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

S.2. The Dean/Department Chair is a full-time administrator.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
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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:

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___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

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

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Special Order No. 1806I

Series of 2025

TO: **PROF. SANDRA ANGELA A. BANGCAYA**

SUBJECT: **Designation as DEPARTMENT CHAIRPERSON-ACCOUNTANCY**

DATE: **Wednesday, 3 September 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the department 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, your are hereby designated as **DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

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

1. Provide formal inputs to the administration following proper consultation with the departmental peers on all recommended policy and administrative circulars which could affect the department's operations;
2. Respond to the requests of stakeholders and allied agencies/offices in the university such as the Admissions and Records Office, Office of the Director for Instruction, University Information and Communications Technology, Office of Student Affairs, Human Resource & Development Office, and other relevant offices;
3. Effectively communicate with other academic departments to insure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University;
4. Prepare the Department's Annual Report;
5. Submit the annual staffing proposals;
6. Submit the annual budget proposal and monitor the budget;
7. Implement and monitor the compliance of the department to the ISO and Accreditation standards, and procedures;
8. Facilitate departmental curriculum revisions;
9. Facilitate the deployment of material and human resources by developing class schedules and teaching assignments;
10. Schedule and preside over department meetings;
11. Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts;
12. Co-ordinate and/or participate in the faculty recruitment/faculty search/screen committees;
13. Promote a team effort within the department to addressing departmental and institutional issues;
14. Facilitate implementation of revisions in catalog copy/web sites/policies which address

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departmental curriculum issues; and
15. Conduct classroom observation, as deemed necessary, a Department Committee may be created for this purpose.

By virtue of this designation, you shall be entitled to a **six (6) unit load displacement and on Vacation/Sick Leave Status**. As such, you shall integrate in you IPCR the following success indicators:

a. percentage of syllabi updated on OBTL format;
b. number of student organizations accredited in OSA;
c. percentage of courses with updated course outcome integrated in the curriculum map;
d. percentage of faculty members involved in RDEP;
e. percentage of personnel with completed activities as planned in ILDP;
f. number of non-conformity (NCs) closed in a semester

This designation shall remain in force and in effect on **August 04, 2025 until July 31, 2026** otherwise the same is 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

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

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