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.2.1. To improve performance and delivery of services; and

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 232C
Series of 2024

TO: **DR. MARCOS F. MONDERIN** - *Chairperson*
DR. TESSIE E. LERIOS - *Member, HRMDO*
DR. SAMSUDIN S. PANDAY - *Member, USMASSAI*
MR. ROBERT C. MAGBIRAY - *Member, 1st level representative*
MR. ARIEL P. ARROGANTE - *Member, 2nd level representative*

SUBJECT: **Designation as HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR ACADEMIC SUPPORT STAFF (ASS)**

DATE: **Friday, March 22, 2024**

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Pursuant to2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and for the best interest of the University, you are hereby constituted to compose the **HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR RESOURCE GENERATION AND ENTREPRENEURIAL SERVICES (RGES)**, with **Dr. Samsudin S. Panday as Chairperson**, in addition to your appointive positions effective immediately.

You will be joined by the Dean/Director/Head of Unit as provisional member where the vacancy exist. As such, you shall exercise the duties and functions:

1. Assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position taking into account the DYCAS candidates category;

2. Maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate; and

3. Ensure that the deliberation for USM's academic, administrative, research development, extension and production support staff shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.

4. Periodically review the selection criteria and allocate point systems in the Dynamic Candidates

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - NON-TEACHING

I, _____ of the Office of the _____ commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June, 2020

Submitted by:	Date							Rating Scale
								5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor
Employee								

OUTPUT	Success Indicator (Target + Measures)	Actual Accomplishment	Rating Q1	Q2	T3	A4	Remarks
CORE FUNCTIONS 80%							
1. Job Description/Functions 80%							
1.1. Implementation of individualized functions based on job description			3.53	0.00	5.00	2.84	
1.1.a Processing and Releasing of Documents	Check 100% Transcript of Records	Checked 100% of Transcript of Records	5			5.00	
	Verify 100% submitted documents for authentication	Verified 100% submitted documents for authentication	5			5.00	
	Review and check 100% all documents before signing	Reviewed and checked 100% all documents before signing	5			5.00	
	Check 100% the billing of clients	Checked and billed 100% theunderbilled billing of clients	5			5.00	
1.1.b. Recording of Documents	Review 100% computation of GPA of honor graduate	Reviewed 100% computation of GPA of honor graduate	5			5.00	

USM-PLD-Fo1

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - NON-TEACHING

Support & Other Functions	20%						1.00		1.00	1.00	
Total Overall Rating	100%						3.82		5.00	4.41	
Final Average Rating										4.41	
Adjectival Rating										Very Satisfactory	

Reviewed by:	Date		Approved and Compiled by:	Date
	July 13, 2020			
Immediate Supervisor			Director/Head of Office	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

USM-PLD-Fo1

University of Southern Mindanao
FACULTY COMPETENCY ASSESSMENT

Candidate's Name: _____

	Competencies	Basic	Intermediate	Advanced	Superior	Remarks
CORE						
C1	Exemplifying Integrity and Professionalism					
C2	Delivering Service Excellence					
C3	Communication Skills					
LEADERSHIP						
L1	Thinking Strategically and Creatively					
L2	Leading Change					
L3	Building Collaborative, Inclusive Working Relationship					
L4	Managing Performance and Coaching for Results					
L5	Creating and Nurturing A High Performance Organization					
INSTRUCTION						
I1	Demonstrating professional practice through teaching					
I2	Developing engaging learning environments for individual and groups that support academic and personal growth					
I3	Using variety of teaching/learning strategies					
I4	Assessing learning using variety of valid and reliable tools and techniques					
I5	Collaborating or working independently in developing/adapting learning materials					
I6	Using technology to enhance productivity and help student learn					
I7	Designing and developing effective curriculum to ensure student success					
RESEARCH						
R1	Demonstrating a knowledge base of established and evolving information and research within their discipline					
R2	Competently carrying out independent research					
R3	Conveying research thoughts to a variety of audiences					
R4	Exhibiting professionalism in research					
R5	Leading and managing collaborative research teams					
R6	Demonstrating responsible conduct of research					
EXTENSION						
E1	Managing extension programs					
E2	Demonstrating professional ethics in extension					
E3	Communicating effectively for innovation					
E4	Facilitating community and industry development					
E5	Mobilizing communities for change					
E6	Developing local institutions for change					
E7	Promote adaptation of technologies and policies for sustainability and resilience					
PRODUCTION						
P1	Using knowledge in developing viable business opportunities					
P2	Championing individuals that provide meaning and energy to entrepreneurial processes					
P3	Acquiring and mobilizing resources for developing new ventures					
P4	Developing partnerships and sustaining network and linkages					

