AREA IV

SUPPORT TO STUDENTS

S.1. There is a system of student recruitment, selection, admission, and retention.



BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

University of Southern Mindanao · Follow
November 26, 2025 ·

University of Southern Mindanao College Entrance Examination (USMCEE) Registration is now oper (A.Y. 2026 – 2027)... See more



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USM College Entrance Examination (USMCEE) Registration is now open (A.Y. 2026 – 2027)

University of Southern Mindanao · Follow
November 7, 2024 ·

USM ENTRANCE EXAMINATION ANNOUNCEMENT for S.Y. 2025 - 2026

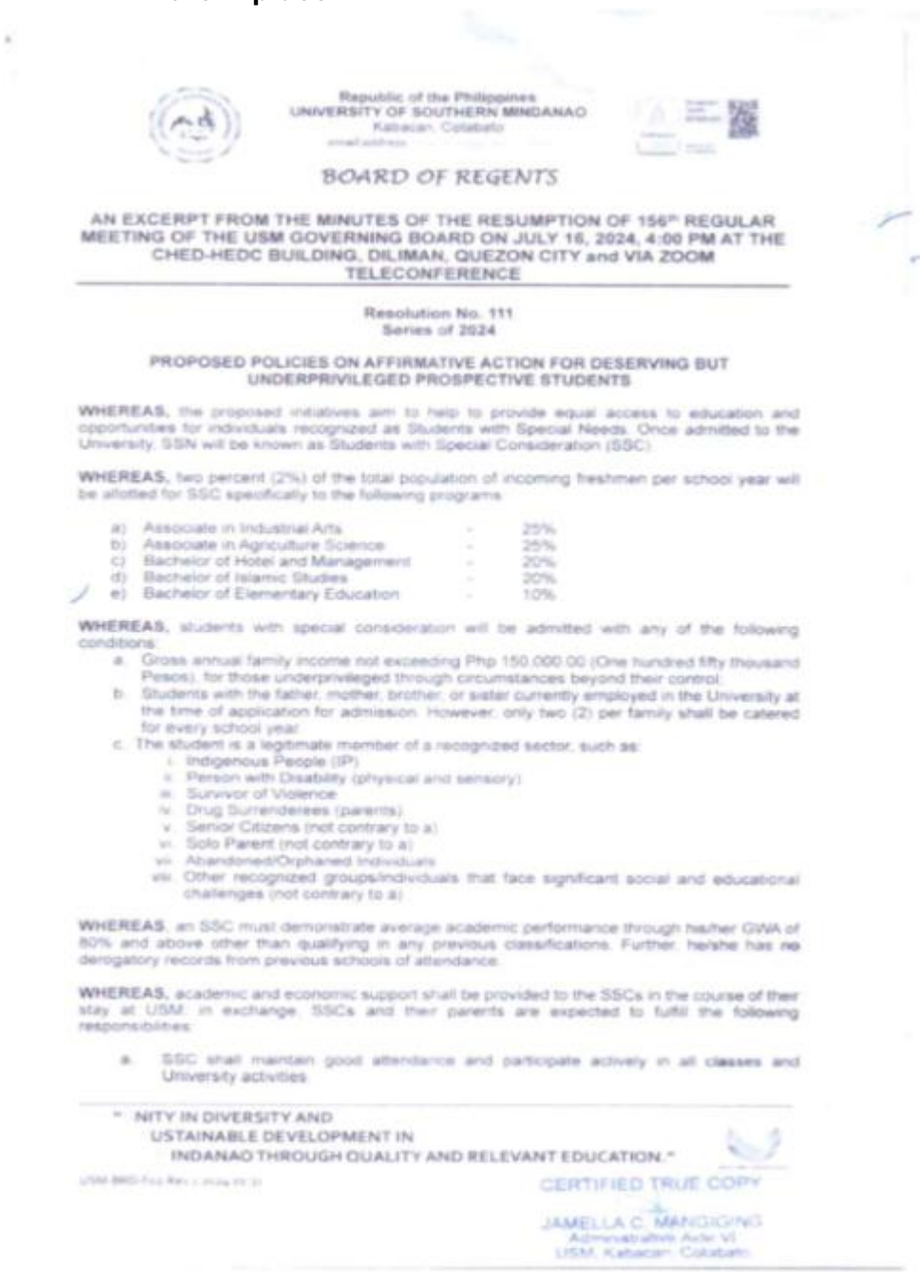
📌IMPORTANT: **Carefully read all in**... See more



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USMCEE 2025 ENTRANCE EXAMINATION ANNOUNCEMENT

SUPPORT TO STUDENTS

S.2. Admission requirements and procedures of persons with disabilities as stipulated in R.A. 7277 are in place.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE RESUMPTION OF 156th REGULAR MEETING OF THE USM GOVERNING BOARD ON JULY 16, 2024, 4:00 PM AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY and VIA ZOOM TELECONFERENCE

Resolution No. 111
Series of 2024

PROPOSED POLICIES ON AFFIRMATIVE ACTION FOR DESERVING BUT UNDERPRIVILEGED PROSPECTIVE STUDENTS

WHEREAS, the proposed initiatives aim to help to provide equal access to education and opportunities for individuals recognized as Students with Special Needs. Once admitted to the University, SSN will be known as Students with Special Consideration (SSC);

WHEREAS, two percent (2%) of the total population of incoming freshmen per school year will be allotted for SSC specifically to the following programs:

a) Associate in Industrial Arts - 25%
b) Associate in Agriculture Science - 25%
c) Bachelor of Hotel and Management - 20%
d) Bachelor of Islamic Studies - 20%
e) Bachelor of Elementary Education - 10%

WHEREAS, students with special consideration will be admitted with any of the following conditions:

a. Gross annual family income not exceeding Php 150,000.00 (One hundred fifty thousand Pesos), for those underprivileged through circumstances beyond their control;
b. Students with the father, mother, brother, or sister currently employed in the University at the time of application for admission. However, only two (2) per family shall be catered for every school year;
c. The student is a legitimate member of a recognized sector, such as:
   i. Indigenous People (IP)
   ii. Person with Disability (physical and sensory)
   iii. Survivor of Violence
   iv. Drug Surrenderees (parents)
   v. Senior Citizens (not contrary to a)
   vi. Solo Parent (not contrary to a)
   vii. Abandoned/Orphaned Individuals
   viii. Other recognized groups/individuals that face significant social and educational challenges (not contrary to a)

WHEREAS, an SSC must demonstrate average academic performance through his/her GWA of 80% and above other than qualifying in any previous classifications. Further, he/she has no derogatory records from previous schools of attendance;

WHEREAS, academic and economic support shall be provided to the SSCs in the course of their stay at USM; in exchange, SSCs and their parents are expected to fulfill the following responsibilities:

a. SSC shall maintain good attendance and participate actively in all classes and University activities;

" NITY IN DIVERSITY AND
USTAINABLE DEVELOPMENT IN
INDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

CERTIFIED TRUE COPY
JAMELLA C. MANGIGING
Administrative Aide VI
USM, Kabacan, Cotabato

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address

BOARD OF REGENTS

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b. Students with the father, mother, brother, or sister currently employed in the University at the time of application for admission. However, only two (2) per family shall be catered for every school year;
c. The student is a legitimate member of a recognized sector, such as:
   i. Indigenous People (IP)
   ii. Person with Disability (physical and sensory)
   iii. Survivor of Violence
   iv. Drug Surrenderees (parents)
   v. Senior Citizens (not contrary to a)
   vi. Solo Parent (not contrary to a)
   vii. Abandoned/Orphaned Individuals
   viii. Other recognized groups/individuals that face significant social and educational challenges (not contrary to a);

WHEREAS, an SSC must demonstrate average academic performance through his/her GWA of 80% and above other than qualifying in any previous classifications. Further, he/she has no derogatory records from previous schools of attendance;

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Administrative Aide VI
USM, Kabacan, Cotabato

S.3. Scholarships and financial assistance in various forms are available to students

CHAPTER 68 SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 245. General Principles

Section 1. The University shall provide assistance to facilitate students' scholarship and financial assistance, such as:

a. scholarship program;
b. incentives and subsidies; and
c. delivery of essential services related to fund management and financial aid.

Article 246. Scholarships

Section 1. Scholarship grants, financial assistance, grants-in-aid, and other forms of financial aid shall be awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the provisions stated in the Academic Policies (Book III, USM Code).

Section 2. The University, through the Office of Student Affairs, shall provide financial assistance and student placement opportunities to deserving, promising, and innovative students. The fiscal allocation of which shall be reviewed and approved by competent university authorities, including those externally funded scholarships and financial subsidies.

Section 3. As an act of gratitude for receiving the scholarship-assistance, recipients of university and externally funded scholarships shall be required to sponsor at least one scholarship grantee immediately within 20 years upon their first graduation as alumni-scholars of the University. The sponsored grantee may be chosen by the sponsor or recommended by the University. Such sponsored scholarship shall be recorded by the Office of Students Affairs for proper documentation and contract.

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Kabacan, Cotabato
Tel. No. 63(64)570-2623
email address: osa@usm.edu.ph

LIST OF SCHOLARS AND SPONSORING AGENCIES
School Year 2023-2024

Seq.	Last Name	First Name	Middle Initial	Sex	Course	College	Year Level	Sponsoring Agencies	Amount Received
1	KASAN	WILHELM VON	M	M	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Education	30,000.00
2	AMBAG	JAMES	D	M	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
3	ANSINO	ALEXISCARL	N	M	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
4	BANTAS	MOHAR	M	M	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
5	BERTE	EVELYN	A	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
6	DALISAY	FAIRLY CLAIRE	D	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
7	DATUALI	BAILAN	D	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
8	ELICOT	SIEGFRIED KENT	D	M	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
9	ENAGUAS	KIMBERLY	D	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	3	Tulong Dulong Program (TDP)	2,500.00
10	FEBLE	HONEY ROSE	R	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
11	TA-AN	NOVA JEAN	J	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
12	VALDEZ	ROXANE	S	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00
13	WACAN	JEAN	C	F	BACHELOR OF PHYSICAL EDUCATION	ISPEAR	4	Tulong Dulong Program (TDP)	2,500.00

Noted by:

MARIA LEIDA M. DOMOUE
Director, OSA

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

SUMMARY of Scholars 1st Semester AY 2024-2025

Number of Scholars by Scholarship Programs in University of Southern Mindanao, Kabacan, 1st Semester AY 2024-2025.

NAME OF COLLEGE	TOTAL
Bangsamoro Medical Scholarship Program (BMSP)	52
CHED Full Merit Scholarship Program (FSSP)	81
CHED Full Merit Scholarship Program GAD(FSGAD)	4
CHED Half Merit Scholarship Program (HSSP)	46
CHED Full Merit Scholarship Program-GAD (HSGAD)	10
Medical Scholarship and Return Service (MSRS)	82
Scholarship Program for Coconut Farmers and their Families (CosCho)	107
Sugarcane (SIDA)	6
TDP - CONG. MARIA ALANA SAMANTHA SANTOS	379
TERTIARY EDUCATION SUBSIDY (TES)	52
Department of Agriculture - Agricultural Competitiveness Enhancement Fund	25
TOTAL	844

Digitally signed by Donque Maria Leida Martinez

MARIA LEIDA M. DONQUE
OSA Director

CS Scanner

AINABLEDEVELOPMENTIN

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Kabacan, Cotabato
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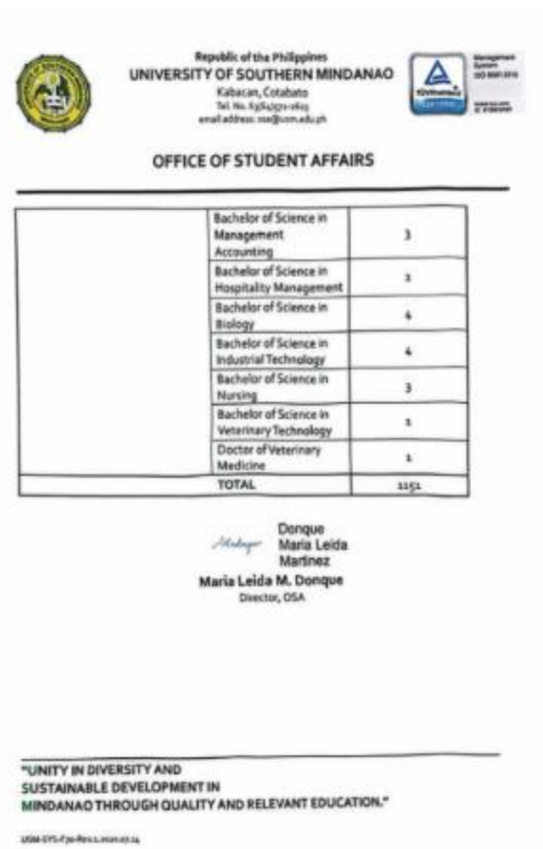
OFFICE OF STUDENT AFFAIRS

	Bachelor of Secondary Education	12
	Bachelor of Library and Information Science	1
	Bachelor of Science in Agricultural and Biosystems Engineering	3
	Bachelor of Science in Civil Engineering	1
	Bachelor of Science in Computer Engineering	2
	Bachelor of Science in Computer Science	1
	Bachelor of Science in Information Systems	2
	Bachelor of Physical Education	1
	Bachelor of Science in Agriculture	13
	Bachelor of Science in Accountancy	
	Bachelor of Science in Agri-Business	4
	Bachelor of Science in Agricultural Economics	1
	Bachelor of Science in Development Management	1

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Tel. No. 63(64)570-0619
email address: osa@usm.edu.ph

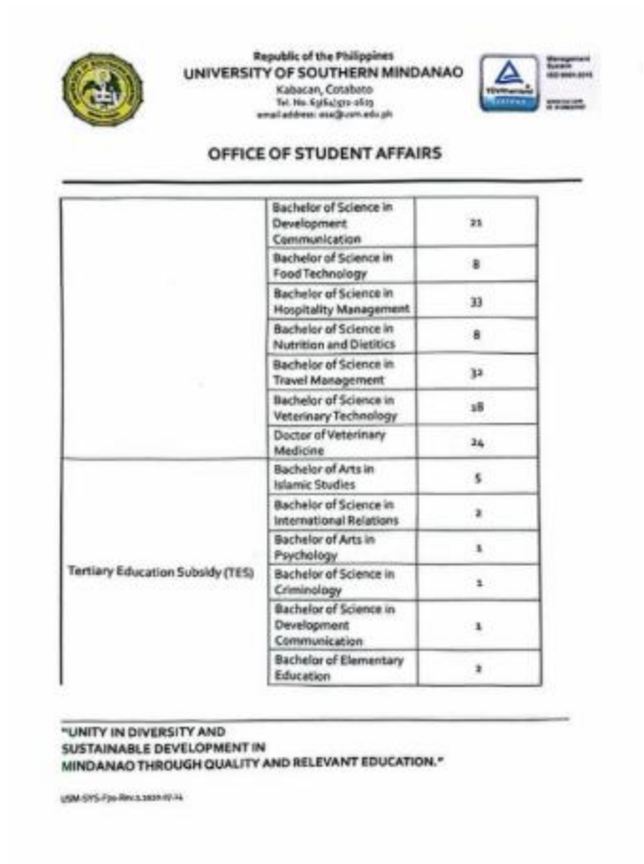
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	Bachelor of Science in Management Accounting	3
	Bachelor of Science in Hospitality Management	2
	Bachelor of Science in Biology	4
	Bachelor of Science in Industrial Technology	4
	Bachelor of Science in Nursing	3
	Bachelor of Science in Veterinary Technology	1
	Doctor of Veterinary Medicine	1
	TOTAL	1151

