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.4.7. preparing guidelines on the proper use and maintenance of facilities, equipment, supplies, and materials;

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Name of Office

January 21, 2026/ 11:30AM
Date/Time

CBDEM Conference Room
Venue

Attendance:
(See Attendance Sheet)

I. Call to Order
The meeting was called to order at 11:30 AM by Dean Cheryl Dulay.

II. Determination of Quorum
A quorum was declared present.

III. Prayer
Approval of the Minutes of the Previous Meeting
The meeting commenced with a prayer led by Dean Cheryl Dulay.

IV. Approval of the Minutes of the Previous Meeting
Sir Victor Dapon moved for the approval of the minutes of the Second College Meeting held on January 21, 2026. The motion was seconded by Ma'am Helen Macailing.

V. Agenda and Discussions
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:

1. Performance and Reports
Dean Cheryl Dulay presented the Office Performance Commitment and Review (OPCR) of the college for the Second Semester, Academic Year 2025–2026, and requested an assessment. The following matters were discussed:

- **International Skills and Proficiency**. The BSA program, under the supervision of Ma'am Sandra Angela Bangcaya, will identify students who are qualified to demonstrate international skills and competencies.

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The following updates and concerns regarding facilities, equipment, and austerity measures were discussed:

A. The college currently has 20 units of desktop computers installed in the laboratory for instructional use.
B. A graphing board has been installed for the BS Economics program to support teaching and learning activities.
C. A purchase request for curtains for the rooms in the LED and CBDEM Building was proposed to improve the learning environment.
D. The installation and monitoring of CCTV cameras were discussed to enhance campus security.
E. Improvements in lighting facilities were also raised to ensure adequate illumination in classrooms and offices.
F. The need for additional tables was identified to support classroom and office operations.
G. Concerns regarding door maintenance and replacement were also discussed to ensure safety and functionality.

In relation to austerity measures, Dean Cheryl Dulay suggested implementing a scheduled use of air-conditioning units to reduce electricity consumption. She proposed that air-conditioning units be operated from 9:00 AM to 11:30 AM and 1:00 PM to 4:00 PM, noting that the college has been consuming a significant amount of kilowatt-hours, which has contributed to the increase in electricity expenses.

4. **ISO Accreditation**

Ma'am Mitzi Alba informed the group that the schedule for the ISO accreditation visit will follow two cycles: Cycle 1, which will run from March to September 2026, and Cycle 2, which will take place from October to December 2026.

Department Chairs were also reminded to conduct their class observations as part of the required academic monitoring.

She further explained that the full-cycle audit will be conducted for certification purposes, while the Internal Audit is scheduled on January 26–30, 2026. For CBDEM, the scheduled visit will be on January 29, 2026.

5. **Student and Coach Participation in UP Entrelympics**

Sir Basan discussed the UP Entrelympics activity and presented the different events to be conducted. He suggested that the activities be assigned to each program or department. The proposed distribution is as follows: Policy Making for BPAd, Video Presentation for BA, Innovation for JPAMS, Quiz Bowl for AgEcon, and Extemporaneous Speaking for BSA.

He also mentioned that the registration fee will be charged per student participant.

6. **SERDAC announcements and requests**

Sir Basan announced the call for proposal writing and publication in SERDAC. He also informed the group that their office will temporarily use the conference room, as the renovation of their office in the CBDEM building is currently in progress.

7. **New Sports Coordinator**

Dean Dulay designated Sir Vic Dapon as the new Sports Coordinator of the college.

8. **Other Matters:**

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a. **Graduate Programs.** Sir Llanto mentioned that the MPA program follows a non-thesis track, while the MBA program requires a feasibility study. He also added that the programs will be offered online.

b. **Extension Services.** Sir Lau Mamburan announced the submission of extension proposals, the training for Department Extension Coordinators, and the Trade Exhibit for the 40th Anniversary of USMAARDC and PICREI.

c. **Research.** Matters related to research activities were also discussed.

d. **Guidance Services.** Ma'am Analyn Gonzales mentioned that the 2nd Semester College-Based Orientation will be held on Friday, January 23, 2026, from 8:00 AM to 11:00 AM. Shifters are invited to attend. She also informed the group that the damage to the comfort room (CR) in the LED Building is currently under investigation.

