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.4.6. preparing policies and guidelines on the internal administration and operation of the College/Academic Unit;

Republic of the Philippines
UNIVERSITY OF SOUTHER MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 01
Series of 2026

TO	:	ALL COLLEGE DEANS AND FACULTY
FROM	:	THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
SUBJECT	:	FACULTY MEETING AND ORIENTATION
DATE	:	JANUARY 6, 2026

Please attend the meeting on January 7, 2026, from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM at the USM Auditorium. The following topics will be presented and opened for discussion.

8:00 AM -12:00 Noon

1. Academic Matters - OVPAA
2. HR Matters -HRMDO
3. Safe Spaces - OLS
4. UQAC Matters - UQAC
5. International Travels – OIA

1:00 PM -5:00 PM

1. RA 12009 Updates - BAC
2. Procurement Process - BAC
3. Accounting Matters - FMS
4. Budget Matters - BO

Attendance is required for all faculty members, including COS. However, Program Admission Officers may be excused from attending provided that they submit proof of the number of students enrolled on that day.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

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

USM-SYS-F70-Rev.2.2023.12.29

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Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 31
Series of 2026

TO	:	ALL FACULTY MEMBERS (PERMANENT AND CONTRACT OF SERVICE)
FROM	:	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
SUBJECT	:	SUPPLEMENTAL ACADEMIC GUIDELINES ON THE IMPLEMENTATION OF TEMPORARY WORK ARRANGEMENT FOR TEACHING PERSONNEL
DATE	:	March 11, 2026

In reference to Memorandum No. 031, s. 2026 issued by the Office of the University President dated 09 March 2026, regarding the implementation of energy conservation measures and temporary work arrangements, the following supplemental guidelines are hereby issued for teaching personnel to ensure the continuity of academic services and the proper implementation of the Work-from-Home (WFH) arrangement.

1. Onsite Reporting

Faculty members shall report onsite for four (4) days per week, for eight (8) hours per day, to conduct face-to-face classes as scheduled, consultations and other academic related functions.

2. Work-from-Home (WFH) Arrangement (flexiplace) Schedule

Fridays shall be designated as the Work-from-Home (WFH) day for teaching personnel.

During this day, faculty members may perform academic tasks that can be accomplished remotely as stipulated in the Individual Faculty Time and Location (IFTL), including but not limited to:

- Preparation of lesson plans, modules, and instructional materials;
- Checking, grading, and evaluation of student outputs and examinations;
- Preparation of course syllabi, teaching innovations, and learning resources;
- Research writing, publication preparation, and proposal development;
- Online consultations, academic coordination, or departmental meetings; and
- Preparation and submission of academic reports and documentation.
- Research Development, Extension and Production (RDEP) Activities.

Faculty members may also allocate time for Health and Wellness activities equivalent to 2.2 hours per week, consistent with existing university policies.

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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 48
Series of 2026

TO : ALL DEPARTMENT CHAIRS

FROM : THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

SUBJECT : MEETING

DATE : MAY 4, 2026

You are hereby requested to attend a meeting on **May 5, 2026**, at **3:00 PM**, to be held at the **Commercial Building**.

Your attendance is required.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

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