Donque Maria Leida Martinez

Maria Leida M. Donque
Director, OSA

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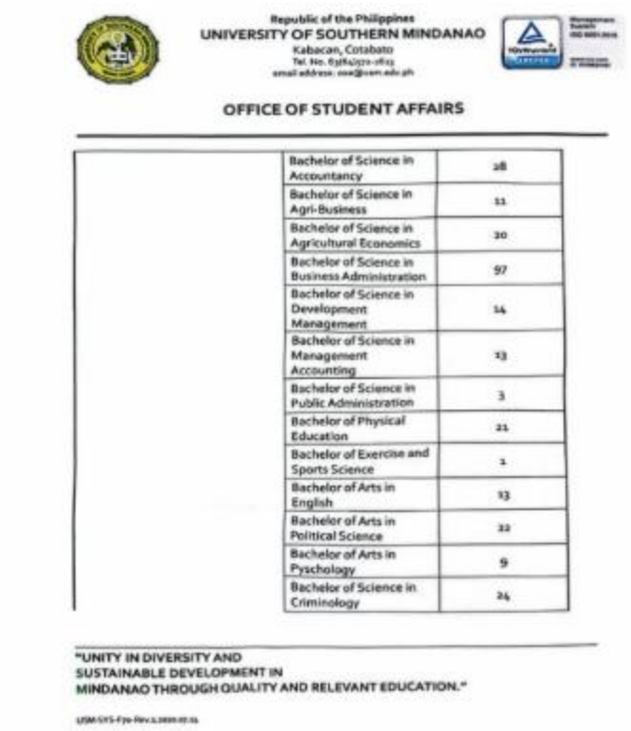
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	Bachelor of Science in Development Communication	21
	Bachelor of Science in Food Technology	8
	Bachelor of Science in Hospitality Management	33
	Bachelor of Science in Nutrition and Dietitics	8
	Bachelor of Science in Travel Management	32
	Bachelor of Science in Veterinary Technology	18
	Doctor of Veterinary Medicine	24
Tertiary Education Subsidy (TES)	Bachelor of Arts in Islamic Studies	5
	Bachelor of Science in International Relations	2
	Bachelor of Arts in Psychology	1
	Bachelor of Science in Criminology	1
	Bachelor of Science in Development Communication	1
	Bachelor of Elementary Education	2

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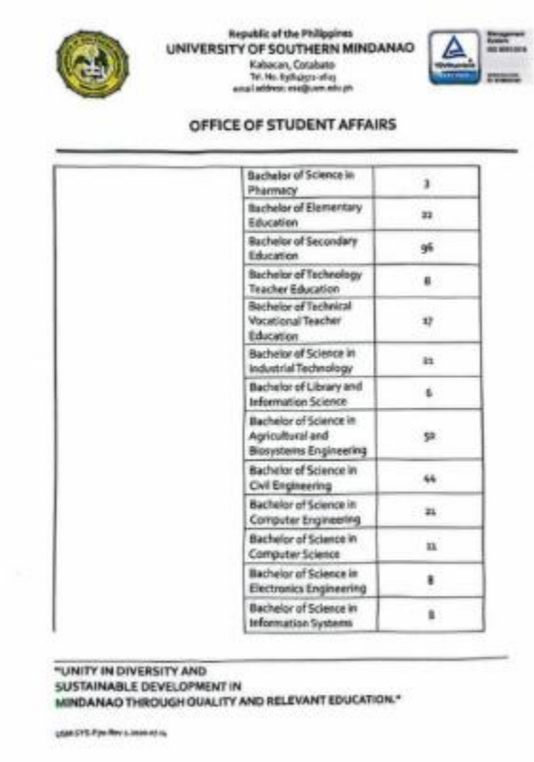
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OFFICE OF STUDENT AFFAIRS

Bachelor of Science in Accountancy	28
Bachelor of Science in Agri-Business	11
Bachelor of Science in Agricultural Economics	10
Bachelor of Science in Business Administration	97
Bachelor of Science in Development Management	14
Bachelor of Science in Management Accounting	13
Bachelor of Science in Public Administration	3
Bachelor of Physical Education	21
Bachelor of Exercise and Sports Science	1
Bachelor of Arts in English	13
Bachelor of Arts in Political Science	22
Bachelor of Arts in Pyschology	9
Bachelor of Science in Criminology	24

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OFFICE OF STUDENT AFFAIRS

Bachelor of Science in Pharmacy	3
Bachelor of Elementary Education	22
Bachelor of Secondary Education	96
Bachelor of Technology Teacher Education	8
Bachelor of Technical Vocational Teacher Education	17
Bachelor of Science in Industrial Technology	21
Bachelor of Library and Information Science	5
Bachelor of Science in Agricultural and Biosystems Engineering	52
Bachelor of Science in Civil Engineering	44
Bachelor of Science in Computer Engineering	21
Bachelor of Science in Computer Science	11
Bachelor of Science in Electronics Engineering	8
Bachelor of Science in Information Systems	8

"UNITY IN DIVERSITY AND
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SUPPORT TO STUDENTS

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING



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email address: osa@usm.edu.ph

OFFICE OF STUDENT AFFAIRS

	Bachelor of Science in Chemistry	1
	Bachelor of Science in Agri-Business	5
PESO DIGOS	Doctor of Veterinary Medicine	3
	Bachelor of Science in Nursing	1
	Bachelor of Science in Biology	1
CHED - Tulong Dunong Program (TDP)	Bachelor of Agricultural Technology	1
	Bachelor of Practical Agriculture	15
	Bachelor of Science in Agriculture	45
	Bachelor of Science in Fisheries	9
	Bachelor of Science in Biology	28
	Bachelor of Science in Chemistry	4
	Bachelor of Arts in Islamic Studies	7
	Bachelor of Science in International Relations	12
	Bachelor of Science in Nursing	26

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OFFICE OF STUDENT AFFAIRS

	Bachelor of Arts in Pyschology	2
	Bachelor of Science in Criminology	1
	Bachelor of Science in Hospitality Management	2
	Bachelor of Science in Tourism	1
	Bachelor of Elementary Education	1
	Bachelor of Secondary Education	9
	Bachelor of Science in Veterinary Technology	1
	Bachelor of Science in Nursing	4
Bangsamoro Medical Scholarship Program (BMSP)	Doctor of Medicine	22
Medical Scholars Return Service (MSRS)	Doctor of Medicine	38
SIDA Scholarship Program (SIDA-SGP)	Bachelor of Science in Agriculture	4
	Bachelor of Science in Agricultural and Biosystems Engineering	3
	Bachelor of Science in Micorbiology	2

"UNITY IN DIVERSITY AND
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SUPPORT TO STUDENTS

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Kabacan, Cotabato
Tel. No. 63(64)572-2623
email address: osa@usm.edu.ph

OFFICE OF STUDENT AFFAIRS

	Bachelor of Science in Veterinary Technology	2
	Doctor of Veterinary Medicine	6
CHED Scholarship Program (CSP)	Bachelor of Science in Agricultural and Biosystems Engineering	7
	Bachelor of Science in Civil Engineering	7
	Bachelor of Science in Computer Engineering	1
	Bachelor of Science in Computer Science	1
	Bachelor of Science in Electronics Engineering	1
	Bachelor of Science in Agricultural Economics	1
	Bachelor of Science in Biology	2
	Bachelor of Science in Chemistry	4
	Bachelor of Practical Agriculture	1
	Bachelor of Science in Agriculture	8
	Bachelor of Arts in English	1
	Bachelor of Arts in Philosophy	1

"UNITY IN DIVERSITY AND
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S.4. Policies and guidelines are institutionalized for students from marginalized sector of the country.

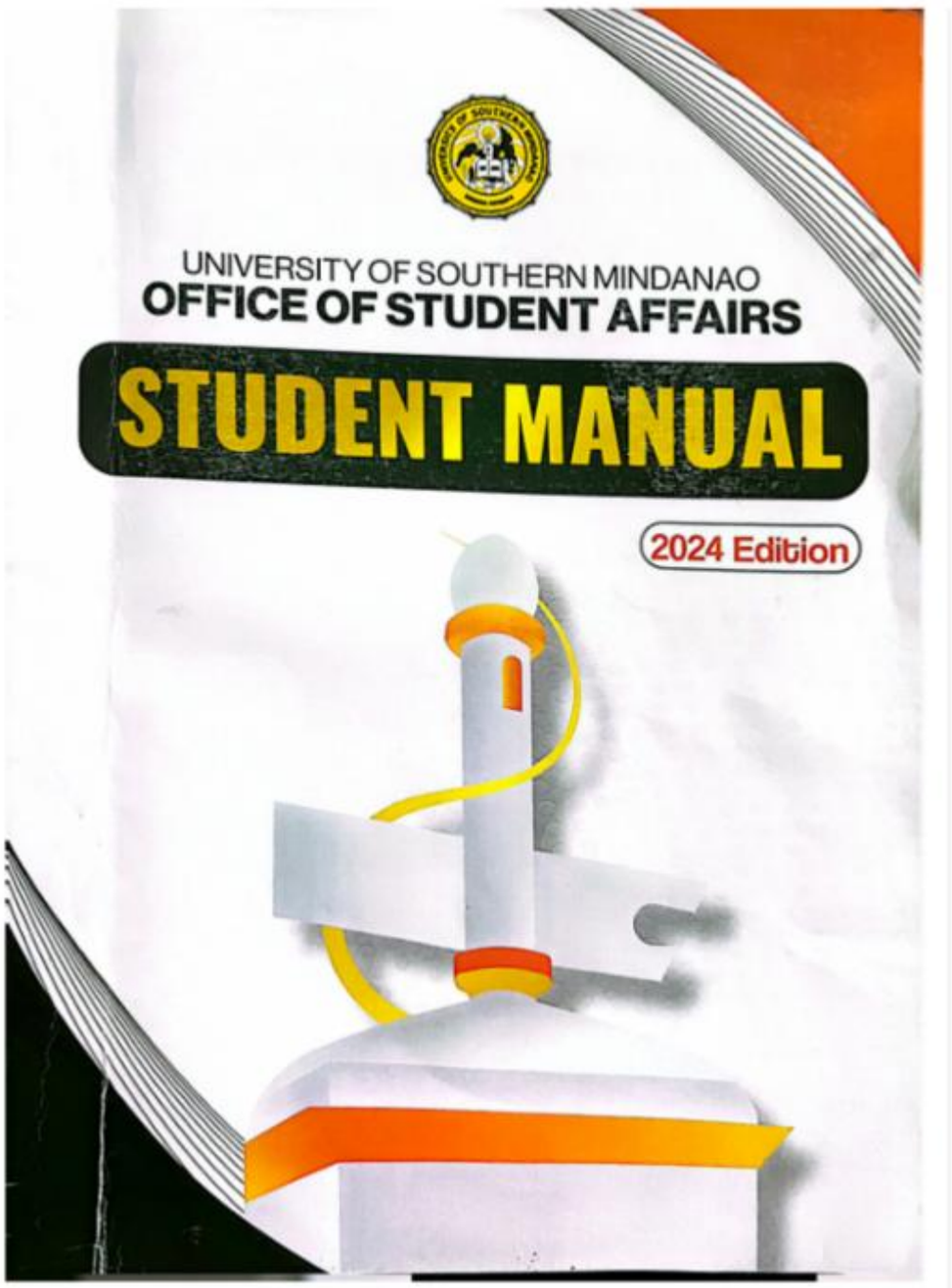


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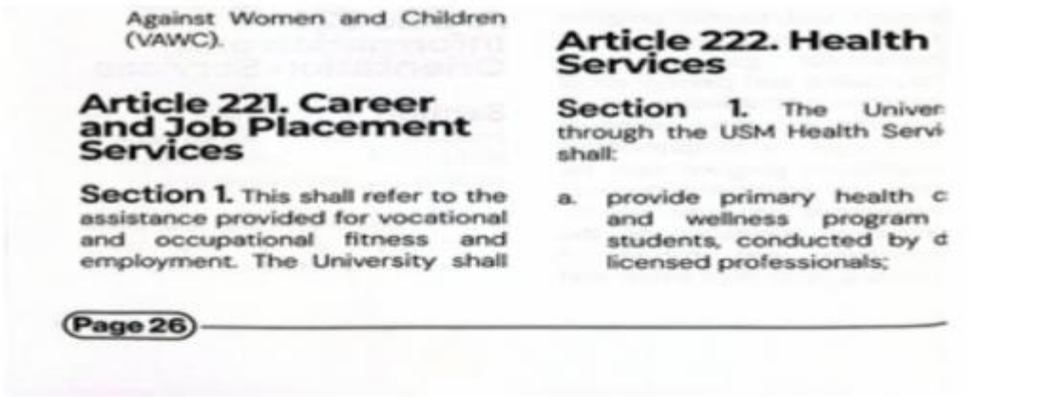
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USM Student Uniform 62

S.5. There is a policy on wellness and healthy lifestyle.



Against Women and Children (VAWC).

Article 221. Career and Job Placement Services

Section 1. This shall refer to the assistance provided for vocational and occupational fitness and employment. The University shall

Article 222. Health Services

Section 1. The Univer through the USM Health Servi shall:

a. provide primary health c and wellness program students, conducted by d licensed professionals;

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b. maintain adequate health care facilities; and
c. maintain and secure updated health records of all clients.

Section 2. All students shall undergo regular annual medical and dental check-up.

Section 3. The University Health Services shall initiate mechanism to promote healthy lifestyle and foster a supportive environment both on and off campus subject to CHED Memorandum Order No. 63, series of 2017.

Section 4. In consideration of the foregoing provisions, the University shall comply with relevant and existing health and related laws, rules, and regulations.

identity access and manual recordings as deemed required of all students, faculty members, staff, and visitors sojourning the university campus.

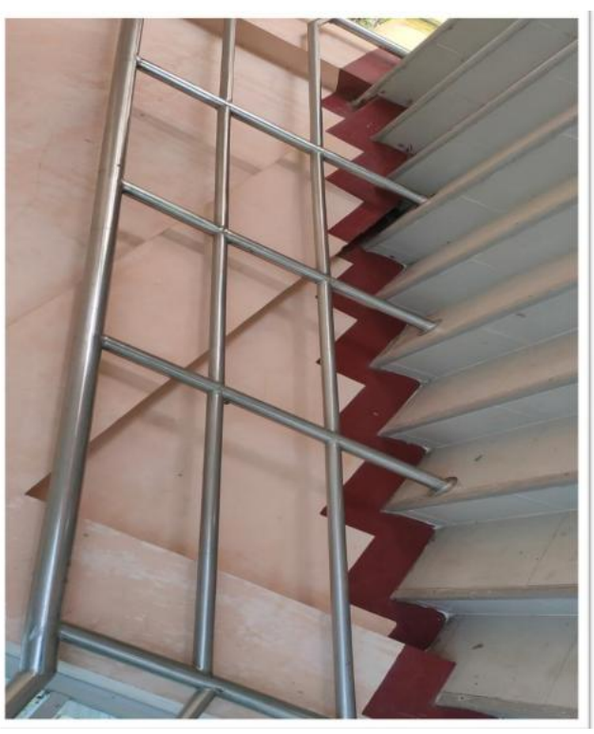
Section 3. The University shall protect the students against cybersecurity threats and anomalies.

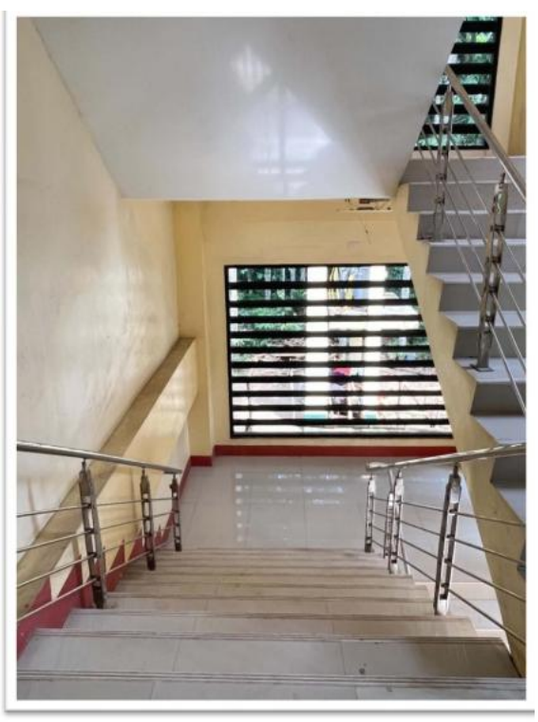
Section 4. The University through its functional academic and non-academic units shall ensure that facilities and infrastructures of the university are compliant to the existing standards and laws.

Article 224. Student Economic Enterprise Development Services

S.6. Buildings and facilities which conform with government standards are provided with accessible and safe amenities for persons with disabilities.



