AREA IV

SUPPORT TO STUDENTS

S.7. There is a SAS Unit that manages student affairs development and welfare programs.

TITLE NINE STUDENT AFFAIRS AND SERVICES

Article 216. The Office of Student Affairs

Section 1. The Office of Student Affairs shall be headed by a Director to be designated by the University President for a term of three (3) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall possess the following qualifications:

a. at least a holder of an appropriate Master's degree;
b. at least with an Academic rank of Associate Professor I;
c. with at least three (3) years of teaching experience; and
d. with a background in student services such as organization and publication advising, scholarship, or guidance coordination.

Section 2. There shall be departments or units under the Office of Student Affairs as deemed necessary, such as, but not limited to:

a. Counseling and Career Department ;
b. Student Development Services Department;
c. Scholarship and Financial Assistance Department;
d. Diversity and Integrative Services Department; and
e. Student Policy and Research Department

Section 3. The Director of Student Affairs and the heads of its various departments, units, and sections shall perform the functions as stipulated in their Special Order.

Section 4. The Counseling and Career Department is the unit in charge of providing guidance and counseling, information and

BOOK IV THE STUDENT CODE

rientation services, and career nd job placement services. It shall e headed by a Department Head who shall, at least be a holder of an ppropriate master's degree, with license as a Registered Guidance ounselor and/or Psychologist, nd at least with an academic ank of Assistant Professor I.

Section 5. The Counseling and Career Department shall have three sections, namely:

a. Guidance and Counseling;
b. Information and Orientation; and
c. Career and Job Advisory.

Section 6. The Guidance and Counseling Section, headed by the University Guidance Counselor shall perform the following:

a. find ways to enhance students' psychological well-being through academic achievement, personal growth, and social development;
b. provide an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potential to the fullest;
c. provide individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes;
d. monitor systematically the effectiveness of guidance activities;
e. coordinate with a multi-disciplinary team of specialists to ensure that students with special needs are met;
f. conduct information and inventory, counseling, appraisal and testing, placement and follow-up, and referral; and
g. lead in the implementation of pertinent provisions on mental health.

Section 7. The Information and Orientation Section, headed by a Section Head, shall perform the following:

a. provide administrative and technical support to the Student Welfare Committee;
b. provide informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education;
c. develop information materials on the institutional profile, and personal/social materials including those relevant to the Anti-VAWC Act, Drug

Abuse and Prevention, HIV-AIDS, self-care, and healthy lifestyles;
d. self-care, sexual harassment, mental health, and healthy lifestyle.

Section 8. The Career and Job Advisory Section headed by a Section Head, shall have the following functions:

a. enrich career competencies, placement fit, and building industry partnerships for students' career success;
b. assist vocational and occupational fitness and employment;
c. conduct psychological and non-psychometric tests as needed;
d. conduct job fairs and career seminars;
e. conduct resumé clinics and career e-portfolio;
f. conduct Life Skills Training and Development such as, but not limited to, conflict and stress management seminars;
g. regularly coordinate with the Department of Labor and Employment (DOLE) for the job markets and trends;
h. regularly coordinate with industry partners on on-campus recruitment; and
i. iregularly coordinate with appropriate offices and projects in collating up-to-date information of graduate performance.

Section 9. The Student Development Services is the unit in-charge in providing services on student activities, student organizations, leadership training, student government, and student publication services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

Section 10. The Student Development Department shall have four sections, namely:

a. Campus Organization, Regulation, and Development;
b. Student Publication;
c. Campus Activity Monitoring and Permits; and
d. Leadership Enhancement.

Section 11. The Campus Organization Regulation and Development Section shall have the following functions:

a. recognize, accredit, supervise, and monitor student organizations;
b. evaluate the performance of student organizations;
c. establish mechanism, process, and procedure for accreditation;
d. review the constitution and by-laws of student organizations; and
e. assist the University Student Government in its compliance with regulatory agencies' requirements.

Section 12. The Student Publication Section shall have the following functions:

a. provide support to the establishment and implementation of the student publication, under RA 7079 otherwise known as the Campus Journalism Act of 1991;
b. monitor the activities of the student media outfit; and
c. accredit and evaluate student publication performance for print and non-print media.

