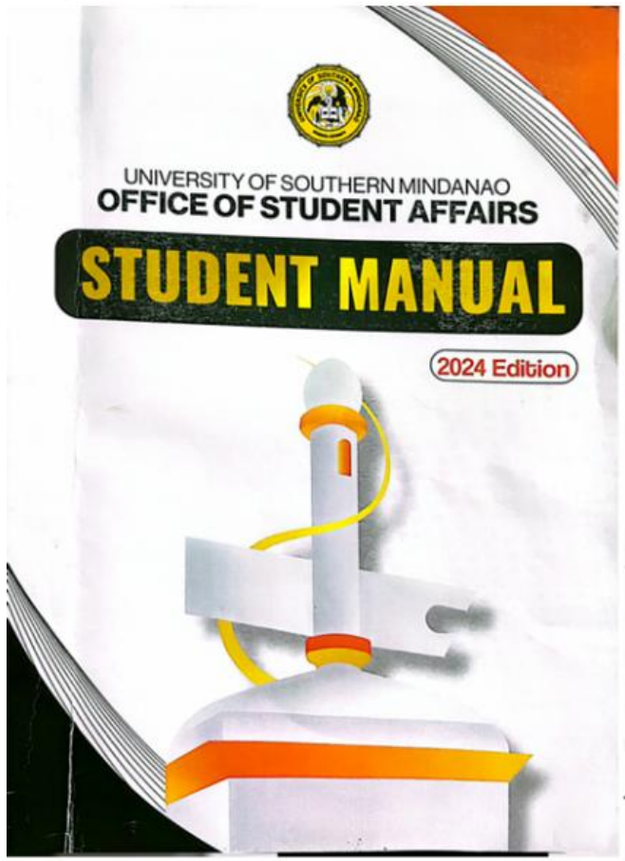
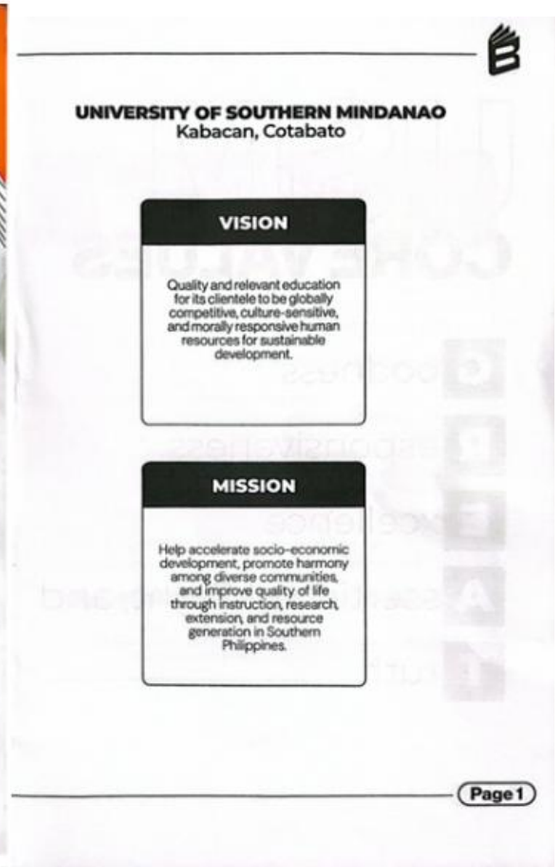
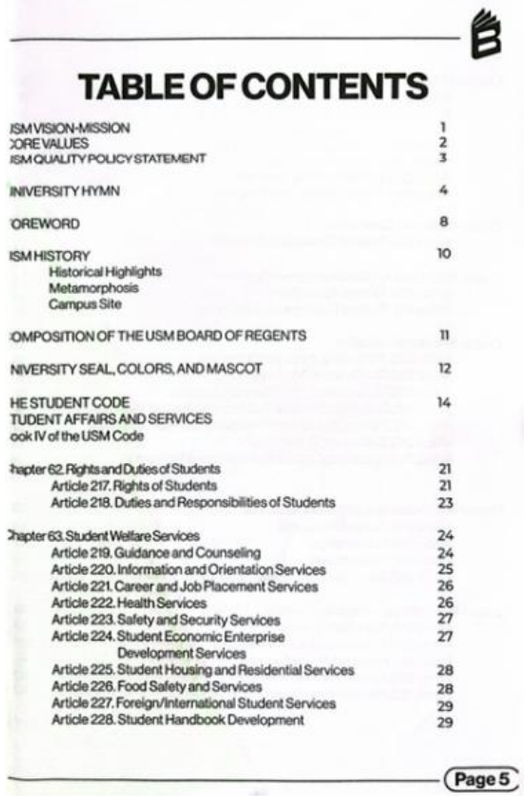
AREA IV