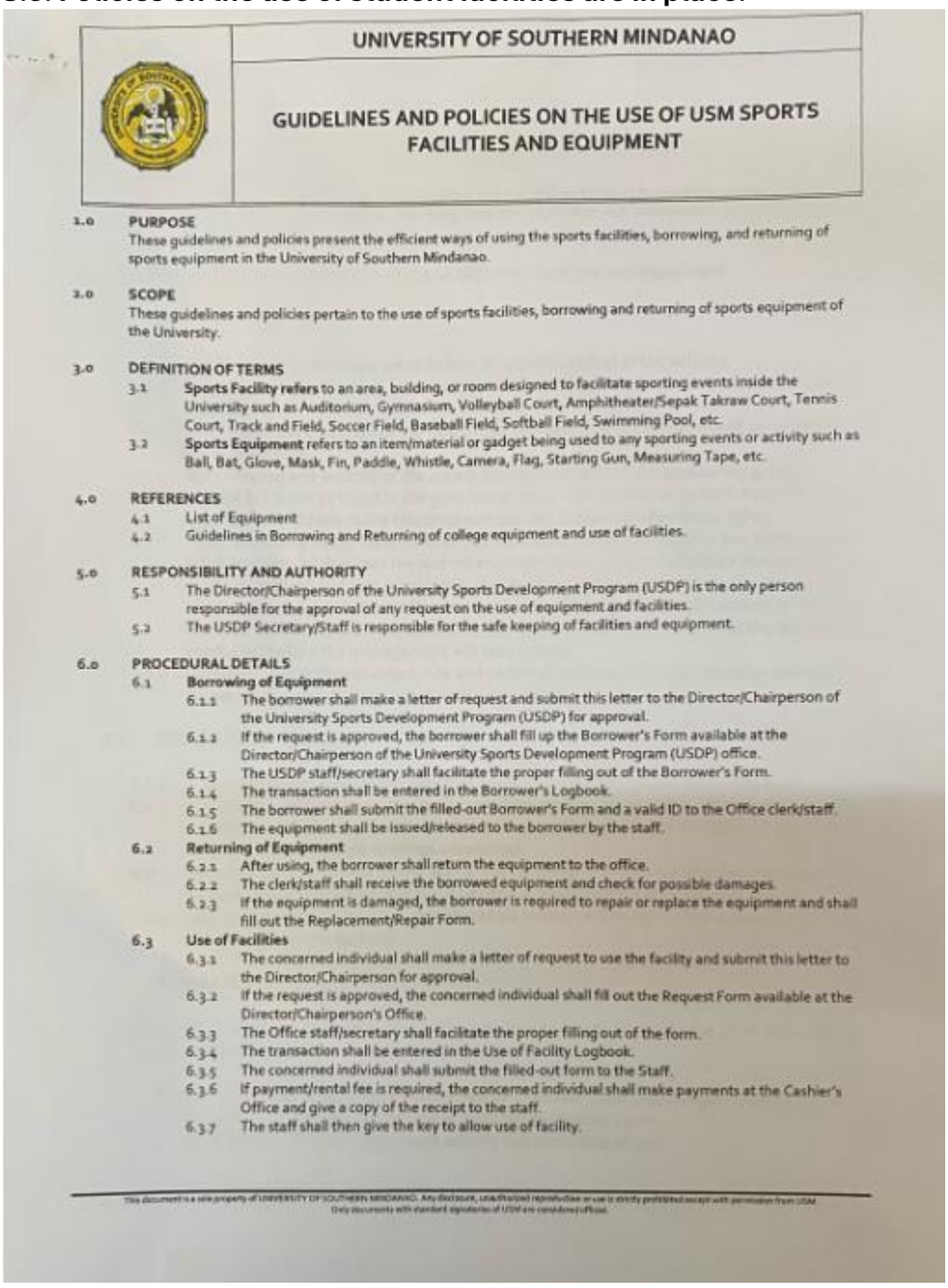




S.7. There is a disaster risk reduction and management program in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction Management Act of 2010".



S.8. Policies on the use of student facilities are in place.



UNIVERSITY OF SOUTHERN MINDANAO

GUIDELINES AND POLICIES ON THE USE OF USM SPORTS FACILITIES AND EQUIPMENT

1.0 **PURPOSE**
These guidelines and policies present the efficient ways of using the sports facilities, borrowing, and returning of sports equipment in the University of Southern Mindanao.

2.0 **SCOPE**
These guidelines and policies pertain to the use of sports facilities, borrowing and returning of sports equipment of the University.

3.0 **DEFINITION OF TERMS**
3.1 **Sports Facility refers** to an area, building, or room designed to facilitate sporting events inside the University such as Auditorium, Gymnasium, Volleyball Court, Amphitheater/Sepak Takraw Court, Tennis Court, Track and Field, Soccer Field, Baseball Field, Softball Field, Swimming Pool, etc.
3.2 **Sports Equipment** refers to an item/material or gadget being used to any sporting events or activity such as Ball, Bat, Glove, Mask, Fin, Paddle, Whistle, Camera, Flag, Starting Gun, Measuring Tape, etc.

4.0 **REFERENCES**
4.1 List of Equipment
4.2 Guidelines in Borrowing and Returning of college equipment and use of facilities.

5.0 **RESPONSIBILITY AND AUTHORITY**
5.1 The Director/Chairperson of the University Sports Development Program (USDP) is the only person responsible for the approval of any request on the use of equipment and facilities.
5.2 The USDP Secretary/Staff is responsible for the safe keeping of facilities and equipment.

6.0 **PROCEDURAL DETAILS**
6.1 **Borrowing of Equipment**
6.1.1 The borrower shall make a letter of request and submit this letter to the Director/Chairperson of the University Sports Development Program (USDP) for approval.
6.1.2 If the request is approved, the borrower shall fill up the Borrower's Form available at the Director/Chairperson of the University Sports Development Program (USDP) office.
6.1.3 The USDP staff/secretary shall facilitate the proper filling out of the Borrower's Form.
6.1.4 The transaction shall be entered in the Borrower's Logbook.
6.1.5 The borrower shall submit the filled-out Borrower's Form and a valid ID to the Office clerk/staff.
6.1.6 The equipment shall be issued/released to the borrower by the staff.
6.2 **Returning of Equipment**
6.2.1 After using, the borrower shall return the equipment to the office.
6.2.2 The clerk/staff shall receive the borrowed equipment and check for possible damages.
6.2.3 If the equipment is damaged, the borrower is required to repair or replace the equipment and shall fill out the Replacement/Repair Form.
6.3 **Use of Facilities**
6.3.1 The concerned individual shall make a letter of request to use the facility and submit this letter to the Director/Chairperson for approval.
6.3.2 If the request is approved, the concerned individual shall fill out the Request Form available at the Director/Chairperson's Office.
6.3.3 The Office staff/secretary shall facilitate the proper filling out of the form.
6.3.4 The transaction shall be entered in the Use of Facility Logbook.
6.3.5 The concerned individual shall submit the filled-out form to the Staff.
6.3.6 If payment/rental fee is required, the concerned individual shall make payments at the Cashier's Office and give a copy of the receipt to the staff.
6.3.7 The staff shall then give the key to allow use of facility.

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UNIVERSITY OF SOUTHERN MINDANAO
Guidelines and Policies on the use of USM Sports Facilities and Equipment

7.0 RECORDS RETENTION AND DISPOSAL

7.1 Records of this procedure shall be retained for a period of three (3) years for possible review and recall.

7.2 Disposal shall be done through shredding with the permission and authorization of the Management Representative (MR).

8. Guidelines and Policies on the Use of the USM Sports Facilities and Equipment

8.1 USM Gymnasium

8.1.1 Booking shall be done one week before the actual conduct of the activity.

8.1.2 Only scotch tape, masking tape, and the like are allowed to be used on the stage wall for decoration.

8.1.3 The sponsoring group is not allowed to put up stage extension that would go beyond the basketball court.

8.1.4 Gate keeping and security of the area is the responsibility of the sponsoring group.

8.1.5 Current bill is not included in the gym rental, so as with the sound system. Payment of the electrical bills is done at the Electrical section who is the in-charge of the lights.

8.1.6 Props that carry heavy weights shall not be allowed inside the gym in the same manner programs/activity that uses fire and other dangerous burning materials are also prohibited.

8.1.7 Stage decoration and Hall preparation shall be done after 5:00 p.m. or as the last schedule of classes in the gym is done. Likewise, restoration shall follow after the activity of the very first hour of the day after the activity or the very first hour of the day after the activity/ies conducted before the management will take actions.

8.1.8 Vandalism is strictly prohibited. Ads and poster of not from the administration shall not be allowed in the gym bulletin board and in area inside.

8.2 REGULATIONS

8.2.1 Activity that goes beyond the specified hours shall pay P 50.00 per exceeding hour.

8.2.2 Restorations will be done after or the very first hour in the next day (if the activity is done nighttime). The management will do some actions and will not be liable of any loss or damage of the materials or things unrestored.

8.2.3 Violations of the policies stated above will be either in a form of additional charges or a demerit against the sponsor and will be used as basis for refusal of the next request.

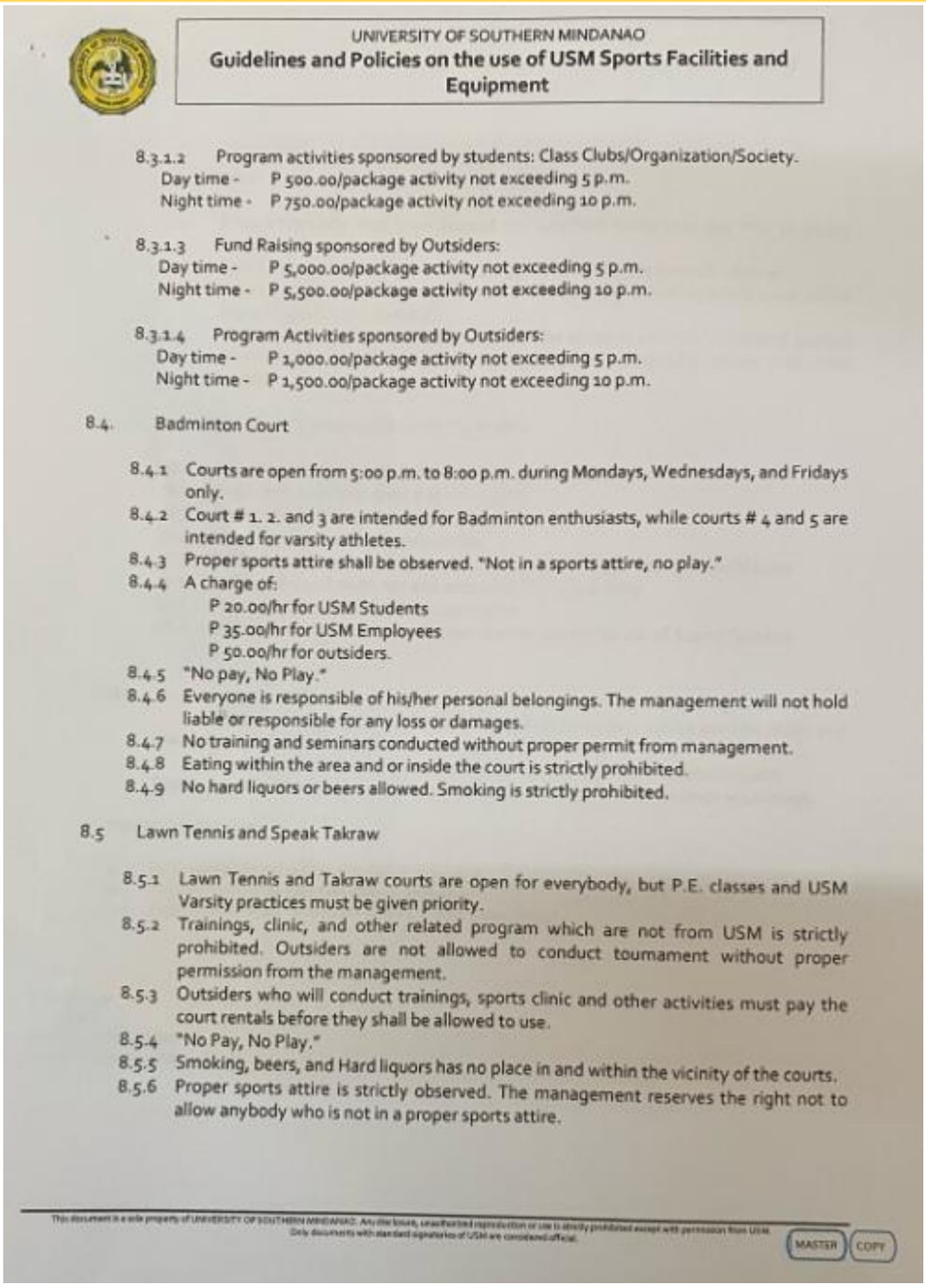
8.2.4 Loss or damage of the equipment/materials owned or belongs to the gymnasium will be charged against the sponsor.

8.3 GYM RATES

8.3.1 All fund raising or income generating activities to be conducted in the USM Gym shall be charged a Rental Fee in accordance with the following rates:

8.3.1.1 Fund Raising activities sponsored by students: Class Clubs/Organization/Society.
Day time - P 1,500.00/package activity not exceeding 5 p.m.
Night time - P 2,000.00/package activity not exceeding 10 p.m.

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UNIVERSITY OF SOUTHERN MINDANAO

Guidelines and Policies on the use of USM Sports Facilities and Equipment

8.3.1.2 Program activities sponsored by students: Class Clubs/Organization/Society.
Day time - P 500.00/package activity not exceeding 5 p.m.
Night time - P 750.00/package activity not exceeding 10 p.m.

8.3.1.3 Fund Raising sponsored by Outsiders:
Day time - P 5,000.00/package activity not exceeding 5 p.m.
Night time - P 5,500.00/package activity not exceeding 10 p.m.

8.3.1.4 Program Activities sponsored by Outsiders:
Day time - P 1,000.00/package activity not exceeding 5 p.m.
Night time - P 1,500.00/package activity not exceeding 10 p.m.

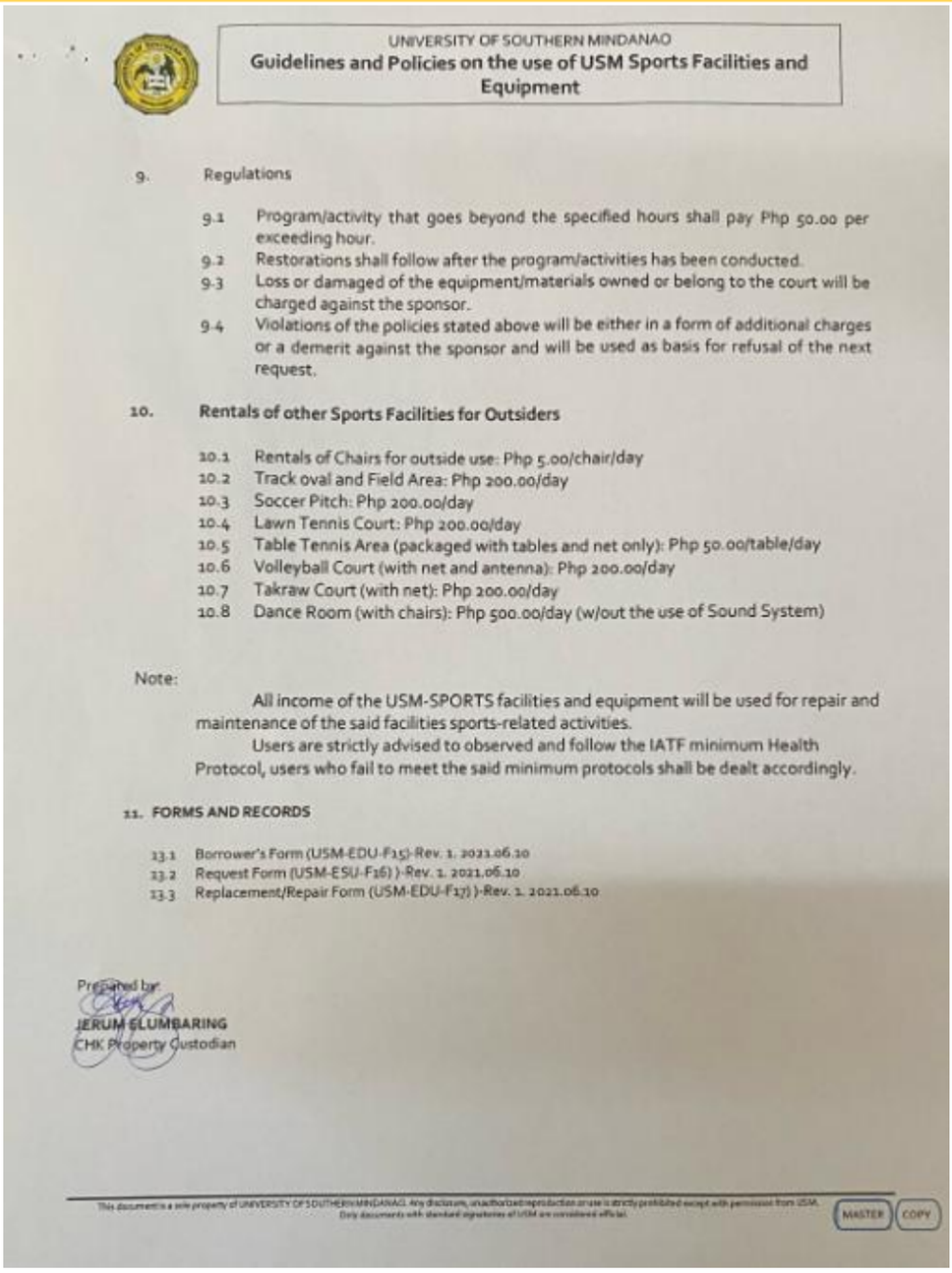
8.4. Badminton Court

8.4.1 Courts are open from 5:00 p.m. to 8:00 p.m. during Mondays, Wednesdays, and Fridays only.
8.4.2 Court # 1. 2. and 3 are intended for Badminton enthusiasts, while courts # 4 and 5 are intended for varsity athletes.
8.4.3 Proper sports attire shall be observed. "Not in a sports attire, no play."
8.4.4 A charge of:
P 20.00/hr for USM Students
P 35.00/hr for USM Employees
P 50.00/hr for outsiders.
8.4.5 "No pay, No Play."
8.4.6 Everyone is responsible of his/her personal belongings. The management will not hold liable or responsible for any loss or damages.
8.4.7 No training and seminars conducted without proper permit from management.
8.4.8 Eating within the area and or inside the court is strictly prohibited.
8.4.9 No hard liquors or beers allowed. Smoking is strictly prohibited.