Section 13. The Campus Activity Monitoring and Permits Section shall have the following functions:

a. supervise, recognize, and monitor student activities;
b. issue permits for activities organized by the students in-campus;
c. screen the request for non-curricular off-campus activities in compliance with CMO 63 s. 2017 and other applicable rules and to endorse the same to the Office of the President through the VPAA; and
d. establish mechanisms, processes, and procedures in activity monitoring and issuances of permits.

Section 14. The Leadership Enhancement Section shall have the following functions:

a. design and facilitate leadership training sessions / modules for students;
b. provide opportunities to develop and enhance leadership effectiveness at the individual and organizational levels;
c. provide administrative and technical support to the Student Development Committee;
d. lead in the evaluation of the performance of students and student organizations and recommend for the Gawad Parangal Awards; and

e. assist in the screening of applicants for mobility and off-campus leadership training.

Section 15. The Scholarship and Financial Assistance Department is the unit in-charge in the management, generation, and allocation of funds for scholarships and financial aid to deserving students. It shall be headed by a Department Head who shall, at least, be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

Section 16. The Scholarship and Financial Assistance Department shall have four sections, to wit:

a. Scholarship Administration;
b. Financial Aid and Student Loan;
c. student Work Assistance; and
d. Scholarship Scanning and Monitoring.

Section 17. The Scholarship Administration Section shall perform the following duties and functions:

a. manage scholarship programs for graduate, undergraduate, and secondary students;
b. collate student records and submit applications to scholarship agencies;
c. coordinate with CHED and other scholarship agencies for the timely application and compliance to sponsor's requirements; and
d. supervise the distribution of benefits to scholars in coordination with other offices.

Section 18. The Financial Aid and Student Loan Section shall perform the following duties and functions:

a. recommend policies for student loan;
b. identify deserving students for financial aid and student loan; and
c. generation and allocation of funds for financial subsidy and student loans.

Section 19. The Student Work Assistance Section shall perform the following:

a. supervise the implementation of the University Student Assistantships (USA); and
b. supervise the implementation of the Student Work Referral System.

Section 20. The Scholarship Scanning and Monitoring Section shall perform the following:

a. source out and scan scholarship agencies;
b. advertise scholarship opportunities;
c. coordinate and match scholars with scholarship agencies;
d. monitor scholar's performance; and
e. coordinate with Student Development Services Department in the conduct of activities to enhance scholar's leadership skills.

Section 21. The Diversity and Integrative Services Department is tasked to provide an enabling environment for the provision of equal opportunities to students with special needs, such as, but not limited to, the PWDs, IPs, and solo parents. In addition, it promotes harmony through multi-faith services and peace advocacy activities. Likewise, it shall mainstream the ideals of the University founder. It shall be headed by a Department Head who shall, at least, be a holder of appropriate master's degree and with an academic rank of at least Assistant Professor I.

Section 22. The Diversity and Integrative Services Department shall have three sections, to wit:

Multi-Faith and Peace Advocacy Services;
Diversity and Affirmative Action; and
Bai Matabay Plang Legacy.

Section 23. The Multi-Faith and Peace Advocacy Services shall have the following functions:

a. provide environment conducive to the exercise of religious freedom;
b. conduct inter-faith dialogues;
c. conduct activities integrating peace advocacies in student organizations;
d. supervise campus ministry programs; and
e. supervise religious organizations in coordination with the SDS department.

Section 24. The Diversity and Affirmative Action Section shall have the following functions:

a. maintain database of students belonging to IP, PWD, solo parent, senior citizen groups,

in coordination with ARO;
b. provide appropriate services for students with special needs;
c. organize program and activities for students with special needs to be integrated to the mainstream studentry; and
d. organize activities that will minimize racism, discrimination and prejudices to students with special needs.

Section 25. Hadja Bai Fatima Matabay Namli-Plang Legacy Section shall have the following functions:

a. organize activities that showcase the life and works of Hadja Bai Fatima Matabay Namli- Plang; and
b. organize the studentry together with partner institutions founded by HBFMNP in the celebration of the Hadja Bai Fatima Matabay Namli-Plang Day.

