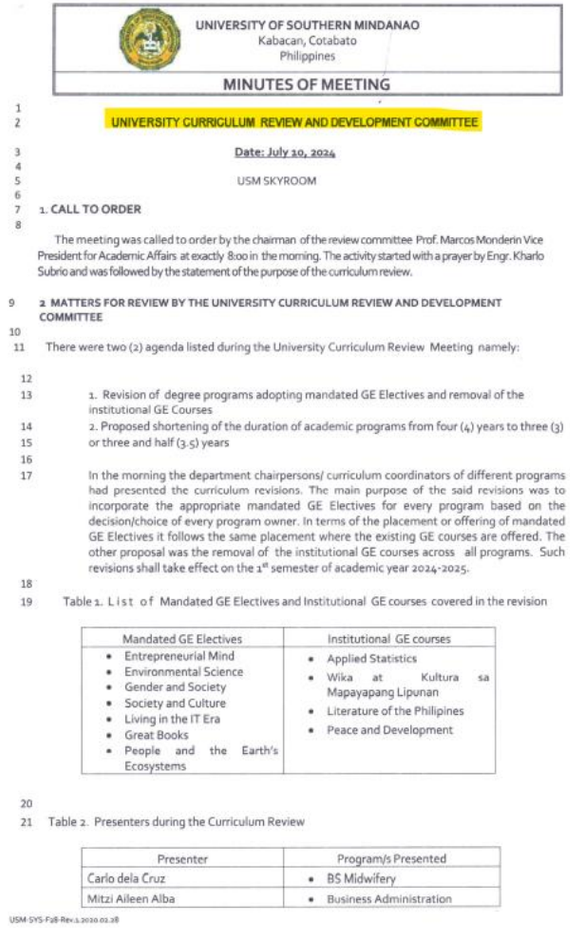
I.7. The following activities are undertaken to ensure quality in the process of curriculum development;

1.7.1. participative planning and designing of the curriculum by the following stakeholders:

I.7.1.1. administration ;
I.7.1.2. faculty;
I.7.1.3. students;
I.7.1.4. alumni;
I.7.1.5. representatives from the industry/sector; and
I.7.1.6. others (please specify)

I.7.1.1. administration ;

Minutes of meeting with the University Curriculum Review and Development Committee (UCRDC) during the presentation and review of curriculum on July 10, 2024.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

UNIVERSITY CURRICULUM REVIEW AND DEVELOPMENT COMMITTEE

Date: July 10, 2024

USM SKYROOM

1. CALL TO ORDER

The meeting was called to order by the chairman of the review committee Prof. Marcos Monderin Vice President for Academic Affairs at exactly 8:00 in the morning. The activity started with a prayer by Engr. Kharlo Subrio and was followed by the statement of the purpose of the curriculum review.

2 MATTERS FOR REVIEW BY THE UNIVERSITY CURRICULUM REVIEW AND DEVELOPMENT COMMITTEE

There were two (2) agenda listed during the University Curriculum Review Meeting namely:

1. Revision of degree programs adopting mandated GE Electives and removal of the institutional GE Courses
2. Proposed shortening of the duration of academic programs from four (4) years to three (3) or three and half (3.5) years

In the morning the department chairpersons/ curriculum coordinators of different programs had presented the curriculum revisions. The main purpose of the said revisions was to incorporate the appropriate mandated GE Electives for every program based on the decision/choice of every program owner. In terms of the placement or offering of mandated GE Electives it follows the same placement where the existing GE courses are offered. The other proposal was the removal of the institutional GE courses across all programs. Such revisions shall take effect on the 1st semester of academic year 2024-2025.

Table 1. List of Mandated GE Electives and Institutional GE courses covered in the revision

Mandated GE Electives	Institutional GE courses
• Entrepreneurial Mind • Environmental Science • Gender and Society • Society and Culture • Living in the IT Era • Great Books • People and the Earth's Ecosystems	• Applied Statistics • Wika at Kultura sa Mapayapang Lipunan • Literature of the Philipines • Peace and Development

Table 2. Presenters during the Curriculum Review

Presenter	Program/s Presented
Carlo dela Cruz	• BS Midwifery
Mitzi Aileen Alba	• Business Administration