8.5 Lawn Tennis and Speak Takraw

8.5.1 Lawn Tennis and Takraw courts are open for everybody, but P.E. classes and USM Varsity practices must be given priority.
8.5.2 Trainings, clinic, and other related program which are not from USM is strictly prohibited. Outsiders are not allowed to conduct tournament without proper permission from the management.
8.5.3 Outsiders who will conduct trainings, sports clinic and other activities must pay the court rentals before they shall be allowed to use.
8.5.4 "No Pay, No Play."
8.5.5 Smoking, beers, and Hard liquors has no place in and within the vicinity of the courts.
8.5.6 Proper sports attire is strictly observed. The management reserves the right not to allow anybody who is not in a proper sports attire.

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UNIVERSITY OF SOUTHERN MINDANAO

Guidelines and Policies on the use of USM Sports Facilities and Equipment

9. Regulations

9.1 Program/activity that goes beyond the specified hours shall pay Php 50.00 per exceeding hour.
9.2 Restorations shall follow after the program/activities has been conducted.
9.3 Loss or damaged of the equipment/materials owned or belong to the court will be charged against the sponsor.
9.4 Violations of the policies stated above will be either in a form of additional charges or a demerit against the sponsor and will be used as basis for refusal of the next request.

10. **Rentals of other Sports Facilities for Outsiders**

10.1 Rentals of Chairs for outside use: Php 5.00/chair/day
10.2 Track oval and Field Area: Php 200.00/day
10.3 Soccer Pitch: Php 200.00/day
10.4 Lawn Tennis Court: Php 200.00/day
10.5 Table Tennis Area (packaged with tables and net only): Php 50.00/table/day
10.6 Volleyball Court (with net and antenna): Php 200.00/day
10.7 Takraw Court (with net): Php 200.00/day
10.8 Dance Room (with chairs): Php 500.00/day (w/out the use of Sound System)

Note:

All income of the USM-SPORTS facilities and equipment will be used for repair and maintenance of the said facilities sports-related activities.

Users are strictly advised to observed and follow the IATF minimum Health Protocol, users who fail to meet the said minimum protocols shall be dealt accordingly.

11. **FORMS AND RECORDS**

13.1 Borrower's Form (USM-EDU-F15)-Rev. 1. 2021.06.10
13.2 Request Form (USM-ESU-F16))-Rev. 1. 2021.06.10
13.3 Replacement/Repair Form (USM-EDU-F17))-Rev. 1. 2021.06.10

Prepared by:

JERUM ELUMBARING
CHK Property Custodian

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S.9. An integrated service program that caters to the various needs of foreign students are available, whenever applicable.

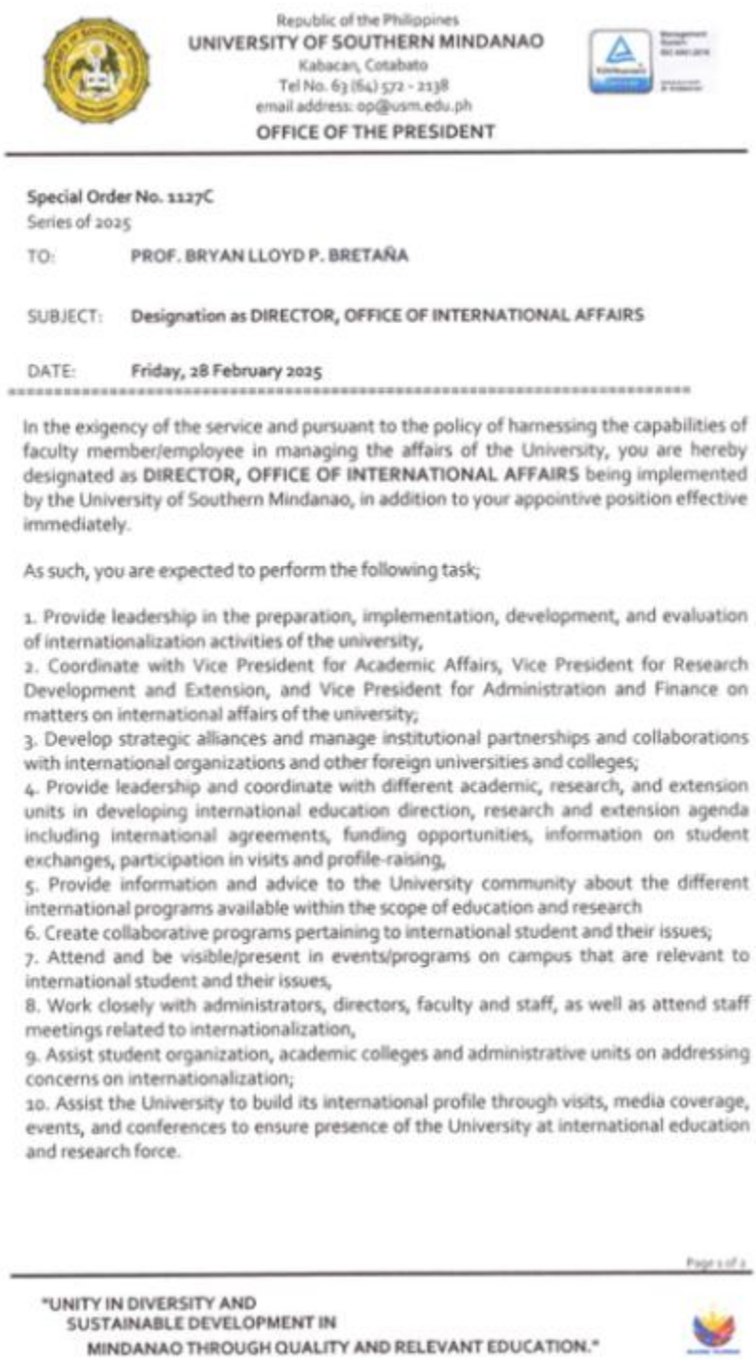
LIST OF INTERNATIONAL HIGHER EDUCATION AND RESEARCH INSTITUTIONS AS LINKAGES OF THE UNIVERSITY OF SOUTHERN MINDANAO

Institution	Country	Linkage	Year	Nature of Collaboration	What was done so far/ remarks	Contact Person/ Contact Details
Maejo University, Chiang Mai	Thailand	Education and Research	2022	Partnership/ collaboration	New MOU	
Universitas Gadjah Mada (UGM)	Indonesia	Education and Research	2022	Partnership/ collaboration	New MOU	
Daegu Health College	South Korea	Education and Research on Health	2022	Partnership/ collaboration	New MOU	National Institute for International Education(NIIED) webmaster@studyinkorea.go.kr
British Council	United Kingdom	Cooperative Education/ Faculty Training	2021 to present	Partnership/ collaboration	• Trained 3 USM faculty members as EME Master Trainers • USM received funding from the British Council (P132,000.00)	**Kris Anne Cortez** I Programme Officer, Education British Council I 7/F The Curve I 32nd Street corner 3rd Avenue | Bonifacio Global City, Taguig City 1635 | Philippines krisanne.cortez@britishcouncil.org.ph
Ajeenkya DY Patil University	India	Education and Research	2021 to present	Partnership/ collaboration	• Conducted joint research international conference with USM faculty as resource speakers	**Dr. Vijay Kulkarni, Professor**, HOD, Centre for Research, Member Doctoral Research Committee (DRC- ADYPU), Conference Chair , International Conference - 6 , 7 & 8 Oct 2021 Ajeenkya DY Patil University, D Y Patil Knowledge City, Charholi BK,

Institution	Country	Linkage	Year	Nature of Collaboration	What was done so far/ remarks	Contact Person/ Contact Details
						Via Lohegaon, Pune , Maharashtra, India www.adypu.edu.in What's app : +919373919926, +919284594473, www.adypu.edu.in vijay.kulkarni@adypu.edu.in
Universitas Muhammadiyah Sidoarjo	Indonesia	Education and Research	2017 to present	Partnership/ collaboration	• No activity as of this time	Office of International Affairs by email: iro@umsida.ac.id
Sultan Syarif Kasim State Islamic University of Raiu	Indonesia	Education and Research	2018 to present	Partnership/ collaboration	• No activity as of this time	Sultan Syarif Kasim State Islamic University Jl. Subrantas Km. 15, Pekanbaru, 28293 Tel: 0761-562223 Email: humas@uin-suska.ac.id
Shu-Te University	Taiwan	Education and Research	2017 to present	Partnership/ collaboration	• No activity as of this time	Contact : Office of International and Cross-Strait Affairs Tel : +886-7-6158000 ext.1607,1609,1610,1615 Email : oica@stu.edu.tw Address : No.59, Hengshan Rd., Yanchao Dist., Kaohsiung City,82445 Taiwan (R.O.C.)
Faculty of Agriculture, Khon Kaen University	Thailand	Education and Research	2015 to present	Partnership/ collaboration	• Khon Kaen University sent 2 students for internship in the USM in 2015	**Darunee Jothityangkoon** darcho@kku.ac.th Assoc. Dean for Planning and Quality Improvement Faculty of Agriculture, Khon Kaen University, Khon Kaen, 40002, Thailand Tel.: 66-4320-2360

Institution	Country	Linkage	Year	Nature of Collaboration	What was done so far/ remarks	Contact Person/ Contact Details
						Fax.: 66-4320-2361
Centre de Coopération Internationale en Recherche Agronomique pour le Développement (CIRAD)	France	Research/ Faculty Training	2016 to 2020	Partnership/ collaboration	• One faculty of USM was trained by CIRAD on somatic embryogenesis of rubber. • DOST-PCAARRD funded the training, CIRAD provided expertise.	
Association of Universities of Asia and the Pacific (AUAP)	Asia Pacific Region	Education, Research, Inter-university cooperation	2017 to present	Membership	• USM is an active member of AUAP.	**Supaporn Chuangchid** Executive Secretary Association of Universities of Asia and the Pacific (AUAP) Suranaree University of Technology Academic Building 2, 111 University Avenue Suranaree District, Muang, Nakhon Ratchasima 30000, Thailand Email: auapmemberevents@g.sut.ac.th Phone: +66 857687474
Chulalongkorn University	Thailand	Education and Research	2014 to present	Partnership/ collaboration	• Chulalongkorn University provided training to one faculty of USM under the Chemistry Department.	Dr. Azhar Bin Ariffin Halal Science Center Chulalongkorn University azhar@halalcouncil.org
University of California – Davis	USA	Education and Research	2015 to present	Partnership/ collaboration	• UC-Davis researchers provided lecture to USM.	**Jim Hill** jchill@ucdavis.edu UC Davis

S.10. A liaison officer is available to assist foreign students in their transactions with concerned government agencies, whenever applicable.



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. 1127C
Series of 2025

TO: PROF. BRYAN LLOYD P. BRETAÑA

SUBJECT: Designation as DIRECTOR, OFFICE OF INTERNATIONAL AFFAIRS

DATE: Friday, 28 February 2025

In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby designated as **DIRECTOR, OFFICE OF INTERNATIONAL AFFAIRS** being implemented by the University of Southern Mindanao, in addition to your appointive position effective immediately.

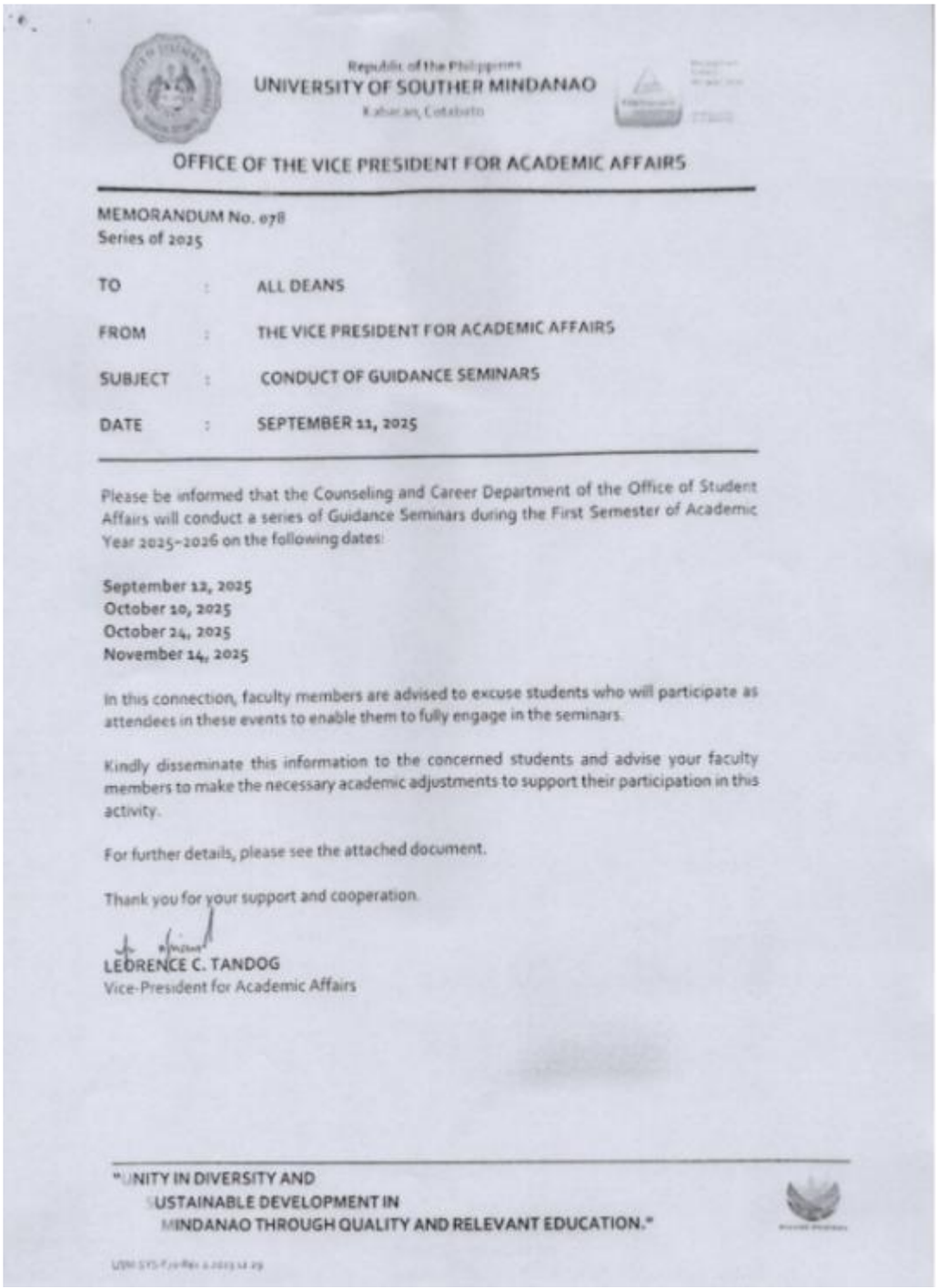
As such, you are expected to perform the following task;

1. Provide leadership in the preparation, implementation, development, and evaluation of internationalization activities of the university,
2. Coordinate with Vice President for Academic Affairs, Vice President for Research Development and Extension, and Vice President for Administration and Finance on matters on international affairs of the university;
3. Develop strategic alliances and manage institutional partnerships and collaborations with international organizations and other foreign universities and colleges;
4. Provide leadership and coordinate with different academic, research, and extension units in developing international education direction, research and extension agenda including international agreements, funding opportunities, information on student exchanges, participation in visits and profile-raising,
5. Provide information and advice to the University community about the different international programs available within the scope of education and research
6. Create collaborative programs pertaining to international student and their issues;
7. Attend and be visible/present in events/programs on campus that are relevant to international student and their issues,
8. Work closely with administrators, directors, faculty and staff, as well as attend staff meetings related to internationalization,
9. Assist student organization, academic colleges and administrative units on addressing concerns on internationalization;
10. Assist the University to build its international profile through visits, media coverage, events, and conferences to ensure presence of the University at international education and research force.

