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.2. Concerned officials, faculty and staff act promptly on requests and problems of the students.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. **01**
Series of 2026

TO: **ROWELL P. NITAFAN, PhD**

SUBJECT: **OFFICER-IN-CHARGE, DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **JANUARY 16, 2025**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

You are hereby designated as the Officer-In-Charge (OIC) Director of the Office of Student Affairs on Monday, January 19, 2026, in place of my participation in the Public Consultation on Proposed CHED Memorandum Order (CMO) on Policies and Guidelines Against All Forms of Hazing Affecting Students' Well-Being of HEI-Based Fraternities, Sororities, and Other Organizations.

You are expected to perform the duties and responsibilities of a director to ensure the smooth operation of the Office.

For your information and guidance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 03
Series of 2026

TO: **OSA DEPARTMENT HEADS**

SUBJECT: **FIRST REGULAR MEETING C.Y. 2026**

DATE: **JANUARY 23, 2026**

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You are invited to attend the Office of Student Affairs' **first regular meeting** on Wednesday, January 28, 2026, at 1:00 p.m. at the OSA building. You are also advised to prepare your DPCR and Narrative Report for the academic year 2025 for presentation and submission.

For your guidance and compliance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 04
Series of 2026

TO: **ROWELL P. NITAFAN, PhD**

SUBJECT: **OFFICER-IN-CHARGE, DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **JANUARY 27, 2026**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

You are hereby designated as the Officer-In-Charge (OIC) Director of the Office of Student Affairs on Tuesday, January 20, 2026, in place of my participation in the **Meet and Greet Activity** at the USM Libungan campus.

You are expected to perform the duties and responsibilities of a director to ensure the smooth operation of the Office.

For your information and guidance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 05
Series of 2026

TO: **KATHLEEN MAE B. ALUCILJA**

SUBJECT: **OFFICER-IN-CHARGE, DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **FEBRUARY 5, 2026**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

You are hereby designated as the Officer-In-Charge (OIC) Director of the Office of Student Affairs on Friday, February 6, 2026, in place of my official travel at the USM Libungan campus.

You are expected to perform the duties and responsibilities of a director to ensure the smooth operation of the Office.

For your information and guidance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 07
Series of 2026

TO: **ROWELL P. NITAFAN, PhD**

SUBJECT: **OFFICER-IN-CHARGE, DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **FEBRUARY 10, 2026**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

You are hereby designated as the Officer-In-Charge (OIC) Director of the Office of Student Affairs on Thursday and Friday, February 12-13, 2026, in place of my participation in the COAP Mindanao 2026 at the Notre Dame of Marbel University.

You are expected to perform the duties and responsibilities of a director to ensure the smooth operation of the Office. Further, you are also requested to attend the Performance Review to be held at the Commercial Building.

For your information and guidance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 08
Series of 2026

TO: **SARRAH JANE C. GUERRERO**

SUBJECT: **OFFICER-IN-CHARGE, DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **FEBRUARY 20, 2026**

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You are hereby designated as the Officer-In-Charge (OIC) Director of the Office of Student Affairs on Monday, February 23, 2026, in place of my participation in the **Meet and Greet Activity** at the USM Banisilan campus.

You are expected to perform the duties and responsibilities of a director to ensure the smooth operation of the Office.

For your information and guidance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

Memorandum No. 09
Series of 2026

TO: **OSA, Scholarship and Financial Assistance**

SUBJECT: **EMERGENCY MEETING**

DATE: **February 23, 2026**

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You are invited to attend the Office of Student Affairs' **emergency meeting** on Tuesday, February 24, 2025, at 1:00 p.m. at the OSA building. The following concerns will be discussed:

1. Mechanism for the dissemination and release of the grants.
2. Liquidation requirements/documents
3. Period of liquidation

For your guidance and compliance.

Digitally signed by MARIA LEIDA M. DONQUE

MARIA LEIDA M. DONQUE, EdD
OSA Director






FRAGILE
For
VISITORS
R&D

Mentoring students on Virtual Learning Environment (VLE)