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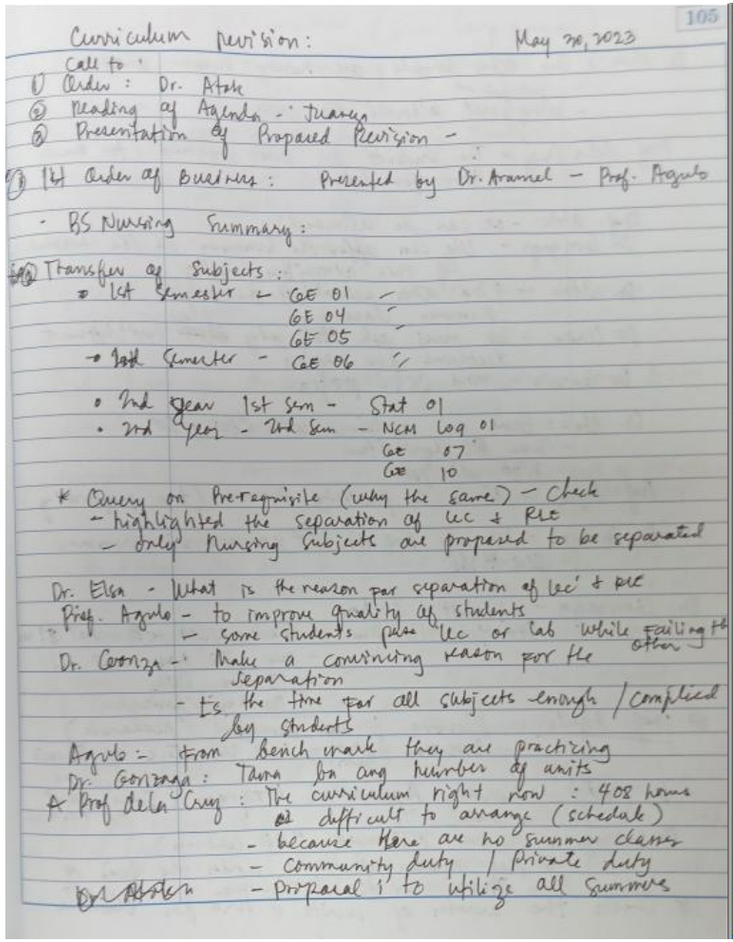
MINUTES OF MEETING

Sandra Angela Bangcaya	• Management Accounting • BS Accountancy
Mariz Balquin	• BS Criminology
April Jexel Palalay	• BS Nursing
Danilyn Flores	• BS Info System • BS Computer Science • BLISS
Metche Anne Logronio	• BS Ag Econ
Josephine R. Flores	• DVM
Marianne Meriales	• BS Pharmacy
Priscilla Dagoc	• BSESS with 2 major offerings
Apple Ureta	• BS Hospitality Management
Remedios Kulidtod	• BSIR
Joy Sharon Garnido	• BS ABE
Ma. Dely Esberto	• BS Civil Engineering
Floreey Mae Pascua	• BS Computer Engineering
Engr. Geraldo Ulep	• BSECE
Myka Ivana Sorilla	• AB Psychology
Orfelina Ajero	• AB English
Estrella dela Cruz	• BS Chemistry
Lenard Paleta	• BS Applied Mathematics
Lothy F. Casim	• BS Biology • BS Microbiology • BS Environmental Science
Jelly Grace Nonesa	• BS Applied Physics
Esmaira Gunsayan	• BS Agribusiness
Dave Blonto	• BPAD
Roy Ricabar	• BS Agriculture across all majors • BS Fisheries
Emilie S. Estelloso	• BTVTed across all majors USM KCC
Analiza Bingil	• BS Electrical , Mechanical and Industrial Engineering USM - KCC
April Rose Flores	• Bachelor of Technology across all majors USM- KCC • Bachelor of Industrial Technology USM-KCC
Uldarico Lavalle	• BTVTed across all majors USM Main
Meldred Samblacenio	• BS Tourism Management
Paul Ongcoy	• BSE across all majors • BEED

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Minutes of meeting with the University Curriculum Review and Development Committee (UCRDC) during the presentation and review of curriculum on May 30, 2023.



Curriculum revision: May 30, 2023

Call to
① Order : Dr. Atok
② Reading of Agenda - Jhanes
③ Presentation of Proposed Revision -

④ 1st Order of Business : Presented by Dr. Aramel - Prof. Agulo

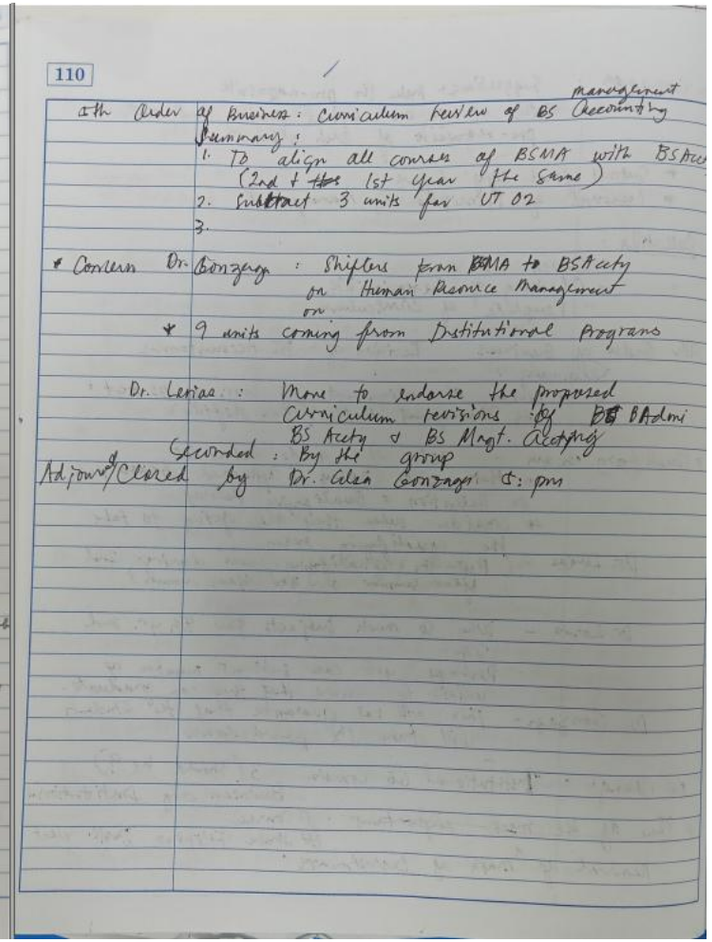
- BS Nursing Summary :