Page 1 of 2

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

S.11. There are programs for life skills training (e.g., conflict and stress management, harassment, etc.) counseling, testing and referrals for students with special needs.



Republic of the Philippines
UNIVERSITY OF SOUTHER MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 078
Series of 2025

TO : ALL DEANS

FROM : THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

SUBJECT : CONDUCT OF GUIDANCE SEMINARS

DATE : SEPTEMBER 11, 2025

Please be informed that the Counseling and Career Department of the Office of Student Affairs will conduct a series of Guidance Seminars during the First Semester of Academic Year 2025-2026 on the following dates:

September 12, 2025
October 10, 2025
October 24, 2025
November 14, 2025

In this connection, faculty members are advised to excuse students who will participate as attendees in these events to enable them to fully engage in the seminars.

Kindly disseminate this information to the concerned students and advise your faculty members to make the necessary academic adjustments to support their participation in this activity.

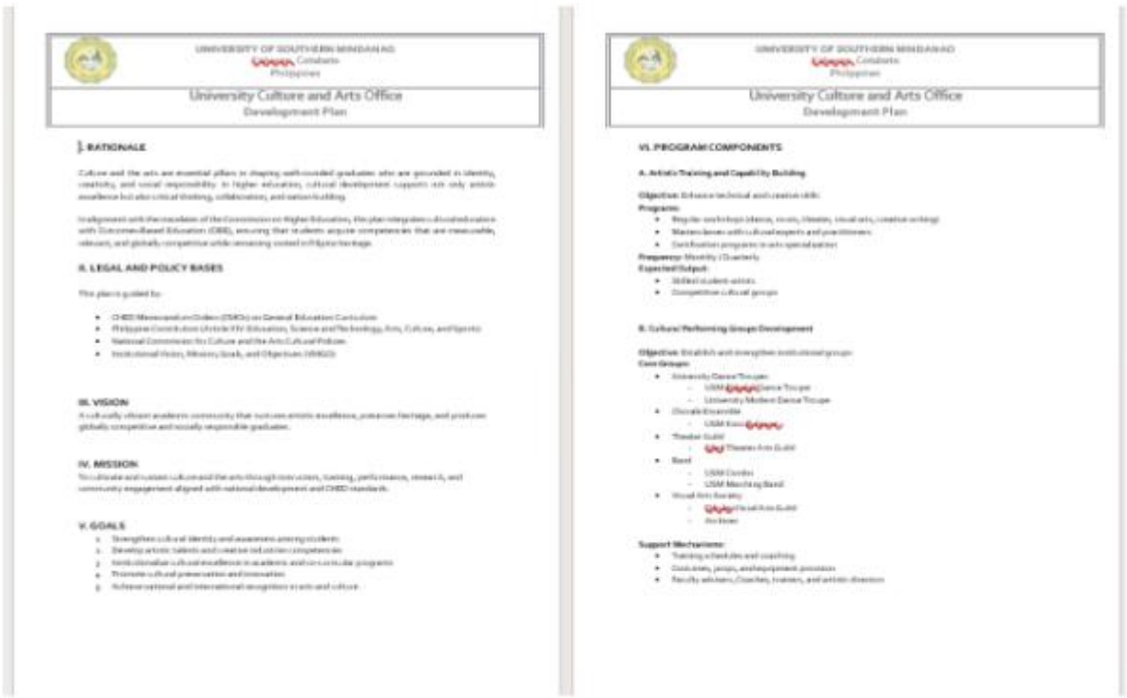
For further details, please see the attached document.

Thank you for your support and cooperation.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

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

S.12. The institution provides opportunities for promotion and appreciation of culture and arts.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

I. RATIONALE

II. LEGAL AND POLICY BASES

III. VISION

IV. MISSION

V. GOALS

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

VI. PROGRAM COMPONENTS

A. Artistic Training and Capability Building

B. Culture/Performing Groups Development

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

C. Festivals, Competitions, and Showcases

D. Research and Documentation

E. Community Extension and Cultural Outreach

F. Partnerships and Linkages

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

VII. IMPLEMENTATION PLAN

VIII. RESOURCE REQUIREMENTS

IX. MONITORING AND EVALUATION

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
CALENDAR OF ACTIVITIES
2024-2025

Date	Activity	Unit/Persons Responsible
July 15-19,2024	**UCA Summer Training and Workshop 2024**	Culture and Arts Department
August 14-15 ,2024	**UPAG Open Audition**	Culture and Arts Department
August 16,2024	**University Culture and Arts Consultation and Orientation for Students and UPAG members**	Culture and Arts Department
August 16, 2024	**ENTABLADO: Alay sa Freshmen**	Culture and Arts Department
September 19,2024	**UCA Consultation with the LSG and USG**	Culture and Arts Department
September 20, 2024	**Culture and Arts College Coordinators' Meeting**	Culture and Arts Department
September 29,2024	**Faculty and Staff Showtime**	Committee Members
October 20,2024	**FMG Cup (UPAG Fun fest and Acquaintance Party)**	Culture and Arts Department
October- November 7 20,2024	**MASTS Culture and Arts Concentration Training**	USM Culture and Arts Coaching Team
November 22-29,2024	**MASTS Culture and Arts Festival 2024**	USM Team Committee
December 9,2023	**Entablado : Paskuhan sa USM**	Culture and Arts Department
December 16,2024	**UCA Annual Thanksgiving Celebration**	Culture and Arts Department
February ,2025	**National Arts Month Celebration**	Culture and Arts Department
March 27,2025	**College Coordinators and LSG Meeting**	Culture and Arts Department
April 30, 2025	**Entablado : International Dance Week**	Culture and Arts Department
May,2025	**National Heritage Month Celebration**	Culture and Arts Department
May 7-9, 2025	**Kalilint Festival 2025**	Culture and Arts Department
June 28,2025	**Sigay Nu Bulawan 2025**	Culture and Arts Department

Submitted by:

JESSA S. BUISAN
UCA Head

USM-SYS-F[illegible]

Area IV: SUPPORT TO STUDENTS

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
CALENDAR OF ACTIVITIES
2023-2024

December 16,2023	**UCA Annual Thanksgiving Celebration**	Culture and Arts Department
February-March ,2024	**National Arts Month Celebration**	Culture and Arts Department
April 16-18,2024	**National Culture and Arts Festival 2024**	Culture and Arts Department
April 26, 2024	**Entablado : International Dance Week**	Culture and Arts Department
May,2024	**National Heritage Month Celebration**	Culture and Arts Department
June 28,2024	**Sigay Nu Bulawan 2023**	Culture and Arts Department

Submitted by:

JESSA SAGUISAN
UCA Head

USM-SYS-F3.2-Rev 1.2020.07.14



NATIONAL ARTS MONTH 2024

Objective

The main goal of Entablado 2024 is to honor National Arts Month by highlighting the diverse cultural and artistic abilities of the University of Southern Mindanao. The event seeks to unite all the university's guilds—from dance, theater, music, and visual arts—in a collective celebration of creativity and expression. This event aims to enhance appreciation for the arts, encourage student involvement in different artistic expressions, and emphasize the significance of safeguarding and promoting cultural heritage through this gathering.

The occasion also seeks to promote cooperation among guilds, offering them a space to display their distinctive talents, abilities, and creativity. In the end, Entablado acts as a platform for fostering unity and cultural appreciation within the university community while celebrating the theme "Ani ng Sining, Bayang Malikhain"—a tribute to the bounty of imagination and the creative essence of the country.

Background

In honor of National Arts Month 2024, the University Culture and Arts Office (UCAO) at the University of Southern Mindanao hosted Entablado, a significant event that pays homage to diverse art and cultural expressions. The gathering was intended to unite all the university's guilds, covering a broad spectrum of fields including dance, theater, music, and visual arts.

The theme for Entablado 2024 is "Ani ng Sining, Bayang Malikhain," meaning "Harvest of Arts, Creative Nation." This theme showcases the depth of Filipino culture and the lively essence of artistic expression, inspiring the university's students to honor and engage with the arts in every possible way. Entablado goes beyond merely being a performance—it serves as a vibrant platform for students to showcase their artistic talents, share cultural concepts, and come together as a collective creative community.

Expected Output

The Entablado 2024 event seeks to honor the university's artistic abilities through a lively and varied exhibition, featuring dance performances, theater shows, musical acts, and visual art displays, with each guild representing their distinctive style and creativity, enhancing a comprehensive celebration of the arts. The event aims to bolster unity among the guilds by improving collaboration and fostering closer relationships among students from different artistic fields, while encouraging a spirit of teamwork. It will increase awareness and involvement in the arts among the university community, motivating more students to engage in creative activities and think about joining the guilds. By means of performances and exhibits that emphasize the theme "Ani ng Sining, Bayang Malikhain,"



SIGAY NU BULAWAN 2024

OBJECTIVES

The primary goal of this event is to acknowledge the unwavering commitment and dedication of University Performing Arts Guild members, particularly focusing on the graduates. As part of the socio-cultural group in the University of Southern Mindanao, it is the time to highlight and give appreciation to their great contribution to the field of performing arts and how they gave pride to the said institution.

BACKGROUND

The Sigay Nu Bulawan is an annual event at every end of the academic year, which is executed by the University Performing Arts Guild together with the University Culture and Arts; and the graduates are highlighted. It was June 30, 2024, when the latest Sigay Nu Bulawan was carried on at the University Commercial Building by the University Culture and Arts, spearheaded by the UCA director, Ma'am Jessa S. Buisan. The event was attended by the UPAG members, trainers/coaches, and the graduates. It was facilitated by the UPAG officers with the help of the members of each guild (Dibuho, USM Band, USM Koro Bulawan, USM B'dadali Dance Troupe, University Modern Dance Troupe, and Sibol Theatre Arts Guild).

The event was not all about giving certificates to the outstanding performers and graduates but, it also upheld the camaraderie and creativity of each guild. Given that this year's theme was more fantastical – the Percy Jackson motif, it also shows that members are all-rounded when it comes to diverse artistry as they have shown in the event. Messages full of appreciation, encouragement, and reminders were also expounded. This event also strengthens the University Culture and Arts Community.

EXPECTED OUTPUT

Upon the end of this activity, it is expected that the University Performing Arts Guild will be able to achieve its core objective which is to give appreciation and honor the

S.13. The institution has well equipped offices for:
S.13.1. Culture and Arts;

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

I. RATIONALE

Culture and the arts are essential pillars in shaping well-rounded graduates who are grounded in identity, creativity, and social responsibility. In higher education, cultural development supports not only artistic excellence but also critical thinking, collaboration, and nation-building.

In alignment with the mandates of the Commission on Higher Education, this plan integrates cultural education with Outcomes-Based Education (OBE), ensuring that students acquire competencies that are measurable, relevant, and globally competitive while remaining rooted in Filipino heritage.

II. LEGAL AND POLICY BASES

This plan is guided by:

- CHED Memorandum Orders (CMOs) on General Education Curriculum
- Philippine Constitution (Article XIV: Education, Science and Technology, Arts, Culture, and Sports)
- National Commission for Culture and the Arts Cultural Policies
- Institutional Vision, Mission, Goals, and Objectives (VMGO)

III. VISION

A culturally vibrant academic community that nurtures artistic excellence, preserves heritage, and produces globally competitive and socially responsible graduates.

IV. MISSION

To cultivate and sustain culture and the arts through instruction, training, performance, research, and community engagement aligned with national development and CHED standards.

V. GOALS

1. Strengthen cultural identity and awareness among students
2. Develop artistic talents and creative industries competencies
3. Institutionalize cultural excellence in academic and co-curricular programs
4. Promote cultural preservation and innovation
5. Achieve national and international recognition in arts and culture

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

VI. PROGRAM COMPONENTS

A. Artistic Training and Capability Building

Objective: Enhance technical and creative skills
Programs:

- Regular workshops (dance, music, theater, visual arts, creative writing)
- Masterclasses with cultural experts and practitioners
- Certification programs in arts specialization

Frequency: Monthly / Quarterly
Expected Output:

- Skilled student-artists
- Competitive cultural groups

B. Cultural Performing Groups Development

Objective: Establish and strengthen institutional groups
Core Groups:

- University Dance Troupes
  - USM Didal Dance Troupe
  - University Modern Dance Troupe
- Chorale Ensemble
  - USM Koro Bulawan
- Theater Guild
  - Sibol Theater Arts Guild
- Band
  - USM Combo
  - USM Marching Band
- Visual Arts Society
  - Dibuho Visual Arts Guild
  - Archives

Support Mechanisms:

- Training schedules and coaching
- Costumes, props, and equipment provision
- Faculty advisers, Coaches, trainers, and artistic directors

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

C. Festivals, Competitions, and Showcases
Objective: Provide exposure and recognition
Activities:

- Participation in:
  - National Culture and the Arts Festival
  - PASUC National Culture and the Arts Festival
  - Regional cultural competitions -MASTS
- Annual University Culture and Arts Festival
  - Kalilipa Festival
  - Heritage Month
  - FMG Cup
  - Siday Nu Sulayan

Expected Output:

- Awards and recognitions
- Institutional visibility

D. Research and Documentation

Objective: Promote cultural scholarship
Programs:

- Research on local traditions, indigenous practices, and cultural heritage
- Documentation of performances and oral histories
- Publication of journals, exhibits, and digital archives

E. Community Extension and Cultural Outreach

Objective: Promote cultural preservation and inclusivity
Programs:

- Cultural immersion programs in local/indigenous communities
- Outreach performances and workshops
- Collaboration with LGUs and cultural agencies

F. Partnerships and Linkages

Objective: Strengthen external collaborations
Partners:

- National Commission for Culture and the Arts
- Local Government Units (LGUs)
- Cultural organizations and NGOs
- International cultural institutions

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Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

VII. IMPLEMENTATION PLAN

Yearly Timeline Overview

Quarter Activities

Q1 Planning, recruitment, training workshops
Q2 Local performances, outreach programs
Q3 Regional and national competitions
Q4 Evaluation, cultural festival, documentation

VIII. RESOURCE REQUIREMENTS

Human Resources

- Cultural Coordinator / Director
- Trainers and Coaches
- Faculty Advisers
- Student Leaders

Financial Resources

- Training and workshop budget
- Costume and equipment expenses
- Travel and competition funds

Facilities

- Auditorium / Theater
- Practice rooms
- Art studios

IX. MONITORING AND EVALUATION

Key Performance Indicators (KPIs):

- Number of trained students
- Participation rate in activities
- Awards and recognitions
- Number of outreach programs conducted
- Research outputs produced

Evaluation Tools:

- Performance reviews
- Surveys and feedback forms

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Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

