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.7. The Dean implements policies and procedures on internal administration and operations of the College/Academic Unit.

UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines
Local Tel. #: 1025 | Email Add: cbdem@usm.edu.ph

OFFICE OF THE DEAN

Memorandum No. 01
Series of 2026

TO: **DEPARTMENT CHAIRPERSONS, GUIDANCE COORDINATORS RESEARCH COORDINATOR & EXTENSION COORDINATOR**

DATE: **JANUARY 12, 2026**

SUBJECT: **SUBMISSION OF ACCOMPLISHMENT REPORT**

This is a gentle reminder to all Department Chairpersons and Coordinators to submit their Accomplishment Reports in both Word and PDF formats on or before **January 14, 2026**.

Your efforts and contributions are sincerely appreciated and the timely submission of these reports will greatly help for the narrative report of the college for the Annual Planning.

Thank you very much for your continued cooperation and support.

Digitally signed by Dulay Cheryl Ysulat
Date: 2026.01.11 [illegible]

CHERYL Y. DULAY
Dean

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OFFICE OF THE DEAN

Memorandum No. 05
Series of 2026

TO: **CBDEM SOCIETY ADVISERS, PRESIDENTS AND STUDENTS**

DATE: **FEBRUARY 19, 2026**

SUBJECT: **REQUIRED PARTICIPATION – *IGALANG ANG HANGGANAN*: An Anti-Sexual Harassment Awareness Program**

Greetings of goodwill!

In support of promoting a safe, respectful, and inclusive academic community, the **Local Student Government of CBDEM** will sponsor and conduct: **IGALANG ANG HANGGANAN: An Anti-Sexual Harassment Awareness Program.** This initiative is anchored on Republic Act No. 11313, also known as the Safe Spaces Act (Bawal Bastos Law), passed in 2019. The law strengthens measures against gender-based sexual harassment in streets, public spaces, workplaces, educational and training institutions, and online platforms.

Event Details:

- **Date: February 20, 2026 (Friday)**
- **Time: 7:00 AM – 10:00 AM**
- **Venue: Covered Court, CBDEM**
- **Sponsor: CBDEM LSG**

The program aims to:

- Raise awareness about sexual harassment and its various forms
- Educate students on consent, personal boundaries, and respectful conduct
- Promote accountability and bystander responsibility
- Inform students of proper reporting mechanisms under the Safe Spaces Act

In this regard, each recognized **student society is required to send at least twenty (20) participants** to attend the said activity. Attendance will be monitored accordingly.

We request all society presidents to submit their **official list of participants to the LSG CBDEM on or before the morning of February 20, 2026.**

Your full cooperation is highly appreciated as we work together to uphold dignity, respect, and safety within our academic community. For strict compliance.

For your reference and guidance.

Digitally signed by
Dulay Cheryl Yaulat
Date: 2026.02.19
08:51:27+08'00'

CHERYL Y. DULAY, DBA
Dean

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

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OFFICE OF THE DEAN

Memorandum No. 09
Series of 2026

TO: **CBDEM FACULTY, SUPPORT STAFF AND STUDENTS**

DATE: **MARCH 12, 2026**

SUBJECT: **DESIGNATION OF DEPARTMENT 7S CHAMPIONS AND CLEANING SCHEDULE**

To ensure the effective implementation of cleanliness in our college, the following faculty members were designated as **Department 7S Champion** based on the 1st Quarter Faculty Meeting:

Accountancy Department:	**Sir LORCKAN DREDD C. PELARION**
AgEcon Department:	**Ma'am HELEN A. MACAILING**
AgriBusiness Department:	**Sir GLENN M. DEMILLO**
BA Department:	**Ma'am CARLA B. CAYABYAB**
Public Administration Department:	**Sir LAURENCE ARJAY T. MAMBURAM**

The designated faculty members will monitor the **offices, assigned classrooms and departmental garden areas** (assigned area to follow) to ensure proper maintenance and cleanliness.

Starting next week, **every Wednesday from 3:00 PM to 5:00 PM** will be allotted for **classroom and office cleaning activities**. Since there are only **three (3) weeks remaining before the external audit**, the cleanliness and organization of the entire college will be closely monitored.

Your cooperation and participation are highly encouraged for the improvement and welfare of CBDEM.

Digitally signed by Dulay Cheryl Ybalat
Date: 2026.03.12 16:38:34 +08'00'

CHERYL Y. DULAY
Dean

**"UNITY IN DIVERSITY AND
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OFFICE OF THE DEAN

Memorandum No. 14
Series of 2026

TO: **CBDEM FACULTY, STAFF AND STUDENTS**

DATE: **APRIL 22, 2026**

SUBJECT: **DEPARTMENT AND SOCIETY CLEAN-UP ACTIVITY FOR ISO ACCREDITATION PREPARATION**

All faculty members, staff and students of CBDEM are hereby directed to conduct a **Classwork Clean-Up Activity** tomorrow, **April 23, 2026 (Thursday), from 1:00 PM to 5:00 PM.**
This activity aims to prepare the department, society offices, assigned classrooms and premises of the college in anticipation of the upcoming **ISO Accreditation on Monday.**
Each department shall ensure the following:

- Faculty members will supervise and facilitate the participation of their respective classes.
- Students shall clean and organize their assigned areas, including department offices, society offices, classrooms and designated grounds per society.
- Proper coordination shall be observed to ensure all areas are adequately covered.

Attendance is mandatory. All participating students must log their **time-in and time-out**, which shall be credited as part of the classwork requirements in the courses handled by the respective departments.
Immediate dissemination and strict compliance with this memorandum are expected.
For guidance and compliance.

Digitally signed by Dulay Cheryl Yaulat
Date: 2026.04.22 15:39:40+08'00'

CHERYL Y. DULAY
Dean

"UNITY IN DIVERSITY AND
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OFFICE OF THE DEAN

Memorandum No. 15
Series of 2026

TO: **CBDEM STUDENTS**

DATE: **May 6, 2026**

SUBJECT: **2026-2027 USG, LSG, AND ASG ELECTION**

Please be informed that all students are hereby required to participate in the scheduled **USG, LSG, ASG Election tomorrow May 7, 2026 from 8:30 AM to 3:00 PM.**

Voting shall be conducted at the designated venues, specifically **LED 1** and **LED 2**. All students are expected to cast their votes during their free time.

Furthermore, please be advised that there will be no suspension or cancellation of classes to accommodate the said activity.

All concerns are advised to comply accordingly.

Thank you.

Digitally signed by Dulay Cheryl Ysulat
Date: 2026.05.06 15:45:50+08'00'

CHERYL Y. DULAY
Dean