Transfer of Subjects :
- 1st Semester - GE 01
  GE 04
  GE 05
- 1st Semester - GE 06

- 2nd Year 1st Sem - Stat 01
- 3rd Year - 2nd Sem - NCM Log 01
  GE 07
  GE 10

* Query on Prerequisite (why the same) - Check
  - highlighted the separation of lec & Rle
  - only Nursing subjects are proposed to be separated

Dr. Elsa - What is the reason for separation of lec & rle
Prof. Agulo - to improve quality of students
  - some students pass lec or lab while failing the other
Dr. Gonzaga - Make a convincing reason for the separation
  - Is the time for all subjects enough / complied by students
Agulo - from bench mark they are practicing
Dr. Gonzaga : Tama ba ang number of units
* Prof dela Cruz : The curriculum right now : 408 hours
  - difficult to arrange (schedule)
  - because there are no summer classes
  - community duty / Private duty
Dr Abston - proposal : to utilize all summers



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management
4th Order of Business : Curriculum review of BS Accounting
Summary :
1. To align all courses of BSMA with BSAcc (2nd + 1st year the same)
2. Subtract 3 units for UT 02
3.

* Confirm Dr. Gonzaga : Shifting from BSMA to BSAcctg on Human Resource Management
  * 9 units coming from Institutional Programs

Dr. Leriaa : Move to endorse the proposed curriculum revisions for BS Admi BS Acctg & BS Mngt. Acctng
Seconded : By the group
Adjourned/Cleared by Dr. Glen Gonzaga 4:pm

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I.7.1.2. faculty;

Excerpts of the minutes of meeting of the Accountancy Department on January 19, 2023.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

College of Business, Development Economics and Management – Accountancy Department Meeting
Name of Office
January 19, 2023/3:00PM-5:00PM
Date/Time

Accountancy Department Office-CBDEM
Venue

Attendance:
Present:
1. Jared Virgil A. Bangcaya
2. Sandra Angela A. Bangcaya
3. Vina Casandra R. Comighud
4. Charisse Angela S. Quiambao
5. Randy B. Valdez
6. Jay-R G. Vildac
7. Shereen Mae P. Villaruz

1. Call to Order
The meeting was called to order by the department chairperson, Prof. Sandra Angela A. Bangcaya, at 3:10 PM

2. Adoption of the Agenda
No agenda was adopted from the previous meeting.

3. Confirmation of Minutes of the Previous Meeting
No confirmation was done on the minutes of the previous meeting.

4. Matters Arising from the Minutes
No matters arose from the minutes of the previous meeting.

5. New Business
The Department Chairperson, Sandra Angela A. Bangcaya, presided over the meeting. The meeting adopted the following Agenda:
A. Department designations
B. Faculty workload
C. Preparation of monitoring of delivery of instruction
D. Preparation of table of specification (TOS) for examinations
E. Revision of curriculum

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Kabacan, Cotabato
Philippines

MINUTES OF MEETING

F. Revisit admission and retention policy
G. Other matters

The following are the highlights of the meeting:

5.1 Department Designations
5.1.1 Prof. Bangcaya presented the designation for 2nd sem, SY 2022-2023.

Research Coordinator	CHARISSE ANGELA S. QUIAMBAO, SHEREEN MAE P. VILLARUZ
Extension Coordinator	JAY-R G. VILDAC
Production Coordinator	SHEREEN MAE P. VILLARUZ
Department Curriculum Coordinator	JAY-R G. VILDAC
Department 7s Coordinator	SHEREEN MAE P. VILLARUZ
Department ISO Coordinator	JAY-R G. VILDAC
Department Secretary	SHEREEN MAE P. VILLARUZ
JPIA Society Adviser	SANDRA ANGELA A. BANGCAYA
CPALE Coordinator	SHEREEN MAE P. VILLARUZ

5.2 Faculty Workload
5.2.1 Prof. Bangcaya presented the summary of workload. The faulty members individually informed of their assigned courses/subjects beforehand. The faulty members were tasked to prepare their individual faulty time and location based on the summary of workload to be submitted on January 23, 2023.

5.3 Preparation of Monitoring of Delivery of Instruction
5.3.1 Prof. Bangcaya announced that the monitoring of delivery of instruction should be accomplished throughout the semester and should submitted at the end of the semester.

5.4 Preparation of Table of Specification
5.4.1 Prof. Bangcaya announced that the table of specification should be prepared for the midterm and final examinations. It submitted 1 week before the exam.

5.5 Revision of Curriculum
5.5.1 Prof. Bangcaya presented the revised curriculum that she prepared. See attached curriculum for reference.

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Minutes of meeting of the Accountancy Department. (Continued...)