SUPPORT TO STUDENTS

I.1. The objectives of the SAS are disseminated to and understood by the students, faculty, staff and administrators.







Chapter 64. Student Development Services 3
Article 229. General Provisions 3
Article 230. Campus Organizations Regulation and Development Services 3
Article 231. University Student Government
Article 232. Student Organizations and Activities
Article 233. Leadership Enhancement
Article 234. Sports Development Program

Chapter 65. Student Convocation
Article 235. Student Convocation Definition

Chapter 66. Campus Activities Management System
Article 236. General Provisions
Article 237. Student Development Committee

Chapter 67. Student Publication
Article 238. Philosophy, Aims, and Objectives
Article 239. Statement of Principles
Article 240. Recognition of the Student Publication
Article 241. Staff, Selection, and Qualification Standards
Article 242. Powers, Duties, and Privileges of the Publication Staff
Article 243. Culture and Arts Program
Article 244. Social and Community Involvement Program

Chapter 68. Scholarship and Financial Assistance
Article 245. General Provisions
Article 246. Scholarships
Article 247. Student Loan
Article 248. University Student Assistantship

Chapter 69. Diversity and Integrative Services
Article 249. Multi-Faith Service
Article 250. Diversity and Affirmative Action
Article 251. Peace Advocacy Services
Article 252. Gender and Development
Article 253. Research and Student Profile

Chapter 70. Student Conduct and Discipline 43
Article 254. General Provisions 43
Article 255. Norms of Conduct and Discipline 43
Article 256. Basis of Discipline 44
Article 257. Grounds for Student Disciplinary Action and Penalties 44
Article 258. Sanctions and Operative Effects 53

Chapter 71. Rules in the Conduct of Investigation of Student Disciplinary Cases 54
Article 259. University and College Committee on Student Discipline 54
Article 260. Authority to Investigate 54
Article 261. Form and Content of Complaint 55
Article 262. Respondent's Answer 56
Article 263. Notice of Hearing 56
Article 264. Hearing 56
Article 265. Failure to Appear at Hearing 56
Article 266. Postponement 57
Article 267. Decision 57
Article 268. Hearing of the University Committee on Student Discipline 57
Article 269. Motion for Reconsideration 58
Article 270. Appeal to the Board of Regents 58
Article 271. Finality of the Decision 58
Article 272. Effectivity of Decision 59
Article 273. Records of Proceedings 59
Article 274. Offenses and Penalties for Non-Student and Non-Campus Residents 59

Chapter 72. Suppletory Application and Amendments 59
Article 275. Suppletory Application 59
Article 276. Manner of Amendment 60

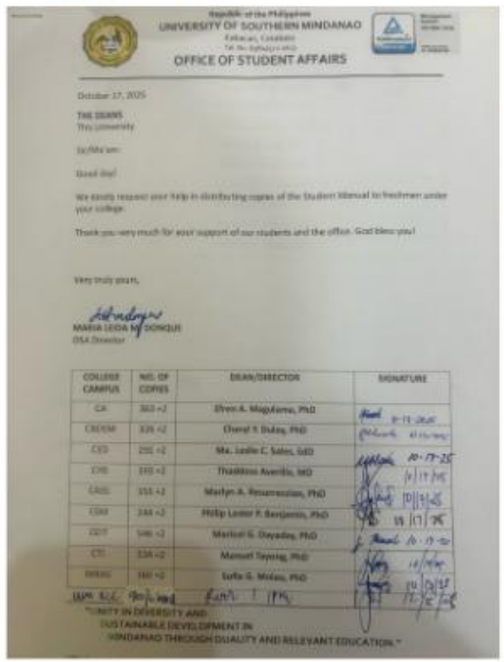
Chapter 73. Repealing, Separability, and Effectivity Clause 60
Article 277. Repealing Clause 60
Article 278. Separability Clause 60
Article 279. Effectivity Clause 60