- Annual accomplishment reports

X. EXPECTED OUTCOMES

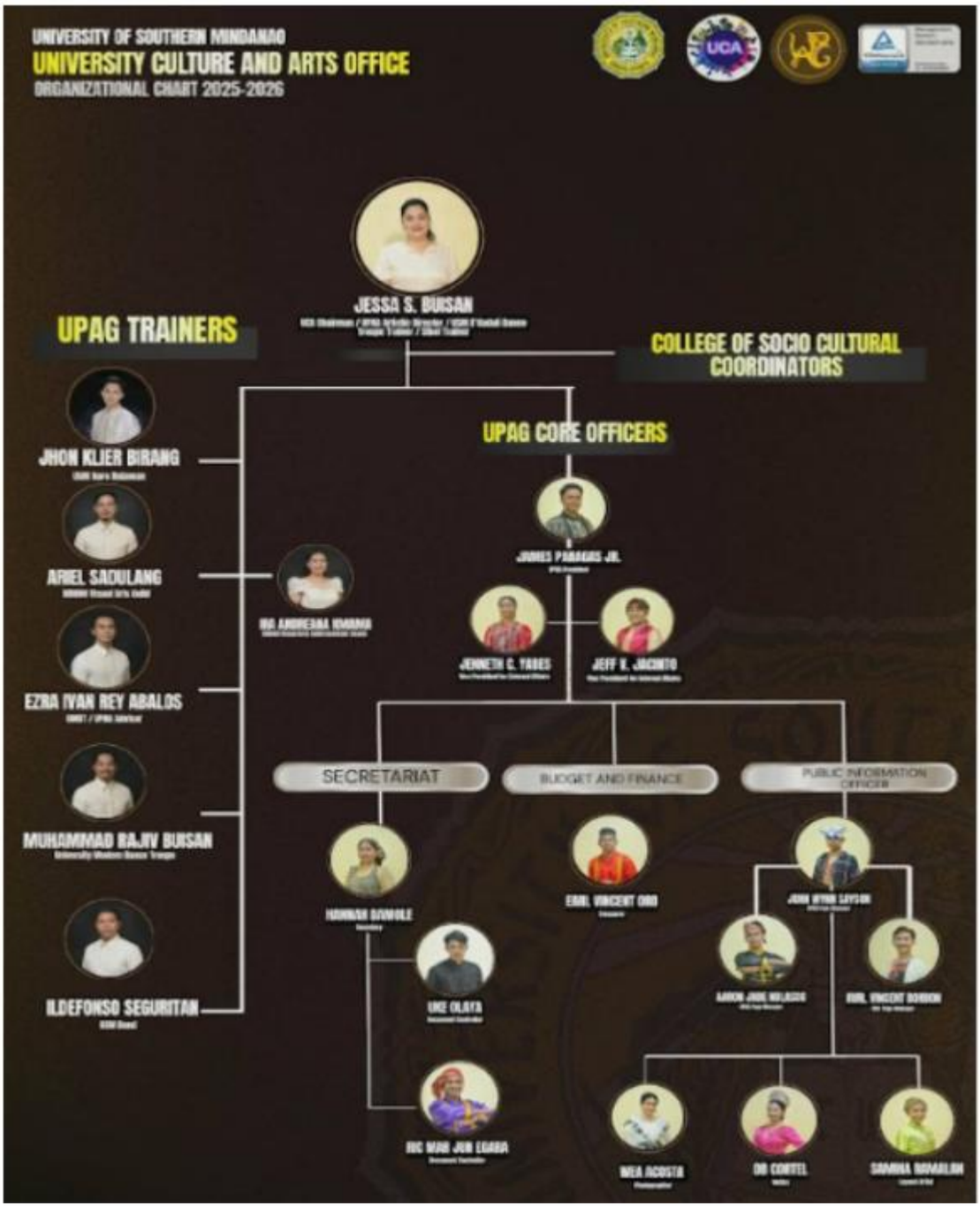
- Enhanced cultural awareness and national identity
- Highly skilled and competitive student-artists
- Strong institutional presence in national competitions
- Increased research and documentation of culture
- Sustainable cultural programs aligned with CHED

XI. SUSTAINABILITY PLAN

- Institutionalization of culture and arts programs
- Annual budget allocation
- Continuous leadership development
- Alumni engagement and mentorship
- Income-generating cultural productions

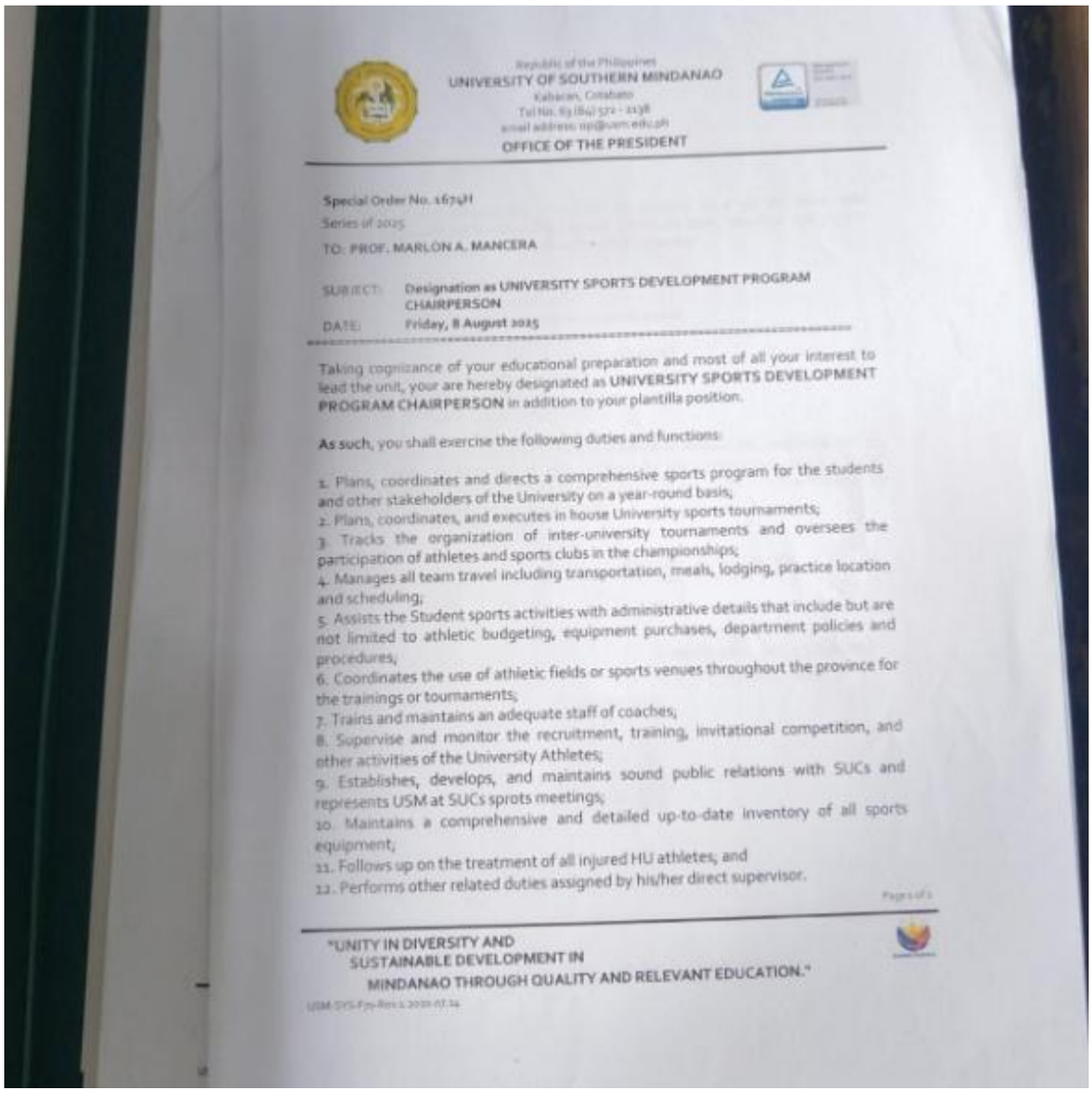
XII. RISK MANAGEMENT

Risk	Mitigation
Limited funding	Seek sponsorships and partnerships
Low participation	Conduct awareness campaigns
Talent retention issues	Provide incentives and recognition
Scheduling conflicts	Integrate activities into academic calendar



SUPPORT TO STUDENTS

S.13.2. Sports Development;



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 1138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 16741
Series of 2025

TO: PROF. MARLON A. MANCERA

SUBJECT: **Designation as UNIVERSITY SPORTS DEVELOPMENT PROGRAM CHAIRPERSON**

DATE: **Friday, 8 August 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the unit, your are hereby designated as **UNIVERSITY SPORTS DEVELOPMENT PROGRAM CHAIRPERSON** in addition to your plantilla position.

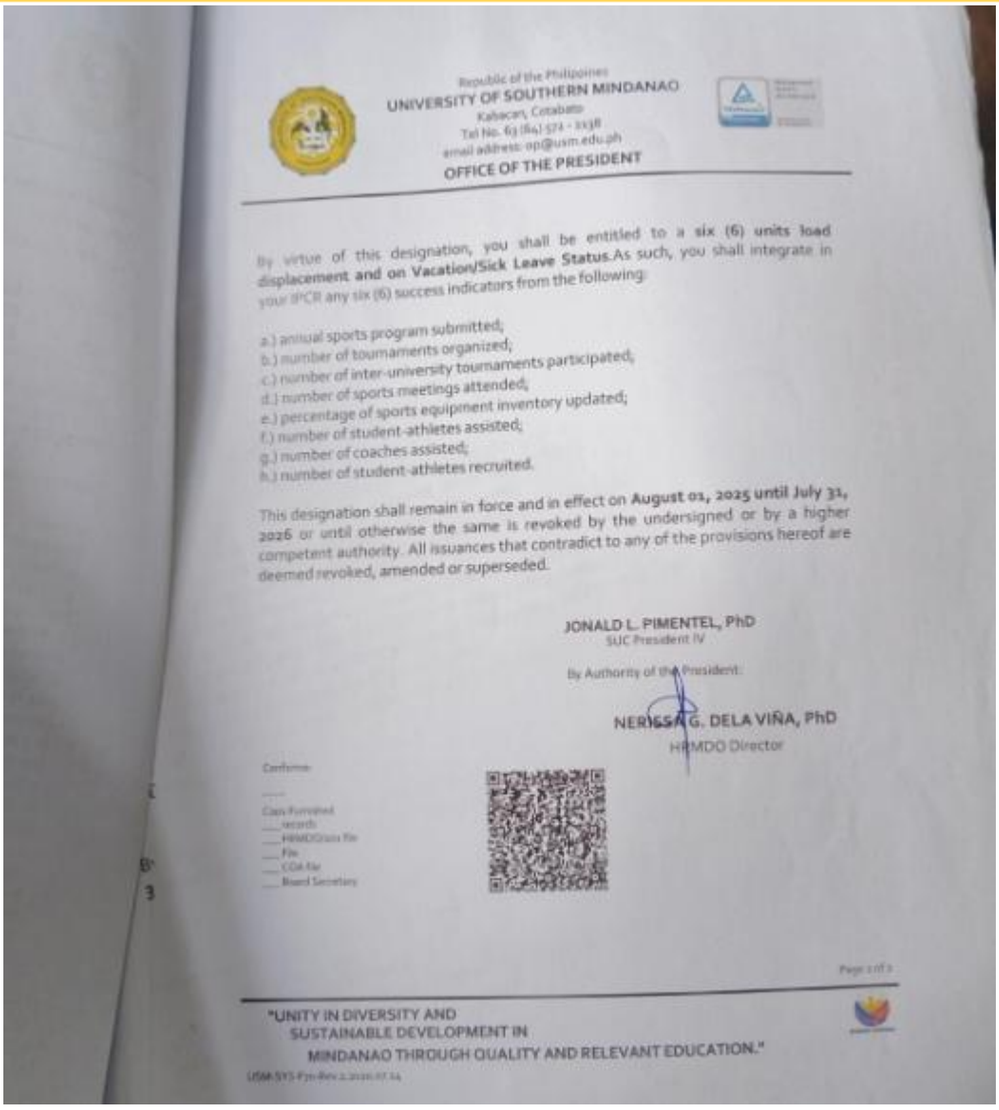
As such, you shall exercise the following duties and functions:

1. Plans, coordinates and directs a comprehensive sports program for the students and other stakeholders of the University on a year-round basis;
2. Plans, coordinates, and executes in house University sports tournaments;
3. Tracks the organization of inter-university tournaments and oversees the participation of athletes and sports clubs in the championships;
4. Manages all team travel including transportation, meals, lodging, practice location and scheduling;
5. Assists the Student sports activities with administrative details that include but are not limited to athletic budgeting, equipment purchases, department policies and procedures;
6. Coordinates the use of athletic fields or sports venues throughout the province for the trainings or tournaments;
7. Trains and maintains an adequate staff of coaches;
8. Supervise and monitor the recruitment, training, invitational competition, and other activities of the University Athletes;
9. Establishes, develops, and maintains sound public relations with SUCs and represents USM at SUCs sprots meetings;
10. Maintains a comprehensive and detailed up-to-date inventory of all sports equipment;
11. Follows up on the treatment of all injured HU athletes, and
12. Performs other related duties assigned by his/her direct supervisor.

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

USM-SYS-Fy-Rev 1 2020-07-14



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Kabacan, Cotabato
Tel No. 63 (64) 574 - 3338
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

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

a.) annual sports program submitted;
b.) number of tournaments organized;
c.) number of inter-university tournaments participated;
d.) number of sports meetings attended;
e.) percentage of sports equipment inventory updated;
f.) number of student-athletes assisted;
g.) number of coaches assisted;
h.) number of student-athletes recruited.

This designation shall remain in force and in effect on **August 01, 2025 until July 31, 2026** or until 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:

Copy Furnished
___ records
___ HRMDO Unit File
___ File
___ COA file
___ Board Secretary

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

S.13.3. Student Publication; and

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

THE MINDANAO TECH
Vanguard of Students' Rights
Official Student Publication of the University of Southern Mindanao

I. Policies governing Student Publication

Chapter 67 of the USM Official Student Code: Student Publication

Article 238. Philosophy, Aims, and Objectives

Section 1. There shall be an official student publication, a yearbook, and such other student-oriented print and non-print media of the University and/or college that monitor and publish the activities of the students.

Section 2. The University shall provide support for the establishment and implementation of student publication, pursuant of Campus Journalism Act.

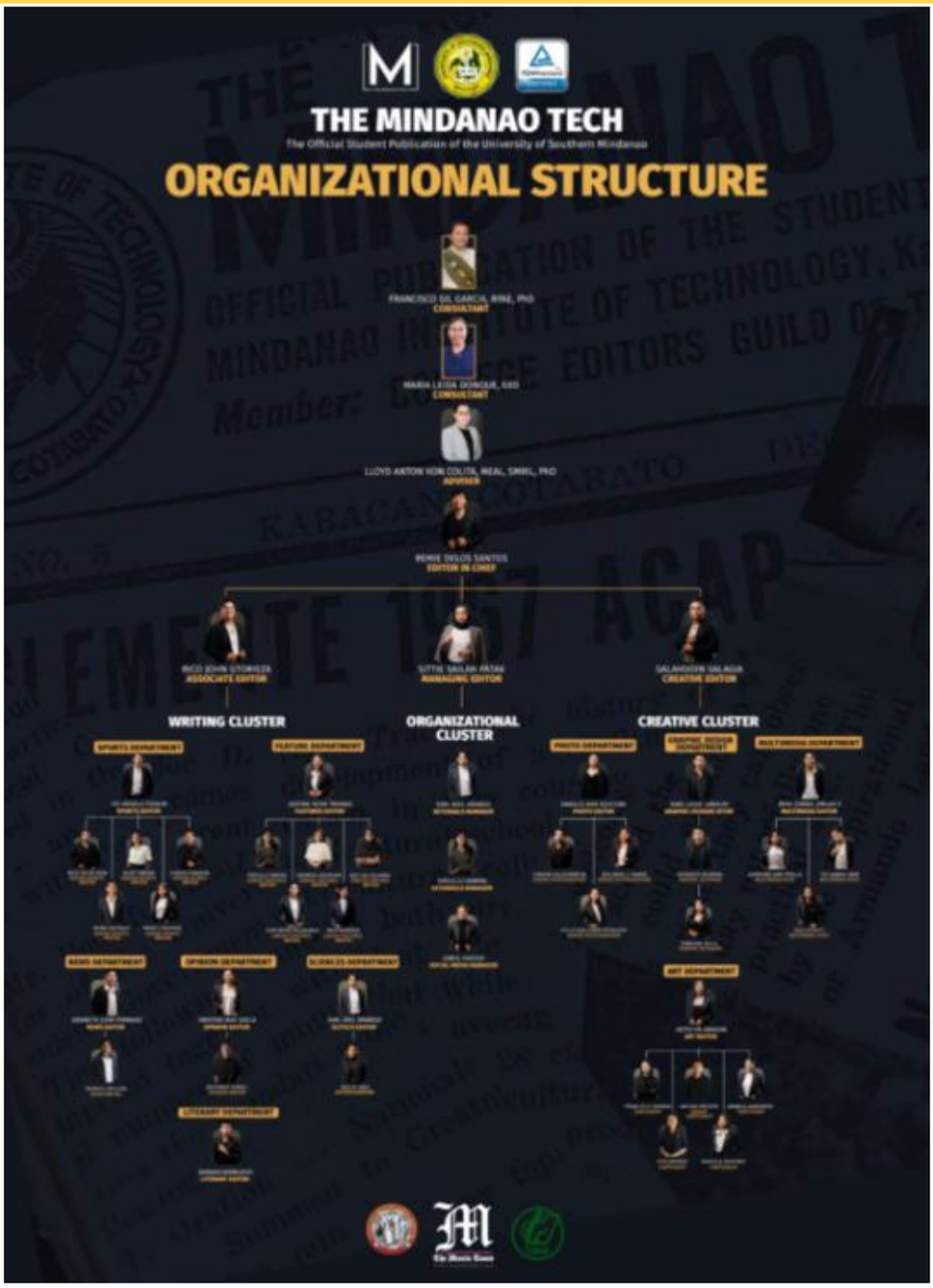
Section 3. The student publication shall define its philosophy, mission orientation, aims, goals, and objectives for the information and guidance of the students, members of the academic community of the University, and the public.