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Kabacan, Cotabato
Philippines

MINUTES OF MEETING

5.5.2 Prof. Vildac commented that one core accounting subject from the 1st Year, 2nd Semester should be transferred to 1st Year, 1st semester. He also commented that the Math of Insvestment be removed.
5.5.3 Prof. Bangcaya, Jared suggested that the Management Science should be transferred. And agreed that the Math of Investment should be removed.
5.5.4 Prof. Quiambao commented that the curriculum should reflect the Qualifying Examinations during the Summer of 2nd year and 3rd year.
5.5.5 Prof. Villaruz suggested placing 1 unit in the Summer of 2nd Year and 3rd Year for the qualifying exams.
5.5.6 Prof. Vildac made a motion to endorse the curriculum to the higher committee after reflecting the suggestions.
5.5.7 Prof. Quiambao seconded the motion and the motion is carried.

5.6 Revisit of Admission and Retention Policies.
5.6.1 Prof. Bangcaya presented that current admission and retention policy. See attachment for the policies.
5.6.2 Prof. Bangcaya , Jared suggested that the USMCEE admission requirement should be higher.
5.6.3 Prof. Bangcaya suggested that the 60% will be retained but an order of priority should be followed. Order of priority shall be observed for schedule of pre-registration based on the USMCEE Score.

USMCEE Score	Schedule
80% and above	1st week of pre-registration
70% to 79%	2nd to 3rd week of pre-registration
65% to 69%	4th week of pre-registration
60% to 64%	5th week of pre-registration and onwards

5.6.4 Prof. Quiambao made a motion to adopt the order of priority.
5.6.5 Prof. Villruz seconded the motion and the motion is carried.

5.7 Other matters
5.7.1 Prof. Bangcaya announced that the Level III accreditation for BS Accountancy Program will be on June 2023. Another meeting will be scheduled for it.
5.7.2 Prof. Vildac announced that the department should start conducting the approved research proposal.
5.7.3 No further comments were raised in the meeting.

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Kabacan, Cotabato
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MINUTES OF MEETING

6. Adjournment
The department chairperson ended the meeting at 4:55 PM.

Prepared by:

SHEREEN MAE P. VILLARUZ
Department Secretary

Noted by:

SANDRA ANGELA A. BANGCAYA
Dept. Chairman, Accountancy

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Excerpts of the minutes of meeting of the College of Business, Development Economics and Management on April 14, 2023.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Name of Office

April 14, 2023/ 9:00AM
Date/Time

CBDEM Accreditation Room (Faculty Lounge)
Venue

Attendance:
(See Attendance Sheet)

1. Call to Order

The Dean called for an order to start the college meeting on April 14, 2023, at 9:00AM held at CBDEM Accreditation Room (Faculty Lounge)

2. Adoption of the Agenda

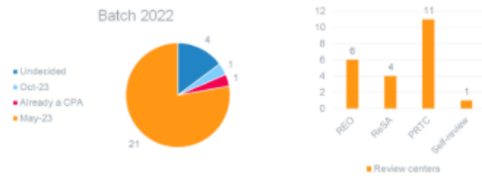
a) Accreditation Update per Area – Area Chairs and Dept. Chairs of BA and Accountancy
b) Revisit of the Retention and Admission Policy of BS Accountancy and CPALE May 2023 Update (c/o Prof. SA Bangcaya/Prof. SM Villaruz)
c) Presentation of revised curriculum of BS Accountancy and BS Management Accounting
d) Presentation of revised curriculum of BS Business Administration
e) Extension Project Proposal for 2024 (c/o Prof. RJ Basan) and Extension Project Updates for CBDEM (c/o Prof. A Gonzales) and AgEcon (c/o Prof. MR Cariaga)
f) Research Proposal for 2024
g) Research Update – CRC
h) 1ST Quarter Performance Review
i) Other Matters

Prof. Logronio moved for the adoption of the agenda, and it was seconded by Prof. Basan.

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Kabacan, Cotabato
Philippines

MINUTES OF MEETING



- ✓ Final pre-boards:
  - o ReSA April 22-23, 2023
  - o PRTC April 23, 24, & 25, 2023
  - o REO May 6-7, 2023
- ✓ CPALE Visit: April 27-28, 2023

The Accountancy department will visit review centers to conduct benchmarking to collect mock board examinations, as well as to visit Universities nearby to conduct benchmarking in relation to the curriculum of BS Accountancy and best practices conducted and preparation before CPALE.

For the next business, Prof. S. Bangcaya presented the curriculum revision for BS Accountancy and BS Management Accounting with the following outputs as agreed by the body:

- ✓ Review the alignment of the curriculum of BS Accountancy and BS Management Accounting so that it will not be difficult for shifters. The revised curricula will have the same courses offered for both programs during the 1st and 2nd year.
- ✓ Transfer placements of GE introductory subjects to 1st and 2nd year levels based on the OBE GE Curriculum Map
- ✓ Transfer placements of GE enabling subjects to 3rd and 4th year levels based on OBE GE Curriculum Map
- ✓ Transfer placement of BS Accountancy professional courses namely auditing and special accounting courses to 3rd year based on recommendations from faculty members and industry practitioners.
- ✓ Transfer placements of BS Management Accounting professional courses that are unique to the programs to 3rd year based on recommendations from faculty members and industry practitioners