Section 26. The Student Policy and Research Department is tasked to develop student handbook, student discipline, research, monitoring and evaluation, and handle student grievance and complaints. It shall be headed by a Department Head who shall, at least be a holder of appropriate master's degree, and with an academic rank of at least an Assistant Professor I.

Section 27. The Student Policy and Research Department shall have four sections to wit:

a. Student Handbook;
b. Research, Monitoring, and Evaluation;
c. Student Discipline; and
d. Student Assistance and Grievance

Section 28. The Student Handbook Section is tasked to: update the student handbook; and print and distribute student handbook.

Section 29. Research, Monitoring and Evaluation is tasked to:

a. conduct research related to student affairs;
b. monitor and evaluate the implementation of student services;
c. prepare and submit reports to oversight agencies; and
d. coordinate with other offices administering student services not under the direct supervision of the OSA.

Section 30. Student Discipline Section is tasked to:

a. define appropriate student conduct and decorum;
b. prescribe sanctions to erring students; and
c. provide administrative and technical support to Student Discipline Committee.

Section 31. Student Assistance and Grievance is tasked to:

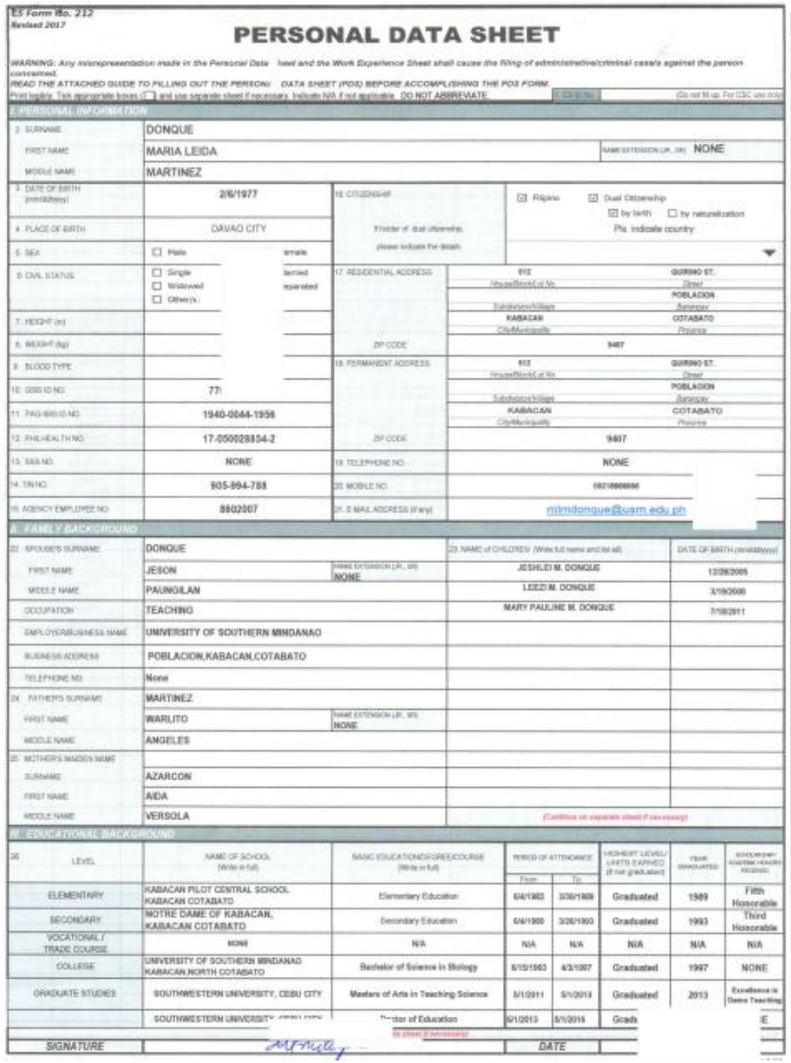
a. provide timely mechanism to address student grievances; and
b. conduct regular consultation with students.