Evaluator: _____

Candidates Assessment

	Name	Current Rank	CCE (30%)	Equivalent CCE Score	Competencies (50%)									Length of Service at USM (5%)	Equivalent Score Length of Service	IPCR (20%)			Equivalent IPCR Score	Total	CCE Rank	Date of Last Promotion	Remarks
					Core							Total Technical	Total Competency Score										
	Qualified for Instructor III																						
1	Flores, Pia Anabelle	Inst 1	91.66	45.83%	2	2	2	2	2	2	2	1.93	1.96	48.94%	4	10.00%	4.04	4.06	4.21	84.38%	93.58%	Inst3	01-Nov-16	
2	GONGAHA, RYAN T	Inst 1	80.75	40.38%	2	2	2	2	1	1	1	1.87	1.96	48.89%	4	10.00%	4.21	4.06	4.26	85.19%	93.10%	Inst3	16-Mar-16	
3	VIVAS, SOFIA LOREN B	Inst 1	86.80	43.40%	2	2	2	1	1	1	1	1.80	1.93	48.33%	4	10.00%	4.21	4.29	4.25	85.00%	93.40%	Inst3	09-Jan-18	
4	Martin, Jean	Inst 1	81.87	40.94%	2	2	2	1	1	1	1	1.80	1.93	48.33%	2	5.00%	4.25	4.37	4.31	86.20%	90.09%	Inst3	25-Jul-19	
5	[redacted]	Inst 1	77.89	38.95%	2	2	2	1	1	1	1	1.87	1.86	46.89%	2	5.00%	4.24	4.08	4.14	82.76%	92.67%	Inst3	18-Feb-19	
6	[redacted]	Inst 1	87.44	43.72%	1	2	2	1	1	1	1	1.80	1.80	45.00%	4	10.00%	3.81	4.57	4.19	83.80%	93.84%	Inst3	05-Jul-16	
7	[redacted]	Inst 1	80.90	40.45%	2	1	2	1	1	1	1	1.80	1.80	45.00%	4	10.00%	4.25	4.4	4.33	86.59%	93.91%	Inst3	05-Jul-16	
8	[redacted]	Inst 1	80.67	40.34%	2	1	2	1	2	1	1	1.93	1.64	41.11%	4	10.00%	4.18	4.02	4.10	82.00%	91.45%	Inst3	25-Jul-18	
9	[redacted]	Inst 1	79.57	39.79%	2	1	1	1	1	1	1	1.57	1.62	40.56%	2	5.00%	4.09	4.29	4.19	83.80%	91.63%	Inst3	25-Jul-18	
10	[redacted]	Inst 1	82.53	41.27%	2	1	2	1	2	1	1	1.67	1.62	40.56%	2	5.00%	4.03	4.17	4.10	82.00%	91.61%	Inst3	25-Jul-18	
11	[redacted]	Inst 1	83.07	41.54%	2	1	1	1	1	1	1	1.00	1.33	33.33%	3	5.00%	4.00	4.32	4.16	83.20%	88.00%	Inst3	09-Feb-19	
12	[redacted]	Inst 1	78.13	39.07%	1	2	1	1	1	1	1	1.00	1.33	33.33%	3	15.00%	4.24	4.08	4.17	83.40%	88.33%	Inst3	11-Oct-17	
13	[redacted]	Inst 1	86.88	43.44%	1	1	1	1	1	1	1	1.00	1.00	25.00%	3	15.00%	4.03	4.46	4.25	84.98%	88.77%	Inst3	04-Jul-17	

Available items: 4
Ranking as of July 24, 2020
10 candidates may compete in Instructor 2 position

The above candidates were evaluated through the NBC 461 Cumulative Criteria Evaluation (CCE) instrument, the candidates competencies, length of service at USM and the performance in the last rating periods as stipulated in Section 38 par g