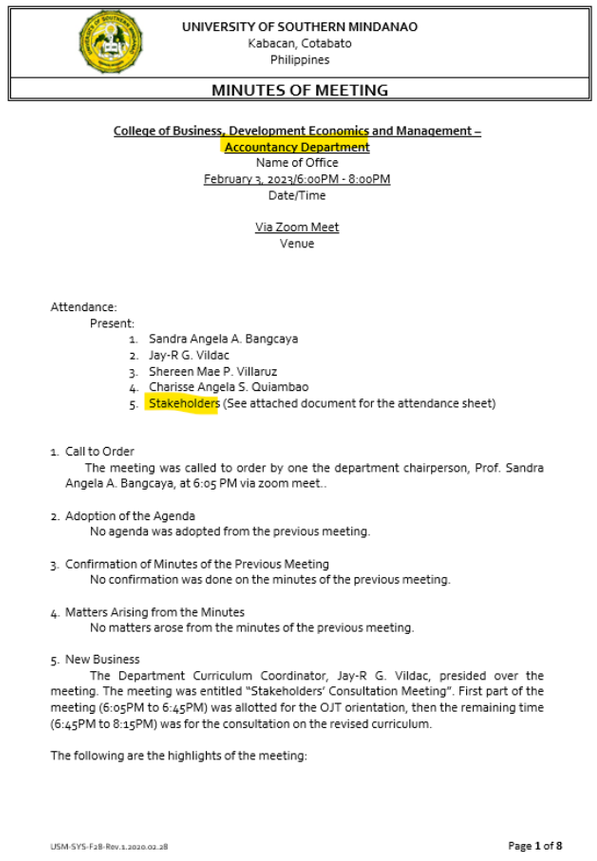
Prof. S. Bangcaya mentioned that the curricula for both BS Accountancy and BA Management Accounting were presented and endorsed with the following stakeholders and committee with dates:

- ✓ Accountancy Department Meeting on January 19, 2023
- ✓ Stakeholders' consultation on February 3, 2023

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I.7.1.3. students;
I.7.1.4. alumni;
I.7.1.5. representatives from the industry/sector; and

Minutes of meeting from February 3, 2023 where there was a major revision in the BS Management Accounting Curriculum attended by students, alumni, and industry representative.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

College of Business, Development Economics and Management – Accountancy Department
Name of Office
February 3, 2023/6:00PM - 8:00PM
Date/Time

Via Zoom Meet
Venue

Attendance:
Present:
1. Sandra Angela A. Bangcaya
2. Jay-R G. Vildac
3. Shereen Mae P. Villaruz
4. Charisse Angela S. Quiambao
5. Stakeholders (See attached document for the attendance sheet)

1. Call to Order
The meeting was called to order by one the department chairperson, Prof. Sandra Angela A. Bangcaya, at 6:05 PM via zoom meet..

2. Adoption of the Agenda
No agenda was adopted from the previous meeting.

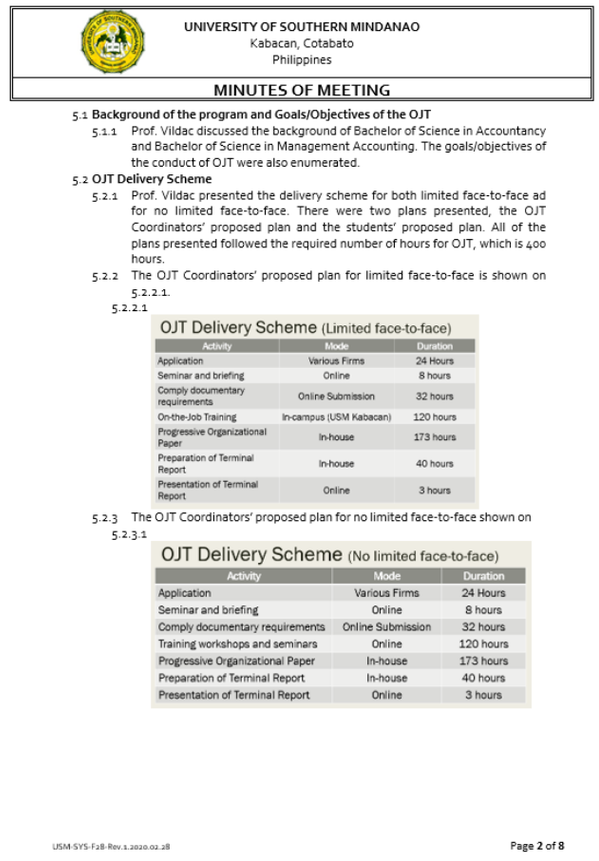
3. Confirmation of Minutes of the Previous Meeting
No confirmation was done on the minutes of the previous meeting.

4. Matters Arising from the Minutes
No matters arose from the minutes of the previous meeting.

5. New Business
The Department Curriculum Coordinator, Jay-R G. Vildac, presided over the meeting. The meeting was entitled "Stakeholders' Consultation Meeting". First part of the meeting (6:05PM to 6:45PM) was allotted for the OJT orientation, then the remaining time (6:45PM to 8:15PM) was for the consultation on the revised curriculum.