APPENDICES 62
USM Student Uniform 62

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Student Manual

One of the key accomplishments during the period was the facilitation of the distribution of the Student Manual (2024 Edition). The office ensured the timely and efficient dissemination of the manual to 4,434 students, thereby supporting students' awareness and understanding of university policies, rules, and procedures. This initiative contributed to promoting informed student conduct and strengthening institutional transparency.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
OFFICE OF STUDENT AFFAIRS

October 17, 2025

THE DEANS
This University

Sir/Ma'am:

Good day!

We kindly request your help in distributing copies of the Student Manual to freshmen under your college.

Thank you very much for your support of our students and the office. God bless you!

Very truly yours,

MARIA LEIDA M. DONQUI
OSA Director

COLLEGE/ CAMPUS	NO. OF COPIES	DEAN/DIRECTOR	SIGNATURE
CA	303 +2	Elvie A. Magdarog, PhD	
CBEHM	326 +2	Cheryl T. Duday, PhD	
CED	255 +2	Ma. Leslie C. Sales, EdD	
CHS	193 +2	Thaddeus Averilla, MD	
CASS	353 +2	Marilyn A. Resurreccion, PhD	
CBM	244 +2	Philip Lester P. Benjamin, PhD	
CEIT	546 +2	Marisol G. Dayanday, PhD	
CIT	334 +2	Manuel Tayong, PhD	
IMSU	160 +2	Sofia G. Molato, PhD	

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

Figure 26. Distribution report to colleges of Student Manual

I.2. The SAS plans, implements, monitors and coordinates programs and services for student welfare and development.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

NARRATIVE ACCOMPLISHMENT REPORT
January – December 2025



The Office of Student Affairs, with its five 5 departments, remains committed to providing

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

I.3. Prompt, courteous and efficient services in the handling of business transactions with students are evident.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLIENT SATISFACTION SURVEY RESULT
JULY 2025

College/Unit/Office	:	Office of the Student Affairs
Code	:	29
No. of Responses	:	47
Over-all Rating	:	97.61%
Rating Description	:	Outstanding

Analysis:

The results of the Client Satisfaction Survey of the Office of the Student Affairs for the month of **July 2025** revealed that 47 clients find the services of the office **Outstanding** with the overall rating of **97.61%**. Specifically, the clients find the responsiveness of the office to be **Outstanding (97.87%)**, reliability of the office to be **Outstanding (100.00%)**, access and facilities **Outstanding (97.87%)**, and communication **Satisfactory (89.36%)**. Furthermore, responses also show that the office' integrity is **Outstanding (100.00%)** and assurance **Outstanding (97.87%)** while the outcomes of the services they sought was **Outstanding (97.87%)**.

Finally, result shows that the clients' satisfaction of the services of the office is **Outstanding (100.00%)**. Hence, the Office of the Student Affairs rendered commendable/not commendable services to the clients for the month of **July 2025**.

Prepared by:

Digitally signed by Dollente Lawrence Anthony Ugay

LAWRENCE ANTHONY U. DOLLENTE, PhD
Director, UQAO

Conforme:

MA. LEIDA M. DONQUE, EdD
Director, OSA
Office of the Student Affairs
Date

USM-SYS-F100-Rev.1.2024.03.06

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLIENT SATISFACTION SURVEY RESULT
JULY 2025

Office of the Student Affairs (OSA)

Details:

NUMBER OF RESPONDENTS					
Student	24	Staff	1	Visitor	
Faculty		Parent/Guardian			
Alumni	21	Supplier/Service Provider			

NATURE OF TRANSACTIONS					
Application/Request of Documents	20	Submission of Documents	1	Follow-up on a Request/Complaint	
Bills/Fees Payment		Delivery of Supplies		Research Concerns	
Inquiry on Services	1	Filing a Complaint		Others*	14