Section 4. The vision, mission, goals, and objectives of the student publication shall aim the support the University in its quest for educational excellence, particularly, in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Section 5. The student publication shall maximize its leadership and influence to foster and enhance the attainment of noble development goals.

Article 239. Statement of Principles

Section 1. Freedom of expression, which subsumes free speech, press and assembly, is an inalienable and cherished right enriched and guaranteed by the Philippine Constitution, existing laws, as well as, national policies, and democratic traditions.



SUPPORT TO STUDENTS

S.13.4. Medical-Dental Clinic.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

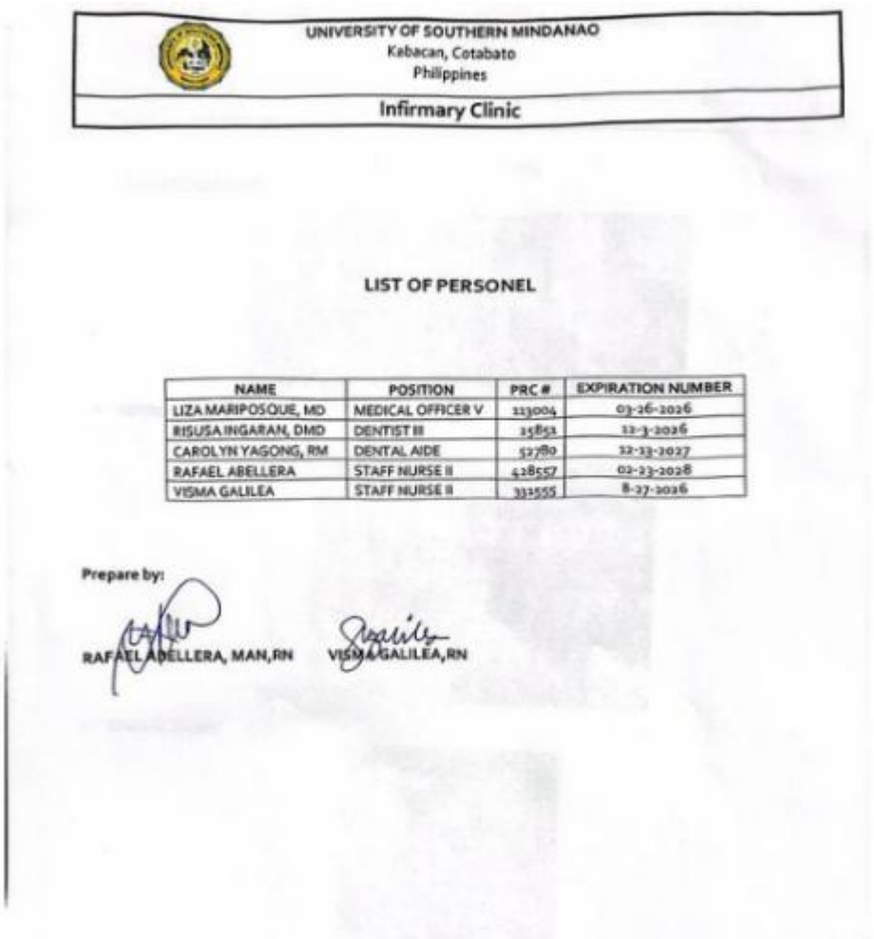
Infirmary Clinic

LIST OF CLINIC SERVICES

- Medical check up
  - Free check up
  - Free Minor surgery
- Dental Check Up
  - Free dental Check up
  - Free one tooth extraction (per semester)
- Clinical Laboratory
  - Free one complete blood test-CBC (per semester)
  - Free one urinalysis (per semester)
  - Free one fecalysis (per semester)
- Pharmacy
  - Free medicines
  - Free Vitamins(student and staff)
  - Free maintenance(faculty and staff)

Prepare by:

RAFAEL ABELLERA, MAN,RN
Infirmary Nurse



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Infirmary Clinic

LIST OF PERSONEL

NAME	POSITION	PRC #	EXPIRATION NUMBER
LIZA MARIPOSQUE, MD	MEDICAL OFFICER V	113004	03-26-2026
RISUSA INGARAN, DMD	DENTIST III	25851	12-3-2026
CAROLYN YAGONG, RM	DENTAL AIDE	527780	12-23-2027
RAFAEL ABELLERA	STAFF NURSE II	428557	02-23-2028
VISMA GALILEA	STAFF NURSE II	331555	8-27-2026

Prepare by:

RAFAEL ABELLERA, MAN,RN VISMA GALILEA,RN

S.14. There is a well-furnished medical-dental Clinic.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Infirmary Clinic

- HEMATOLOGY MACHINE AND MICROSCOPE



- DENTAL CHAIR



Prepare by:

RAFAEL ABELLERA, MAN,RN

VISMA GALILEA,RN

S.15. There is a medical and dental program designed for:

S.15.1. diagnostic purposes;

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Infirmary Clinic

LIST OF CLINIC SERVICES

- Medical check up
  - Free check up
  - Free Minor surgery
- Dental Check Up
  - Free dental Check up
  - Free one tooth extraction (per semester)
- Clinical Laboratory
  - Free one complete blood test-CBC (per semester)
  - Free one urinalysis (per semester)
  - Free one fecalysis (per semester)
- Pharmacy
  - Free medicines
  - Free Vitamins(student and staff)
  - Free maintenance(faculty and staff)

Prepare by:

RAFAEL ABELLERA, MAN,RN
Infirmary Nurse

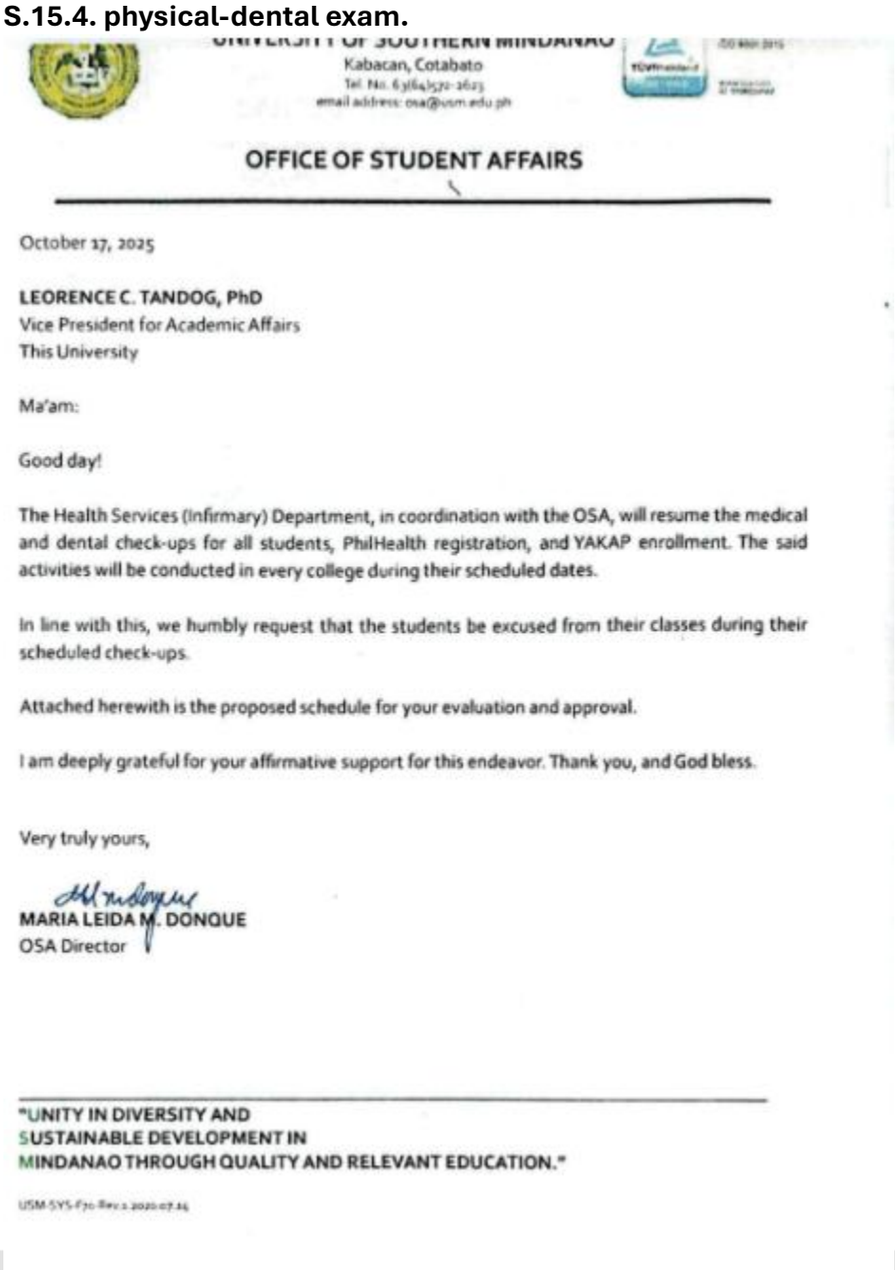
S.15.2. first aid;



S.15.3. prevention and prophylaxis; and



S.15.4. physical-dental exam.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No.: 63(64)570-2623
email address: osa@usm.edu.ph

OFFICE OF STUDENT AFFAIRS

October 17, 2025

LEORENCE C. TANDOG, PhD
Vice President for Academic Affairs
This University

Ma'am:

Good day!

The Health Services (Infirmary) Department, in coordination with the OSA, will resume the medical and dental check-ups for all students, PhilHealth registration, and YAKAP enrollment. The said activities will be conducted in every college during their scheduled dates.

In line with this, we humbly request that the students be excused from their classes during their scheduled check-ups.

Attached herewith is the proposed schedule for your evaluation and approval.

I am deeply grateful for your affirmative support for this endeavor. Thank you, and God bless.

Very truly yours,

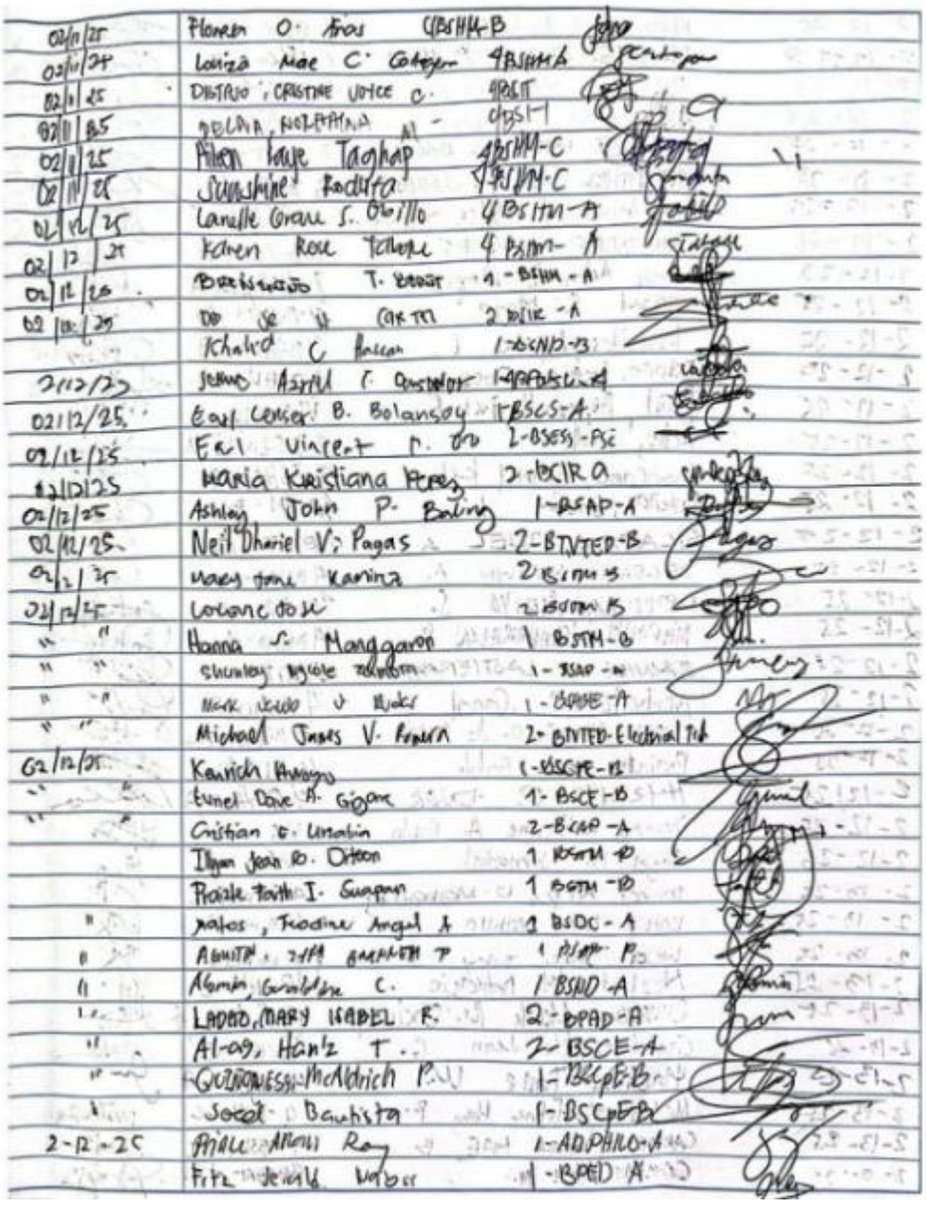
MARIA LEIDA M. DONQUE
OSA Director

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

USM-SYS-F30-Rev.1.2020.07.24

S.16. An updated information on student health condition is available to parents/guardians.





S.17. There are mechanisms to promote national, sectoral and cultural sports activities and development in coordination with concerned agencies.



Extensive and Functional Academic and Community Linkages. The program has established strong and functional linkages with academic institutions, government agencies, sports organizations, and community partners at the local, national, and international levels. These partnerships support collaborative research, extension activities, training programs, and professional exchanges, thereby expanding opportunities for both faculty and students.

