAN

Memorandum No. 02
Series of 2026

TO: **CBDEM FACULTY AND STAFF**

DATE: **JANUARY 20, 2026**

SUBJECT: **1st COLLEGE MEETING OF THE YEAR 2026**

Please be informed that the First College Meeting of the year will be conducted on **JANUARY 21, 2026, WEDNESDAY, 11:00 AM TO 1:00 PM AT THE LED AVR** to discuss important academic, administrative, and operational matters of the College.

The meeting agenda includes the following:

1. Performance and Reports
    - OPCR updates
    - CBDEM Narrative Report
2. Faculty and Academic Matters
3. Facilities, Equipment and Austerity Measures
4. ISO Accreditation
5. Student and Coach Participation in UP Entrelympics
6. SERDAC announcements and requests
7. New Sports Coordinator
8. Other Matters

Everyone's attendance and participation will be greatly appreciated.

Digitally signed by Dulay Cheryl Ysulat
Date: 2026.01.20

CHERYL Y. DULAY
Dean

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OFFICE OF THE DEAN

Memorandum No. 06
Series of 2026

TO: **ALL FACULTY and STAFF**

DATE: **MARCH 5, 2026**

SUBJECT: **1ST QUARTER COLLEGE MEETING**

Please be informed that a **Meeting** will be held on **Wednesday, March 11, 2026 at 3:10 PM** at the **Faculty Lounge**.

Agenda for the Meeting:

1. AACCUP Accreditation
2. ISO-Related Concerns
3. LED Office Utilization
4. Designation of OIC Dept Chair – Accty Dept
5. Appointment of College Research Coordinator
6. Alumni Sponsorship of 30 Tables
7. Other Matters

All faculty and staff are requested to attend and be present on time.

Thank you

Digitally signed by Dulay Cheryl Yauat
Date: 2026.03.06 13:00:58 +08'00'

CHERYL Y. DULAY
Dean

"UNITY IN DIVERSITY AND
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MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION"

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OFFICE OF THE DEAN

Memorandum No. 23
Series of 2026

TO: **CBDEM FACULTY**

DATE: **AUGUST 14, 2026**

SUBJECT: **FIRST COLLEGE MEETING**

Please be informed that the **1st College Meeting for the 1st Semester, A.Y. 2026–2027** will be held on **August 17, 2026, Monday, 11:30 AM – 1:00 PM** @ the **LED AVR**.

The agenda of the meeting are as follows:

A. Presentation of OPCR Results
B. College Facilities Utilization and Fees
   - Covered Court
   - LED AVR
C. 10-Year L.U.D.I.P. Plan – Revision Committee
D. Faculty Travel and Official Travel Matters
E. Accreditation Updates:
   - Bachelor of Public Administration (BPA)
   - Bachelor of Science in Management Accounting (BSMA)
F. CBDEM Day Plans and Preparations
G. Other Matters

Attendance is highly encouraged.

Salamat.

Digitally signed by Dulay, Cheryl Ybalat
Date: 2026.08.14 10:03:28 +08'00'

CHERYL Y. DULAY
Dean

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Kabacan, Cotabato

OFFICE OF THE DEAN

Memorandum No. 25
Series of 2026

TO: **CBDEM DEPARTMENT CHAIRS, DIRECTORS, CENTER HEADS AND COORDINATORS**

DATE: **AUGUST 25, 2026**

SUBJECT: **PLANNING AND FINALIZATION OF THE 10-YEAR L.U.D.I.P. FOR CBDEM**

Please be informed that the deadline for the submission of the **Land Use Development and Infrastructure Plan (L.U.D.I.P.)** is on **August 31, 2026**.

In preparation for the submission, we are requested to meet **today, August 24, 2026, from 11:30 AM to 1:00 PM at the LED Conference Room** to initially discuss and gather your valuable suggestions and proposed plans for the development of our beloved **CBDEM over the next ten (10) years**.

We will have another meeting on **Thursday, August 27, 2026, from 11:30 AM to 1:00 PM** to consolidate, refine, and finalize our proposed L.U.D.I.P. for submission to the Planning Office.

Your active participation and thoughtful inputs are highly important, as this plan will serve as a **crucial basis for the College's future programs, projects, infrastructure development and other long-term plans**.

Thank you very much for your cooperation, commitment and valuable contributions toward shaping the future of CBDEM.

Digitally signed by Dulay Cheryl Yitulel
Date: 2026.08.25 09:48:47 +08'00'

CHERYL Y. DULAY
Dean

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HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

MEMORANDUM No. 031
Series of 2025

TO: **ALL USM PERMANENT EMPLOYEES / ALL HEADS OF OFFICES**

SUBJECT: **SUBMISSION OF SCHEDULE OF FORCED LEAVE FOR CALENDAR YEAR 2026**

DATE: **December 22, 2025**

In compliance with existing civil service rules on the utilization of Forced Leave, all employees are hereby directed to submit their ***Schedule of Forced Leave for Calendar Year (CY) 2026*** through their respective offices.

Heads of offices are advised to ensure that the proposed schedules are ***properly planned and staggered*** to avoid disruption of office operations, particularly in units providing ***frontline services***.

In this regard, offices whose ***peak season of frontline services falls in December*** are strongly encouraged to ***schedule the forced leave of their personnel earlier in the year***. This is to ensure continuous service delivery while allowing employees to fully enjoy their leave privileges within the prescribed period.

The consolidated schedule, duly reviewed and endorsed by the Head of Office, shall be submitted to the HRMDO ***on or before January 15, 2026***.

For guidance, compliance, and proper implementation.

MERISSA G. DELA VIÑA, PhD
Director, HRMDO

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