* 29

STATEMENT	MEAN	DESCRIPTION
SQDo. I am satisfied with the service that I availed.	100.00%	*Outstanding*
SQD1. Responsiveness. I spent a reasonable amount of time for my transaction.	97.87%	*Outstanding*
SQD2. Reliability. The office followed the transaction's requirements and steps based on the information provided.	100.00%	*Outstanding*
SQD3. Access and Facilities. The steps (including payment) I needed to do for my transaction were easy and simple.	97.87%	*Outstanding*
SQD4. Communication. I easily found information about my transaction from the office or its website.	89.36%	*Satisfactory*
SQD5. Cost. I paid a reasonable amount of fees for my transaction. *(If service was free, mark the 'N/A' column)*	N/A	N/A
SQD6. Integrity. I feel the office was fair to everyone, or "*walang palakasan*", during my transaction.	100.00%	*Outstanding*
SQD7. Assurance. I was treated courteously by the staff, and (if asked for help) the staff was helpful.	97.87%	*Outstanding*
SQD8. Outcome. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me.	97.87%	*Outstanding*
Over-all Rating and Description	97.61%	Outstanding

Legend: Below 60.00% – *Poor*, **60.01%-79.9%** – *Fair*, **80.01%-89.9%** – *Satisfactory*, **90.01%-94.9%** – *Very Satisfactory*, **95.01%-100%** – *Outstanding*

USM-SYS-F100-Rev.1.2024.03.06

I.4. The SAS staff receives salaries on time.



GENERAL FORM No. 7 (A)
(Revised August 1943)

TIME BOOK AND PAYROLL

names being in full compensation for our services for the period
except as noted otherwise in the remarks column

FOR THE PERIOD: March 16 - 31, 2026

#	NAME	POSITION	OFFICE ASSIGNED	Rate/Day or Month	UNDERTIME (minutes) No. of Days	UNDERTIME AMOUNT Earned for the Period	GROSS AMOUNT	PHILHEALTH 3.5% PREMIUM	Town Hall	RDF	BDC	MPL	Wavelist	Elect.Bill	Total Deductions	NET PAY	Signature
05 - OSA - Fiduciary																	
1	ANGELES, RHEA	CLERK	OSA OFFICE														
2	BILBAO, QUEZON CARLO H.	MESSENGER	OSA OFFICE														
3	GARCIA, NOLY	CLERK	OSA OFFICE														
4	KEMAK, RAMAISA K.	CLERK	OSA OFFICE														
5	PANDAYAN, RUBEN R.	CLERK	OSA OFFICE														

(1) I CERTIFY on my official oath that the services have been duly rendered as stated.

RECOMMENDING APPROVAL:

APPROVED payable from appropriation for Salaries

JONA

CERTIFIED (1) Adequate Old-a
(2) Properly Approved (3)
Appearing legal and proper

(2) I CERTIFY on my official oath that I have paid to each employee whose compensation is made to appear on the amount set opposite his name, he having presented his Residence Certificate

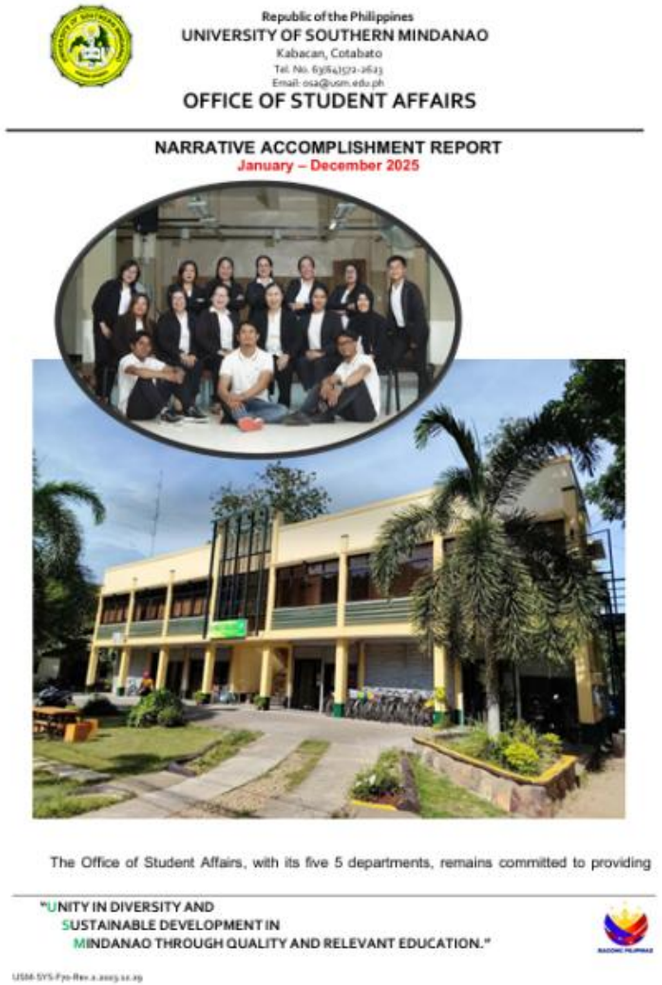
(4) I CERTIFY on my official oath that I have witnessed payment to each person, whose name appears hereon, of the amount set opposite his name and my initials