Section 32. The Office of Student Affairs, to properly coordinate with other student support services not organic to its mandate, shall serve as secretariat to the University student-related committees.

S.8. The SAS Unit has an organizational structure indicating its relationship with other Units.



S.9. The SAS Unit is headed by a qualified official.



CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

2. SURNAME	DONQUE
FIRST NAME	MARIA LEIDA
NAME EXTENSION (JR., III)	NONE
MIDDLE NAME	MARTINEZ
3. DATE OF BIRTH (mm/dd/yyyy)	2/6/1977
4. PLACE OF BIRTH	DAVAO CITY
5. SEX	☐ Male ☐ Female
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	
8. WEIGHT (kg)	
9. BLOOD TYPE	
10. GSIS ID NO.	771
11. PAG-IBIG ID NO.	1940-0044-1958
12. PHILHEALTH NO.	17-050028854-2
13. SSS NO.	NONE
14. TIN NO.	905-994-788
15. AGENCY EMPLOYEE NO.	8802007
16. CITIZENSHIP	☑ Filipino ☑ Dual Citizenship ☑ by birth ☐ by naturalization; Pls. indicate country
17. RESIDENTIAL ADDRESS	012 House/Block/Lot No. GURRIO ST. Street POBLACION Barangay KABACAN City/Municipality COTABATO Province ZIP CODE 9407
18. PERMANENT ADDRESS	012 House/Block/Lot No. GURRIO ST. Street POBLACION Barangay KABACAN City/Municipality COTABATO Province ZIP CODE 9407
19. TELEPHONE NO.	NONE
20. MOBILE NO.	09218806690
21. E-MAIL ADDRESS (if any)	mlmdonque@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DONQUE	23. NAME of CHILDREN (Write full name and list all.)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JESON	JESHLEI M. DONQUE	12/28/2005
NAME EXTENSION (JR., III)	NONE		
MIDDLE NAME	PAUNGILAN	LEEZI M. DONQUE	3/19/2008
OCCUPATION	TEACHING	MARY PAULINE M. DONQUE	7/18/2011
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO		
BUSINESS ADDRESS	POBLACION,KABACAN,COTABATO		
TELEPHONE NO.	None		
24. FATHER'S SURNAME	MARTINEZ		
FIRST NAME	WARLITO		
NAME EXTENSION (JR., III)	NONE		
MIDDLE NAME	ANGELES		
25. MOTHER'S MAIDEN NAME			
SURNAME	AZARCON		
FIRST NAME	AIDA		
MIDDLE NAME	VERSOLA		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	KABACAN PILOT CENTRAL SCHOOL KABACAN COTABATO	Elementary Education	6/4/1983	3/30/1989	Graduated	1989	Fifth Honorable
SECONDARY	NOTRE DAME OF KABACAN, KABACAN COTABATO	Secondary Education	6/4/1989	3/26/1993	Graduated	1993	Third Honorable
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO KABACAN,NORTH COTABATO	Bachelor of Science in Biology	6/15/1993	4/3/1997	Graduated	1997	NONE
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY, CEBU CITY	Masters of Arts in Teaching Science	6/1/2011	5/1/2013	Graduated	2013	Excellence in Demo Teaching
	SOUTHWESTERN UNIVERSITY, CEBU CITY	Doctor of Education	6/1/2013	5/1/2016	Graduated		

(Continue on separate sheet if necessary)

SIGNATURE DATE

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable) NUMBER	Date of Validity
PROFESSIONAL BOARD EXAMINATION FOR TEACHERS	79.00%	08/08/1999	DAVAO CITY	01 4	10/28/1999
CAREER SERVICE PROFESSIONAL EXAMINATION	82.15%	08/16/1998	KIDAPAWAN CITY	2	08/27/1998