Endorsed by the Faculty Selection Board

WILLA JOHN B. SALAZAR
HRMDO Director
FSB Secretary

GEOFFREY B. ATOK
USMPA President
FSB Member

ARLINDA A. MURRAY
Director for Instruction
FSB Member

CONSTANTINO C. PONSARAN
University Professor
FSB Member

CONRADO A. TIBARAO
VPAA
FSB Chairperson

Endorsed by the Office of the President to the Board of Regents for confirmation

FRANCISCO GIL N. GARCIA
SUC President IV

University of Southern Mindanao
Institutional Merit Promotion

Candidates Assessment

Rank	Name		CCE (30%)	Equivalent CCE Score	Competencies (50%)									Length of Service at USM (5%)	Equivalent Score Length of Service	IPCR (20%)			Equivalent IPCR Score	Total	CCE Rank	Date of Last Promotion	Remarks
					Core							Total Technical	Total Competency Score										
	Qualified next-in-rank for Assistant Professor III																						
1	MAKONOM, JALALUDDIN B	ASST PROF II	111.89	55.95%	2	2	2	2	2	2	1	1.73	2.24	56.11%	5	20.00%	4.30	4.72	4.510	90.20%	86.47%	Asst3	01-Jul-19	
2	ABELLO, ALVIN C	ASST PROF II	109.55	54.78%	2	1	2	1	1	1	1	1.47	1.56	38.89%	9	30.00%	4.00	4.07	4.035	80.70%	97.09%	Asst3	05-Mar-18	
3	CORNELIO, MARGIAL B	ASST PROF II	106.18	53.09%	1	1	1	1	1	1	1	1.04	1.01	25.37%	15	60.00%	4.05	4.18	4.115	82.30%	98.08%	Asst3	03-Jul-18	
	Qualified for Assistant Professor III																						
1	[redacted]	ASST PROF I	111.66	55.83%	2	2	2	1	1	1	1	1.63	2.01	50.38%	5	20.00%	4.01	4.77	4.390	87.80%	81.98%	Asst3	01-Jul-19	
2	Mangayang, Cherie	Inst III	106.76	53.38%	3	2	2	1	1	1	1	1.63	2.21	55.32%	10	40.00%	4.27	4.03	4.150	83.00%	93.13%	Asst3	05-May-19	
3	[redacted]	INST III	108.54	54.27%	1	2	2	1	1	1	1	1.42	1.87	46.89%	9	30.00%	4.11	4.58	4.345	86.90%	90.32%	Asst3	01-Jul-19	
4	[redacted]	ASST PROF I	114.03	57.01%	2	2	2	1	1	1	2	1.64	1.84	46.06%	5	20.00%	4.16	4.34	4.250	85.00%	90.99%	Asst3	01-Jul-19	
5	[redacted]	Inst I	110.82	55.41%	2	1	2	2	1	1	1	1.65	1.55	38.75%	1	15.00%	4.12	4.68	4.390	87.80%	97.08%	Asst3	05-Jul-16	
6	[redacted]	Inst I	111.78	55.88%	1	2	2	1	1	1	1	1.64	1.55	38.79%	2	5.00%	4.47	4.35	4.215	84.30%	97.68%	Asst3	25-Jul-18	
7	[redacted]	ASST PROF I	108.34	54.17%	1	1	2	1	1	1	1	1.64	1.31	30.53%	5	20.00%	4.16	4.73	4.445	88.90%	93.79%	Asst3	01-Jul-19	

Available items: 4
Ranking as of July 9, 2020

The above candidate is evaluated through the NBC 461 Cumulative Criteria Evaluation (CCE) instrument, the candidates competencies, length of service at USM and the performance in the last rating periods as stipulated in Section 38 par g of the Faculty Merit Selection Plan. In addition, the above candidates satisfy the minimum requirements for the position.

Endorsed by the Faculty Selection Board

WILLA JOHN B. SALAZAR
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FSB Secretary

GEOFFREY B. ATOK
USMPA President
FSB Member

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SUC President IV

Brief Note on the Evaluation Procedure of Faculty Promotional Appointments

Section 38 paragraph g of the Strategic Merit Selection Plan approved by the BOR through Resolution 115 s 2019:

> "g. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMDO or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the President/Governing Board. The evaluation report shall include the result on the latest CCE, latest IPCR scores, competency scores, loyalty/length of service. The FSB shall determine the rules in determining the competency scores, loyalty/length of service.
>
> The assessment criteria in the promotion of faculty members are as follows:

Criteria	Weight Allocation	Assessment Strategies
CCE	35%	NBC Zonal Center CCE printout
Competencies	30%	To include any or a combination of the following: a) Competency-based written exam b) Behavioral Event Interviews c) Other assessment strategies that may be deemed appropriate by the FSB
Performance Review	30%	IPCR scores for the last two regular semesters
Loyalty/ Length of Service	5%	Service Record

> In addition, the candidates' suitability to the position shall be evaluated based on the competency profile of the particular position including core, leadership, and technical (instruction, research, extension, production) competencies. The HRMDO shall prepare, hereinafter, the competency standards of faculty members.
>
> The potential changes of the faculty profile of the academic departments as a result of the promotion shall also be submitted to assist the appointing authority in the selection."

How the Faculty Selection Board evaluate the documents:

CCE Scores (35%):

The CCE score is derived from the printout generated by NBC zonal center

To integrate in overall evaluation computation, it will be divided by ***200***

Competency Scores (30%):

Three categories of competencies: Core, Leadership, Technical. It is evaluated using competency assessment based on written reports or evidences presented. The scoring scheme is Basic =1; Intermediate = 2; Advanced = 3; Superior = 4. Competency matrix was developed for this purpose.

Total Competency Raw Score is the average of Core, Leadership, and Technical

Technical Competencies is the weighted scores for Instruction, Research, Extension, and Production competencies:

To integrate in the overall evaluation computation, it will be divided by ***4***

Performance Scores (30%)

Performance Scores is the average of the last two IPCR ratings.

To integrate in the overall evaluation computation, it will be divided by ***5***

Length of USM Service (5%)

The length of service in USM is equivalent to the number of years in the university.

To integrate in the overall computation, it will be divided by ***25.***