I.5. The SAS is represented in the policy and decision-making .body of the Institution.





I.6. The projects and activities of the SAS Unit are recognized and implemented.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 6364372-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

NARRATIVE ACCOMPLISHMENT REPORT
January – December 2025

The Office of Student Affairs, with its five 5 departments, remains committed to providing

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

USM-SYS-Fyo-Rev.x.xxxx.xx.xx

I.7. There is a continuous and systematic evaluation of the effectiveness of the programs and services for student welfare and development.

STUDENT PROFILE

Sex: _____
Academic Program: _____
College: _____

Instruction: Using the rating scale from 1 to 4, please select the option that best represents your perception of the quality of student services provided by the Office of Student Affairs and other support service units. Refer to the rating scale below as you respond to each item in this instrument.

Rating	Description	Interpretation
5	Strongly Agree	The measure described in the item is always or consistently manifested.
4	Agree	The measure is manifested in most cases or situations.
2	Disagree	The measure is manifested only occasionally or in a few instances.
1	Strongly Disagree	The measure is not manifested at all or is completely absent.

Quality of student services provided by the Department of Counseling and Career Services

Items	4	3	2	1
I can easily schedule an appointment with a guidance counselor when I experience academic stress or personal issues.				
The office regularly holds mental health webinars (e.g., stress management, self-care) that are relevant to students' experiences.				
Career guidance activities like the annual Career and Job Placement Fair help prepare me for post-graduation opportunities.				
I received sufficient assistance through career preparation resources and orientation seminars on job or internship applications offered during the university's career development activities.				
The office offers individual counseling that respects confidentiality and provides clear guidance.				
I have access to career profiling tools (e.g., personality tests or career matching assessments) that help in identifying suitable career paths.				
I was properly oriented about the Referral System for students with serious psychological or emotional concerns.				
There are visible efforts to destigmatize seeking help for mental health in our college and the university.				
I find the peer counseling program initiated by the office to be highly effective in providing emotional support to students.				
The counseling staffs in our college and the university are approachable and make me feel safe discussing sensitive topics.				

Quality of student services provided by the Department of Diversity and Integrative Services

Items	4	3	2	1
Cultural events, such as Bai Hadja Fatima Matabay Plang Day and student-led ethnic celebrations, help me appreciate and respect the cultural diversity on campus.				
I feel that the office gives equal support to recognized student organizations representing different identities such as the Indigenous people and LGBTQIA through logistics, participation in events, and representation in dialogues.				
The university organizes and supports interreligious activities that foster mutual respect among students of various faiths.				
Spaces such as prayer rooms, meditation corners, or campus chaplaincies are accessible and help meet the spiritual or religious needs of students.				
I am aware that the university implements the Safe Spaces Act (RA 11313) through initiatives like the Gender Sensitivity Training (GST), Anti-Sexual Harassment Orientation, and student.				
There are visible and confidential channels for reporting sexual harassment or gender-based violence, such as the GAD (Gender and Development) Office, Women's Help Desk, or online reporting forms.				
Student mothers receive support through facilities like breastfeeding rooms and on-campus childcare services.				
Affirmative action measures during enrollment ensure equal access to education by reserving specific slots for students with special needs and other underrepresented groups.				
Food coupons are equitably distributed to economically disadvantaged students to help meet their daily needs and support their education				