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

Include private employment. Start from your recent work. Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy) From	To	POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") / INCUMBENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
10/19/2024	Present	Associate Professor III	University of Southern Mindanao Kabacan, Poblacion	Php 67,000.00	21-1	Regular Permanent	Yes
09/28/2021	10/18/1014	Associate Professor I	University of Southern Mindanao Kabacan, Poblacion	P 50,566.00	19-4	Regular Permanent	Yes
2/10/2010	09/27/2021	Master Teacher II	Department of Education/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P 50,566.00	19-4	Regular Permanent	Yes
2/5/2008	2/9/2010	Master Teacher I	Department of Education/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P 22,214.00	18-1	Regular Permanent	Yes
07/01/2007	02/04/2008	Teacher II	Department of Education/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P11,878.00	11-2	Regular Permanent	Yes
01/02/2007	06/30/2007	Teacher II	Dept of Educ, Culture & Sports/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P10,798.00	11-2	Regular Permanent	Yes
06/20/2005	01/01/2007	Teacher I	Dept of Educ, Culture & Sports/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P10,188.00	10-2	Regular Permanent	Yes
12/08/2003	06/19/2005	Teacher I	Dept of Educ, Culture & Sports/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P9,939.00	10-1	Regular Permanent	Yes
06/20/2001	12/07/2003	Teacher I	Dept of Educ, Culture & Sports/Region XII/Cotabato Division-Area/Kabacan South -Poblacion	P9,939.00	10-1	Regular Permanent	Yes

(Continue on separate sheet if necessary)

SIGNATURE DATE

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BACHELOR OF SCIENCE IN

MANAGEMENT ACCOUNTING

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate box ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ALUCILJA
FIRST NAME	KATHLEEN MAE (NAME EXTENSION (JR., SR)) N/A
MIDDLE NAME	BIBAY
3. DATE OF BIRTH (mm/dd/yyyy)	[illegible]
4. PLACE OF BIRTH	DAVAO CITY
5. SEX	
6. CIVIL STATUS	
7. HEIGHT (m)	1.63
8. WEIGHT (kg)	68
9. BLOOD TYPE	O
10. GSIS ID NO.	[illegible]
11. PAG-IBIG ID NO.	
12. PHILHEALTH NO.	
13. SSS NO.	
14. TIN NO.	
15. AGENCY EMPLOYEE NO.	[illegible]
16. CITIZENSHIP: If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS: House/Block/Lot No.	N/A
Street	N/A
Subdivision/Village	PUROK 1
Barangay	OSIAS
City/Municipality	KABACAN
Province	COTABATO
ZIP CODE	9407
18. PERMANENT ADDRESS: House/Block/Lot No.	N/A
Street	N/A
Subdivision/Village	PUROK 1
Barangay	OSIAS
City/Municipality	KABACAN
Province	COTABATO
ZIP CODE	9407
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09265246718
21. E-MAIL ADDRESS (if any)	kmbalucilja@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALUCILJA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RENEL	NAME EXTENSION (JR., SR) N/A	LEENER KAYE B. ALUCILJA	04/07/2000
MIDDLE NAME	MANALO		LEENER KATE B. ALUCILJA	03/21/2003
OCCUPATION	TEACHING			
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO			
BUSINESS ADDRESS	KABACAN, COTABATO			
TELEPHONE NO.	(064) 572 1307			
24. FATHER'S SURNAME	BIBAY			
FIRST NAME	LEODEGARIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MANGONON			
25. MOTHER'S MAIDEN NAME	ANTONIO			
SURNAME	BIBAY			
FIRST NAME	MODESTA			
MIDDLE NAME	TOMAS		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	KABACAN PILOT CENTRAL SCHOOL	ELEMENTARY EDUCATION	1984	1991	N/A	1991	NONE
SECONDARY	UNIVERSITY LABORATORY SCHOOL UNIVERSITY OF SOUTHERN MINDANAO	HIGH SCHOOL	1991	1995	N/A	1995	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	1995	2000	N/A	2000	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO DE LA SALLE UNIVERSITY - MANILA	MASTERS IN INFORMATION MANAGEMENT PhD IN CIVIL ENGINEERING	2002 2017	2009 PRESENT	N/A Academic Completed	2009 CANDIDATE	NONE CHED K12

(Continue on separate sheet if necessary)

SIGNATURE [signature] DATE [illegible]

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V. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
Department of Civil Engineering, College of Engineering and Information Technology, USM and Kabacan Earthquake Assessment Team - Kabacan Cotabato	43771	43799		Rapid Post Earthquake Assessment at Municipalities in North Cotabato affected by earthquake
Philippine Institute of Civil Engineers - USM Student Chapter	39434	39436	24	Tree Planting and Giving Relief Goods

(Continue on separate sheet if necessary)

VI. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent) Attending programs and trainings not relevant to the current position being applied to may be listed if they are deemed necessary to the development of the position.