List of Linkages and Partnerships of the College of Human Kinetics

Organization	Duration of Partnership	Scope of Partnership
ADAMSON UNIVERSITY (AdU)	2026-2029	This Memorandum of Agreement (MOA) is entered into by and between the University of Southern Mindanao (USM) and Adamson University (AdU) to establish a collaborative framework for academic mobility and scholarly exchange in Physical Education and Sports Sciences. Both parties recognize the value of student and faculty exchange in enhancing instructional quality, research engagement, professional development, and cultural understanding. Anchored in their shared commitment to academic excellence and innovation, this partnership aims to provide opportunities for student exchange in



		...and EDUCE programs; facilitate faculty mobility for teaching and research; enrich curricula through best practice sharing; and promote joint research and academic initiatives. Ultimately, the agreement seeks to strengthen institutional linkages and expand professional networks in alignment with national higher education standards.
[redacted]	2026-2029	The parties commit to jointly planning, implementing, and evaluating collaborative research initiatives in Physical Education and Sports Science, including the conduct of co-authored studies and publication projects. This collaboration extends to the organization of research-focused events, exchange of academic experts for mentorship and evaluation, and sharing of relevant resources such as data, tools, and learning materials. It also emphasizes the development of joint research proposals for funding opportunities and the active dissemination of research outputs through conferences and
DISC GOLF ASSOCIATION OF THE PHILIPPINES (DGAP)	2025-2028	The Memorandum of Agreement establishes a collaborative framework between USM and DGAP to promote the development and growth of disc golf through the establishment of playing facilities, conduct of training



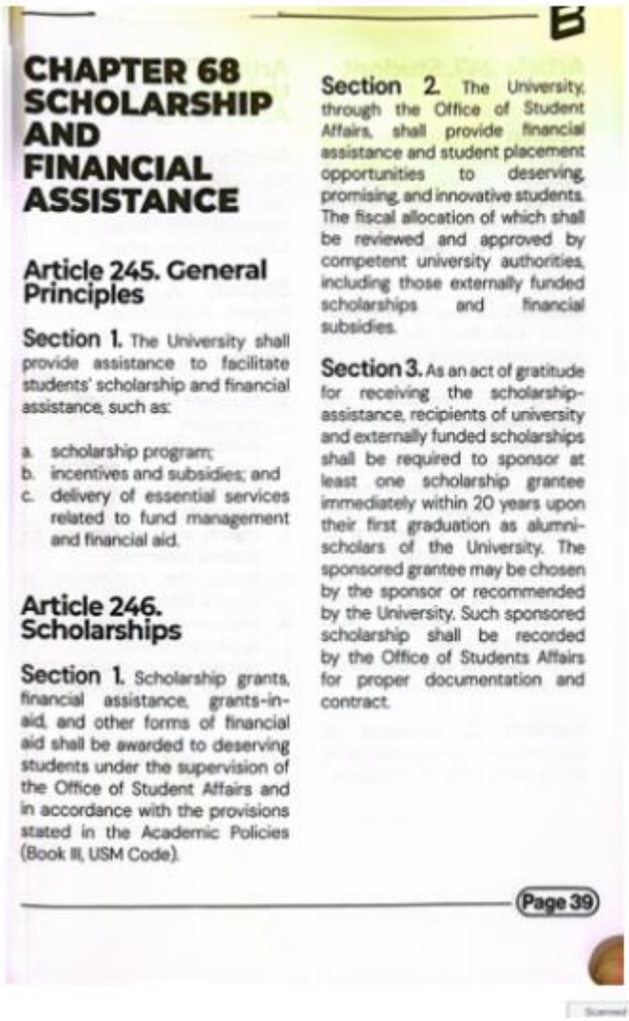
		programs, and organization of tournaments at various levels. It also emphasizes academic and research collaboration in sports development, kinesiology, and community engagement, alongside capacity-building initiatives that prepare students and staff for roles as trainers, coaches, and officials, thereby strengthening both institutional and community involvement in the sport.
KOREA FUN-E BALL ASSOCIATION (KFBA)	2025- 2028	This Memorandum of Agreement establishes a partnership between the University of Southern Mindanao (USM) and the Korea Fun-E Ball Association (KFBA) to promote FunEBall as an innovative physical education and wellness program. The collaboration focuses on professional development through training and certification, organization of workshops and tournaments, and the integration of FunEBall into academic and community settings. It also emphasizes joint research, cultural exchange, and the development of instructional materials, with the goal of positioning USM as a regional hub for FunEBall initiatives in Mindanao and the Philippines.



[redacted]	2025-2028	This Memorandum of Agreement establishes a collaborative partnership between the University of Southern Mindanao (USM) and the National Association for Physical Education and Sports Science of the Philippines, Inc. (NAPESS-PH) to implement joint initiatives for professional development in Physical Education and Sports Science. The partnership focuses on enhancing competencies through training programs, academic collaboration, and knowledge exchange, while promoting research, innovation, and strengthened linkages within the professional community.
[redacted]	2026 - 2029	This Memorandum of Agreement is entered into between the University of Southern Mindanao (USM) and Outdoor Adventure Education Philippines (OAEPhil) to establish a collaborative partnership for the implementation of joint initiatives aimed at advancing professional development in Physical Education and Sports Science. The agreement seeks to strengthen competencies among educators, students, and practitioners through shared expertise, capacity-building programs, and academic collaboration aligned with the evolving demands of the discipline.

S.18. There are financial assistance programs designed for:

S.18.1. educational loans;



B

CHAPTER 68 SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 245. General Principles

Section 1. The University shall provide assistance to facilitate students' scholarship and financial assistance, such as:

a. scholarship program;
b. incentives and subsidies; and
c. delivery of essential services related to fund management and financial aid.

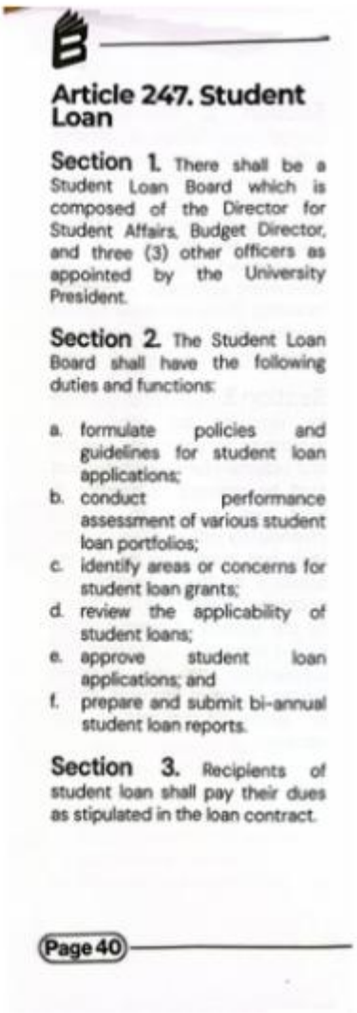
Article 246. Scholarships

Section 1. Scholarship grants, financial assistance, grants-in-aid, and other forms of financial aid shall be awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the provisions stated in the Academic Policies (Book III, USM Code).

Section 2. The University, through the Office of Student Affairs, shall provide financial assistance and student placement opportunities to deserving, promising, and innovative students. The fiscal allocation of which shall be reviewed and approved by competent university authorities, including those externally funded scholarships and financial subsidies.

Section 3. As an act of gratitude for receiving the scholarship-assistance, recipients of university and externally funded scholarships shall be required to sponsor at least one scholarship grantee immediately within 20 years upon their first graduation as alumni-scholars of the University. The sponsored grantee may be chosen by the sponsor or recommended by the University. Such sponsored scholarship shall be recorded by the Office of Students Affairs for proper documentation and contract.

Page 39



B

Article 247. Student Loan

Section 1. There shall be a Student Loan Board which is composed of the Director for Student Affairs, Budget Director, and three (3) other officers as appointed by the University President.

Section 2. The Student Loan Board shall have the following duties and functions:

a. formulate policies and guidelines for student loan applications;
b. conduct performance assessment of various student loan portfolios;
c. identify areas or concerns for student loan grants;
d. review the applicability of student loans;
e. approve student loan applications; and
f. prepare and submit bi-annual student loan reports.

Section 3. Recipients of student loan shall pay their dues as stipulated in the loan contract.

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S.18.2. student assistantship;



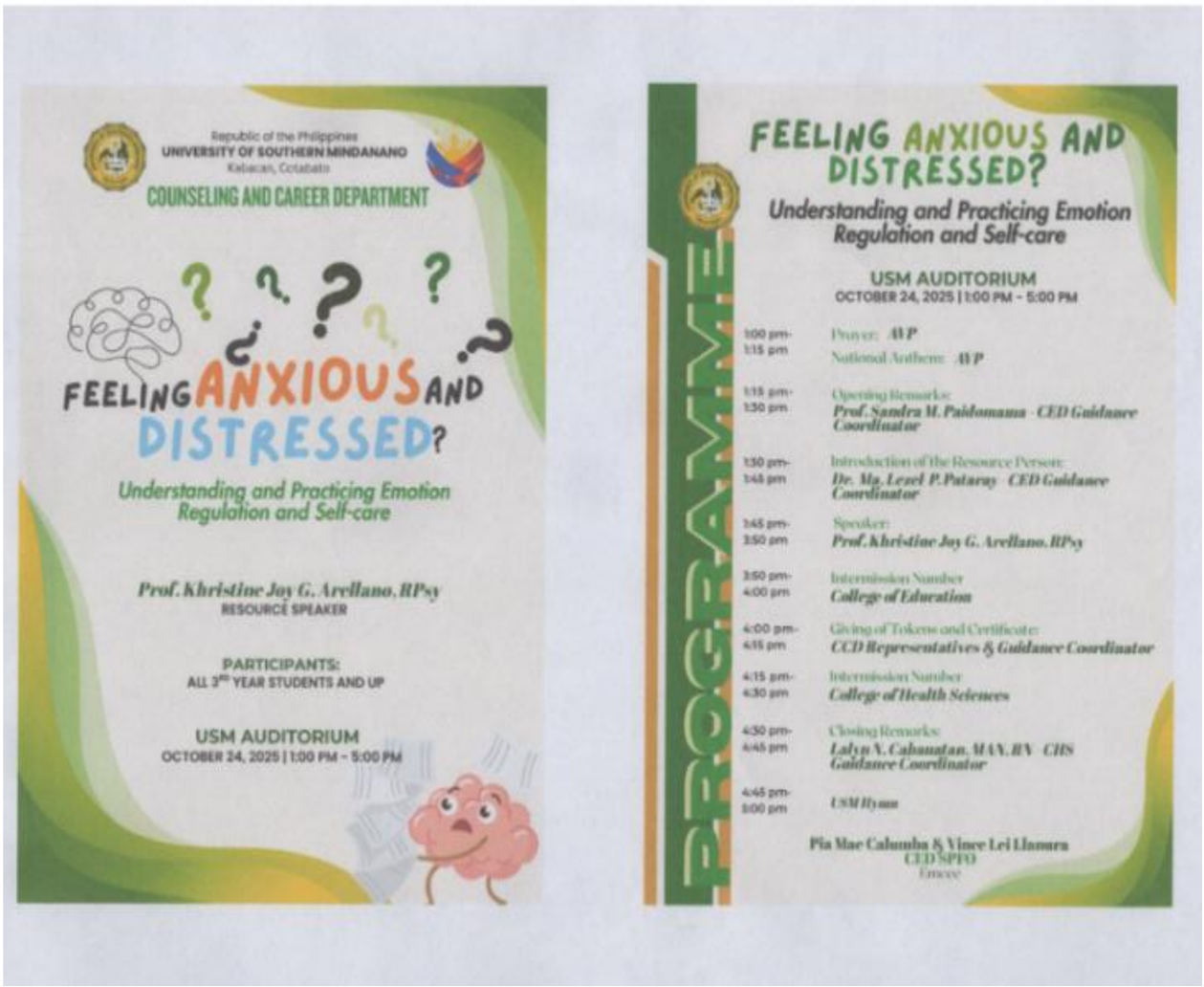
Article 248. University Student Assistantship

Section 1. There shall be University Student Assistants Unit that shall primarily organized and managed by t Office of Student Affairs.

Section 2. The Univers Student Assistantship Unit s have the following duties functions:

a. formulate policies guidelines on stud assistantship;
b. conduct performa assessment of various stud assistants;
c. identify areas or concerns student assistants;
d. review the applicability student assistants;
e. approve student assistants applications; and
f. prepare and submit bi-an student assistantship repor

S.18.3. attendance to seminars, training (sports, leadership, etc.;)



S.18.4. grants-in-aid; and

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

LIST OF SCHOLARS AND SPONSORING AGENCIES
SY 2025-2026

Seq.	Last Name	First Name	Middle Initial	Sex	Course	College	Year Level	Sponsoring Agencies
1	ABAD	PAMELA	LANDASAN	FEMALE	BACHELOR OF SCIENCE IN CRIMINOLOGY	College of Arts and Social Sciences (CASS)	4	CHED - TULONG DUNONG PROGRAM
2	ABADILLA	ASHLEY ROSS	GEROLAGA	FEMALE	BACHELOR OF SCIENCE IN CHEMISTRY	College of Science and Mathematics (CSM)	2	DEPARTMENT OF SCIENCE & TECHNOLOGY (DOST)
3	ABADINAS	FREDELYN	ECOT	FEMALE	BACHELOR OF SCIENCE IN NURSING	College of Health Sciences (CHS)	3	PROVINCIAL GOVERNMENT OF NORTH COTABATO SCHOLARSHIP
4	ABAJA	CLAIRE PRINCESS	TORREFRANCA	FEMALE	BACHELOR OF ARTS IN ENGLISH	College of Arts and Social Sciences (CASS)	3	PROVINCIAL GOVERNMENT OF NORTH COTABATO SCHOLARSHIP
5	ABALLE	JADE CARL	GUIE	MALE	BACHELOR OF ARTS IN POLITICAL	College of Arts and Social Sciences (CASS)	4	CHED - TULONG DUNONG PROGRAM
6	ABANILLA	AILYN	ARCEYO	MALE	BACHELOR OF SCIENCE IN CRIMINOLOGY	College of Arts and Social Sciences (CASS)	2	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
7	ABARCAR	KRIZ JAN LLOYD	GORDOSE	MALE	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL	College of Education (CED)	4	CHED - TULONG DUNONG PROGRAM
8	ABARRO	RAQUEL JOY	MENDOZA	FEMALE	BACHELOR OF SECONDARY EDUCATION	College of Education (CED)	3	PROVINCIAL GOVERNMENT OF NORTH COTABATO SCHOLARSHIP
9	ABAS	NORHAN	MATAS	MALE	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY MAJOR IN AUTOMOTIVE	College of Trades and Industries (CTI)	3	CHED - TULONG DUNONG PROGRAM
10	ABAS	PRINCESS HAMLYN	PENAFLORIDA	FEMALE	BACHELOR OF SCIENCE IN INFORMATION SYSTEM	College of Engineering & Information Technology (CEIT)	2	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
11	ABAS	DATU FAIZAL	IMAN	MALE	BACHELOR OF SCIENCE IN AGRICULTURAL & BIOSYSTEMS ENGINEERING	College of Engineering & Information Technology (CEIT)	3	MINISTRY OF SCIENCE & TECHNOLOGY BASE
					BACHELOR OF TECHNICAL			

Page 1 / 91

12	ABAS	NORHAIFA	BIANGAN	FEMALE	TECHNICAL VOCATIONAL EDUCATION MAJOR IN DRAFTING	College of Trades and Industries (CTI)	2	MINISTRY OF SCIENCE & TECHNOLOGY BASE
13	ABAYON	CRISLYN	AMO	FEMALE	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN ANIMAL	College of Agriculture (CA)	4	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
14	ABDILAH	PRINCE MOHAMMAD RAYYAN	TAN	MALE	DOCTOR OF MEDICINE	College of Medicine (COM)	1	BANGSAMORO MEDICAL SCHOLARSHIP PROGRAM (BMSP)
15	ABDUL	ASHLIAH JANE	GUARIN	FEMALE	BACHELOR OF SCIENCE IN INFORMATION SYSTEMS	College of Engineering & Information Technology (CEIT)	3	MINISTRY OF SCIENCE & TECHNOLOGY BASE
16	ABDUL	MOHAMMAD NUR FAHD	AMPATUAN	MALE	BACHELOR OF SCIENCE IN NURSING	College of Health Sciences (CHS)	4	MINISTRY OF SCIENCE & TECHNOLOGY BASE

17	ABDUL	ALMANSOUR	DATUWATA	MALE	BACHELOR OF TECHNICAL VOCATIONAL EDUCATION MAJOR IN ELECTRONICS	College of Trades and Industries (CTI)	4	MINISTRY OF SCIENCE & TECHNOLOGY BASE
18	ABDULKARIM	NORHATA	DILUMPONGAN	FEMALE	BACHELOR OF ARTS IN ISLAMIC STUDIES	Institute of Middle East and Asian Studies (IMEAS)	4	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
19	ABDULLAH	YAHYA	GUIAMLOD	MALE	BACHELOR OF ARTS IN POLITICAL	College of Arts and Social Sciences (CASS)	3	CHED - TULONG DUNONG PROGRAM
20	ABDULLAH	MANSOR	ESMAEL	MALE	BACHELOR OF SCIENCE IN AGRICULTURAL ECONOMICS	College of Business Development, Economics and Management (CBDEM)	3	CHED - TULONG DUNONG PROGRAM
21	ABDULLAH	HAMIDA	OMAR	FEMALE	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	College of Engineering & Information Technology (CEIT)	4	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
22	ABDULLAH	BENHAR	EZRAPIL	MALE	BACHELOR OF SCIENCE IN INTERNATIONAL RELATIONS	Institute of Middle East and Asian Studies (IMEAS)	4	LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)
23	ABDULLAH	DATU BASSER	PLANG	MALE	BACHELOR OF SCIENCE IN AGRICULTURE	College of Agriculture (CA)	4	NESCAFE KAPE'T BISIG SA PAGBANGON EDUCATIONAL GRANT
24	ABDULRAHIM	JEHANA	GUIALIAN	FEMALE	BACHELOR OF SECONDARY EDUCATION MAJOR IN	College of Education (CED)	3	CHED - TULONG DUNONG PROGRAM

S.18.5. others, (please, specify): DEATH AND MEDICAL ASSISTANCE