The following are the highlights of the meeting:

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

5.1 **Background of the program and Goals/Objectives of the OJT**
5.1.1 Prof. Vildac discussed the background of Bachelor of Science in Accountancy and Bachelor of Science in Management Accounting. The goals/objectives of the conduct of OJT were also enumerated.
5.2 **OJT Delivery Scheme**
5.2.1 Prof. Vildac presented the delivery scheme for both limited face-to-face ad for no limited face-to-face. There were two plans presented, the OJT Coordinators' proposed plan and the students' proposed plan. All of the plans presented followed the required number of hours for OJT, which is 400 hours.
5.2.2 The OJT Coordinators' proposed plan for limited face-to-face is shown on 5.2.2.1.
5.2.2.1

OJT Delivery Scheme (Limited face-to-face)

Activity	Mode	Duration
Application	Various Firms	24 Hours
Seminar and briefing	Online	8 hours
Comply documentary requirements	Online Submission	32 hours
On-the-Job Training	In-campus (USM Kabacan)	120 hours
Progressive Organizational Paper	In-house	173 hours
Preparation of Terminal Report	In-house	40 hours
Presentation of Terminal Report	Online	3 hours

5.2.3 The OJT Coordinators' proposed plan for no limited face-to-face shown on 5.2.3.1

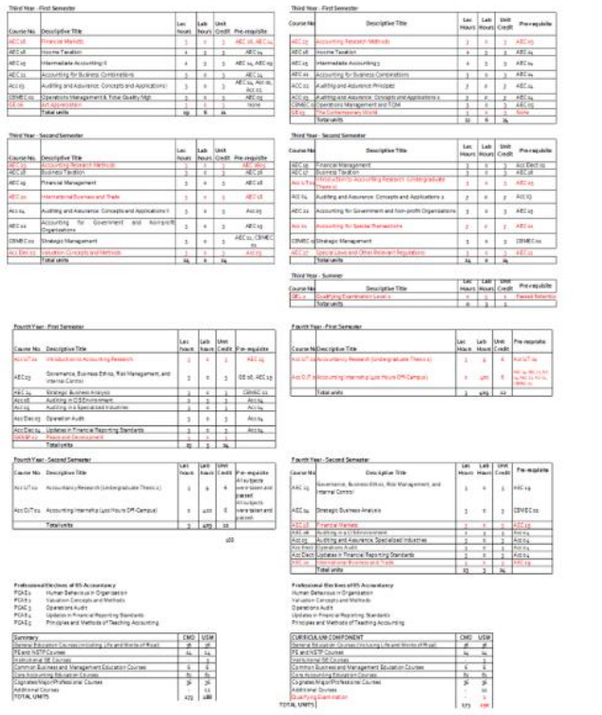
OJT Delivery Scheme (No limited face-to-face)

Activity	Mode	Duration
Application	Various Firms	24 Hours
Seminar and briefing	Online	8 hours
Comply documentary requirements	Online Submission	32 hours
Training workshops and seminars	Online	120 hours
Progressive Organizational Paper	In-house	173 hours
Preparation of Terminal Report	In-house	40 hours
Presentation of Terminal Report	Online	3 hours

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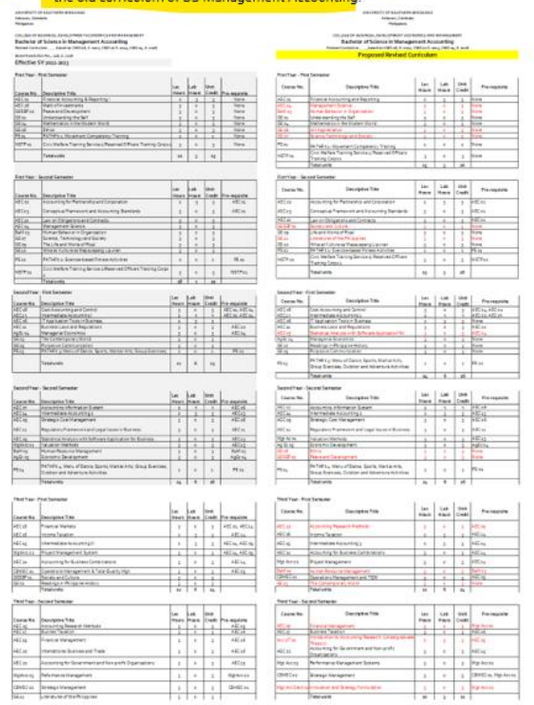
MINUTES OF MEETING



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

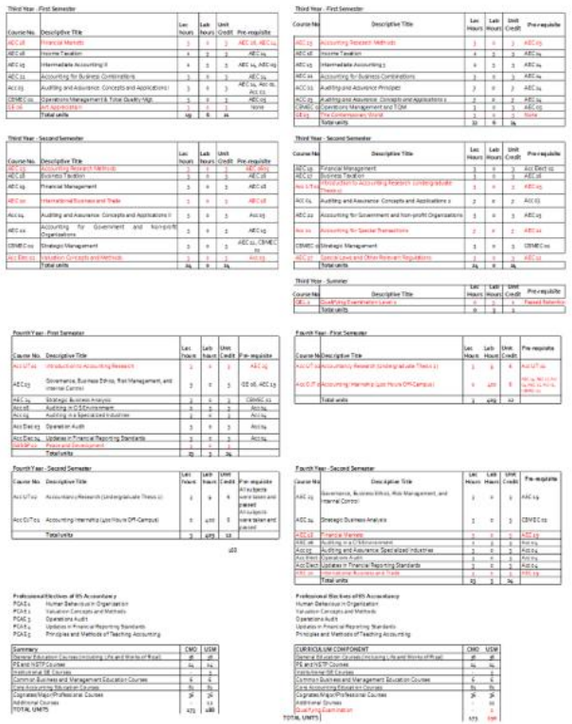
MINUTES OF MEETING

5.4.4 Prof. Vildac discussed the proposed revise curriculum and the changes from the old curriculum of BS Management Accounting.