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Re-Echo Session of the 2024 Annual Sports Psychology Summit	11/5/2024	11/5/2024	5		Commission on Higher Education (CHED) Region 12
PICE 58th National Convention and Technical Conference	10/29/2024	10/30/2024	16		Philippine Institute of Civil Engineers, Inc.
Data Analytics for the future (DAF X) A 5 Day Crash Course	9/16/2024	9/20/2024	48		University of the Philippines Los Banos (UPLB)
Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUC's			90		Commission on Higher Education (CHED), University of the Philippines (UP-SURP)
Regional Assessment of Climate Risks and Vulnerabilities	2/1/2024	2/2/2024	16		The National Academy of Science and Technology, Philippines and The Outstanding Women in Nation's Service (TOWNS) Foundation, Inc.
49th PICE National Convention and Technical Conference	11/24/2023	11/25/2023	16	Technical	Philipine Institute of Civil Engineers
Satellite Data Processing Training Session (SDPTS)	5/9/2023	5/11/2023	24	Technical	Space Infrastructure Know How & Applications Acceleration through Promotion & Training (SIKAP n), Philippine Space Agency
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module1 - Planning Rationale and Context; and Module 2 - Profiling and Analysis of Planning Area	11/10/2022	11/30/2022		Technical	Commision on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 3 - Conceptualization	12/2/2022	12/13/2022		Technical	Commision on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 4 - Development Planning/Land Use Development and Infrastructure Plan	12/15/2022	1/17/2023		Technical	Commision on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)
Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 5 - Plan Implementation tools (Investment Planning)	1/18/2023	1/31/2023		Technical	Commision on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP SURP)
Webinar on Fundamental Topics relative to the Development of a Land Use ddevelopment and Infrstructure Plan: Infrastructure Planning	5/6/2021	5/6/2021	2.5	Technical	Commision on Higher Education (CHED)
Webinar on Fundamental Topics relative to the Development of a Land Use ddevelopment and Infrstructure Plan: Campus Land Use Planning	4/30/2021	4/30/2021	2.5	Technical	Commision on Higher Education (CHED)
Webinar on Fundamental Topics relative to the Development of a Land Use development and Infrstructure Plan: Understanding Land Conflicts and Resolutions	4/22/2021	4/22/2021	2.5	Technical	Commision on Higher Education (CHED)
Webinar on Fundamental Topics relative to the Development of a Land Use ddevelopment and Infrstructure Plan: Land Inventory and Titling	4/15/2021	4/15/2021	2.5	Technical	Commision on Higher Education (CHED)

(Continue on separate sheet if necessary)

VII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving	N/A	Philippine Institute of Civil Engineers- North Cotabato Chapter
Playing Chess		Institution of Safety Management Specialist (ISMS)
Computer Literate		Transportation Science Society of the Philippines (TSSP)

(Continue on separate sheet if necessary)

SIGNATURE [signature] DATE [illegible]

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S.10.The SAS Unit is staffed with qualified personnel.



Maria Angelika T. Balungay, MSPsy, RPm
Assistant Professor
Univeristy of Southern Mindanao – Main Campus
Kabacan, Cotabato 9407

+639162694304 mabalungay@usm.edu.ph

EDUCATION

De La Salle University | 2017 - 2022
Master of Science in Psychology

Major in Clinical Psychology

Training(s):

- St. Luke's Medical Center | Practicum in Counseling & Therapy
- Bahay Pagbabago ni Apung Pilar | Practicum in Testing & Assessment

Ateneo de Davao University | 2011 - 2015
Bachelor of Arts in Psychology

University of Southern Mindanao - University Laboratory School | 2007-2011
Enhanced Science Curriculum