e. **DCO.** According to Ma'am Lian Bagonoc, Ma'am Helen Macailing, and Ma'am Esmaira Gunsayan, courses under the same discipline should follow a common syllabus to ensure consistency in instruction. However, Ma'am Alba suggested that there should be subject alignment, citing CBMEC 2 (Operations Management) and Total Quality Management (TQM), which she stressed should be handled by the BA Department. She further explained that some subjects originally assigned to the BA Department should be returned to them, as this has affected their subject loading. Sir Llanto clarified that their department handles Operations Management only. Ma'am Bagonoc emphasized that the syllabus concern is a pressing issue, while Ma'am Macailing stated that the college will make the final decision on how to address and standardize the syllabus.

VI. Adjournment

The motion to adjourn the 3rd CBDEM Meeting was moved by Sir Llanto and seconded by Ma'am Macailing.

The meeting was adjourned at 1:15 PM.

Prepared by:

LOTIS D. CUBIN, DBA
College Secretary

Attested by:

CHERYL Y. DULAY, DBA
Dean, CBDEM

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Name of Office

April 7, 2026/ 11:30AM
Date/Time

CBDEM Faculty Lounge
Venue

Attendance:
(See Attendance Sheet)

I. Call to Order
The meeting was called to order at 11:30 AM by Dean Cheryl Dulay.

II. Determination of Quorum
A quorum was declared present.

III. Prayer
Approval of the Minutes of the Previous Meeting
The meeting commenced with a prayer led by Dean Cheryl Dulay.

IV. Approval of the Minutes of the Previous Meeting
Ma'am Helen Macailing moved for the approval of the minutes of the Third College Meeting held on March 11, 2026. The motion was seconded by Ma'am Jennet Mag-aso.

V. Agenda and Discussions (Special College Meeting)
1. **Updates:**
   A. Trimester (for information only)
   B. 1st Year Enrollment Status
   C. Uniform Collection
   D. 45th Annual In-House Review Winners
   E. ISO Concerns
2. **Presentation** of the following programs:
   A. **Doctor of Rural Development**
   B. **Master of Public Administration**
   C. **BSBA major in Human Resource Management**
3. Other Matters:

1. Updates

A. Trimester Implementation (for information only)
Dean Cheryl Y. Dulay presented updates regarding the proposed trimester implementation beginning Academic Year 2026–2027. The following information was discussed:

3. Other Matters

A. Students In-house Review on May 19, 2026

Sir Roy Gacus discussed the proposed categories and themes for the College In-House Review, which include Basic Research, Applied Research, Development, and Extension.

Sir Romiel John Basan emphasized that the research topics should be aligned with the approved research agenda of the college. This statement was supported and agreed upon by Sir Jay-R G. Vildac, Ma'am Jennet Mag-aso, and Ma'am Kathleen Bolotaolo.

However, Sir Jalaloden B. Marohom suggested that the categories should instead be classified into Basic Research, Applied Research, Extension/Innovation, and Social Research.

In response, Sir Roy Gacus mentioned that a meeting with the DRC will be conducted to finalize the categories and themes. He also added that the college is still waiting for the official guidelines for the conduct of the College In-House Review.

B. AVR Rental and other facilities

Sir Vildac mentioned that the rental of the AVR and other facilities had already been approved by RGES since these facilities are frequently utilized. He further explained that an endorsement from the URGMC is still needed before the proposal can be forwarded to the Administrative Council.

Meanwhile, Dean Dulay suggested that the facilities should first be improved and enhanced prior to their implementation for rental purposes. However, Sir Basan pointed out that the facilities are already being utilized and may already be rented out.

Thereafter, Sir Marohom moved for the endorsement of the rental fees for the LED AVR, Covered Court, and other facilities intended for outside users. The motion was seconded by Ma'am Dela Viña.

VI. Adjournment

There being no other matters to discuss, the motion to adjourn the meeting was moved by Sir Dapon and duly seconded by Ma'am AMg-aso.

The meeting was adjourned at 1:30 PM.

Prepared by:

LOTIS D. CUBIN, DBA
College Secretary

Attested by:

CHERYL Y. DULAY, DBA
Dean, CBDEM