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Philippines

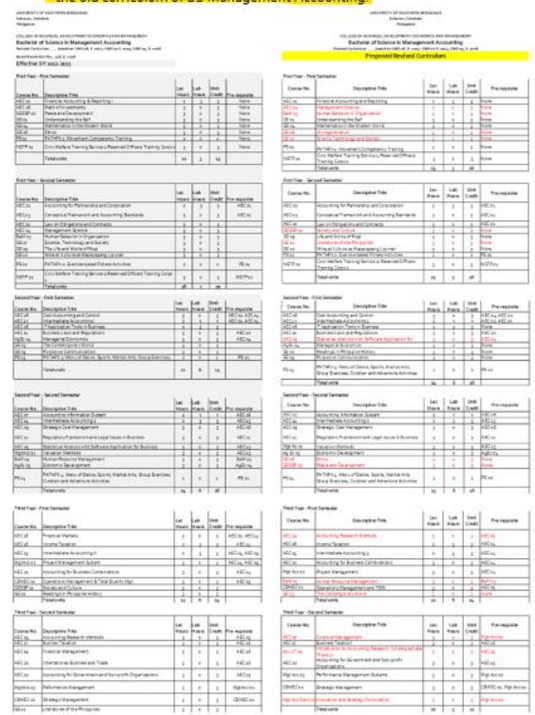
MINUTES OF MEETING



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

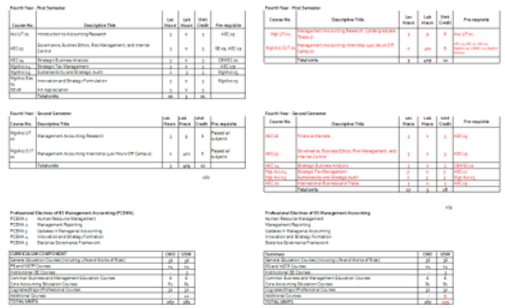
MINUTES OF MEETING

5.4.4 Prof. Vildac discussed the proposed revise curriculum and the changes from the old curriculum of BS Management Accounting.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING



5.4.5 The open forum was done after the discussion of Prof. Vildac.

5.4.6 Mr. Uni Ugalingan, a parent, commented that he thought that the proposed revise curriculum is sufficient in terms of the subjects and their units in order for the students to gain enough knowledge in preparation for the board examination.

5.4.7 However, Ms. Sarah Jane Caballero argued that it seems like the students were overloaded given the number of subjects and their units. Prof. Bangcaya responded that the preparation of the curriculum was mainly based on the CHED Memorandum Order, the department just added 9 academic units, 3 units for thesis manuscript (university requirement), and 2 units for qualifying exams.

5.4.8 A BS MA commented that it is good that the BS Accountancy and BSMA are aligned fro 1st and 2nd year level.

5.4.9 Mr. Charles Jofel Embiado said that as student, the admission and retention policy is less complicated but stricter however it is more helpful for the department in filtering students.

5.4.10 An alumna also agreed to the previous comment. She adder further that stricter retention policy is really needed because the CPALE are also getting tougher. She also added that there are law topics that are not discuss in the law subjects in the curriculum. A special law subject can be added for special topics.

5.4.11 A student commented that the transferring the thesis and OJT to 1st semester will lessen the pressure on students and faculty to finish the thesis in just 6 months.

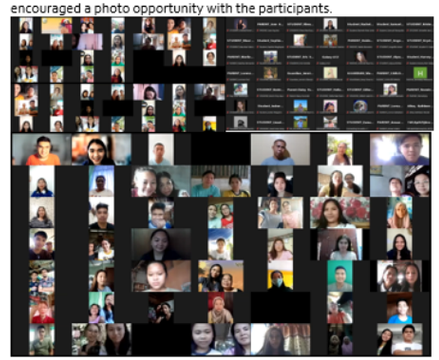
5.4.12 A representative from the industry commented on the appropriateness of the changes made regarding the offering of the on-the-job training (OJT)

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

from second semester to first semester. Since most of the schools offer OJT on the first half of the year, this action will let the OJT to be spread throughout the year.

5.4.13 No further comments were raised in the meeting and Prof. Vildac encouraged a photo opportunity with the participants.



6. Adjournment
The department chairperson ended the meeting at 8:15 PM.

Prepared by:

SHEREEN MAE P. VILLARUZ
Department Secretary

JAY-R G. VILDAC
Curriculum Coordinator

Noted by:

SANDRA ANGELA A. BANGCAYA
Dept. Chairman, Accountancy

I.7.1.6. others (please specify)

Minutes of meeting of the College Curriculum Development and Review Committee.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

College of Business, Development Economics and Management –
Dean, Chairpersons, College Curriculum Review and Development Committee
Name of Office

March 6, 2023/9:00AM-11:00AM
Date/Time

Dean's Office-CBDEM
Venue

Attendance:
Present:
1. Irving T. Fajarito, Jr.
2. Sandra Angela A. Bangcaya
3. Metche Anne C. Logronio
4. Esmaira G. Gunsayan
5. Mitze Aileen M. Alba
6. Victor C. Dapon

1. Call to Order
The meeting was called to order by the dean, Prof. Fajarito, at 9:05 AM.

2. Adoption of the Agenda
No agenda was adopted from the previous meeting.

3. Confirmation of Minutes of the Previous Meeting
No confirmation was done on the minutes of the previous meeting.

4. Matters Arising from the Minutes
No matters arose from the minutes of the previous meeting.

5. New Business
The dean, Prof. Irving, presided over the meeting. The meeting adopted the following Agenda:
A. Accreditation of BS Accountancy and BS Business Administration for Level III
B. Presentation of revised curriculum of BS Accountancy and BS Management Accounting
C. Presentation of revised admission and retention policy of BS Accountancy
D. Other matters

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

The following are the highlights of the meeting:

5.1 Accreditation of BS Accountancy and BS Business Administration for Level III

5.1.1 Prof. Alba, the college accreditation coordinator presented the assignments of faculty members to compose the committee for the compliance report. There were some comments on the assignments. The final committee are as follows:

AREA	ACCOUNTANCY	BUSINESS ADMINISTRATION
Area I	Chair: Bello	Chair: Gacus
Area II	Chair: Gunsaan Member/s: Comighud	Chair: Dapon Member/s: Cubin
Area III	Chair: Zamora Member/s: Valdez	Chair: dela Viña Member/s: Panaguilon
Area IV	Chair: Bagonoc	Chair: Dulay
Area V	Chair: Macailing	Chair: Bolotaolo
Area VI	Chair: Mag-aso	Chair: Cariaga
Area VII	Chair: Niña	Chair: Niña
Area VIII	Chair: Basan	Chair: Logronio
Area IX	Chair: Duka	Chair: Fajarito
Area X	Chair: Quiambao	Chair: Llanto

5.1.2 Prof. Alba also presented the Level II committee for the BS BA program. There were some comments on the assignments. The final committee are as follows:

AREA	BUSINESS ADMINISTRATION
Instruction	Chair: Marohom Member/s: Gunsayan, Gacus
Extension	Chair: Gonzales Member/s: Duay, Cariaga
Library	Chair: Martinez Member/s: Niña
Faculty Development	Chair: Alba Member/s: Cubin, Panaguiton, Bolotaolo
Cosortia or Lickages	N/A

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Licensure examination	N/A

5.1.1 Prof. Bangcaya also presented the Level III committee for the BS Accountancy program. There were some comments on the assignments. The final committee are as follows:

AREA	ACCOUNTANCY
Instruction	Chair: Bangcaya, Sandra Member/s: Vildac, Valdez, Zamora
Extension	Chair: Vildac Member/s: Bangcaya, Jared, Logronio
Library	Chair: Martinez Member/s: Dapon
Faculty Development	Chair: Villaruz Member/s: Quiambao. Comighud, Bagonoc
Cosortia or Lickages	N/A
Licensure examination	N/A

5.2 Presentation of revised curriculum of BS Accountancy and BS Management Accounting

5.2.1 Prof. Bangcaya presented the revised curriculum for BS Accountancy and BS Management Accounting programs. See attached documents for the curriculums.

5.2.2 Prof. Fajarito asked why the OJT is transferred to the 1st semester of 4th Year.

5.2.3 Prof. Bangcaya reasoned that the department would like the students to get back into the academic subjects before graduation and eventually review. It would help stimulate the student's minds to still be active by studying and taking examination in their last semester instead of doing the OJT. This will prepare them for the review and eventually the board exam.

5.2.4 Prof. Dapon motioned for the endorsement of the curriculum to the higher committee without revision.

5.2.5 Prof. Logronio seconded the motion and the motion was carried.

5.3 Prof. Bangcaya presented the revised admission and retention policy.

5.3.1 Prof. Alba commented that there should only be 1 probationary period, no more warning. When the student will not reach the 2.00 GPA, he/she will be given a probationary period. When the student again fails to reach the 2.00 GPA, then the student will be advised to shift.

5.3.2 Prof. Fajarito said that we will just present the current retention policy to the college council and let the council comment and decide on the policy.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

5.3.3 Prof. Dapon motioned for the endorsement of the admission and retention policies to the higher committee without revision.

5.3.4 Prof. Logronio seconded the motion and the motion was carried.

5.4 Other matters

5.4.1 The dean announced that the Midterm Exam will be on 3rd week of March.

6. Adjournment
The department chairperson ended the meeting at 10:45 AM.

Prepared by:

SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

Noted by:

IRVING T. FAJARITO, JR.
Dean, CBDEM

NAME OF ACITIVITY: MEETING WITH DEPT. CHAIRS / COLLEGE CURRICULUM REVIEW AND DEVELOPMENT COMMITTEE

DATE OF ACTIVITY: MARCH 6, 2023

VENUE: DEAN'S OFFICE

PARTICIPANTS: DEPARTMENT CHAIRS, DEAN

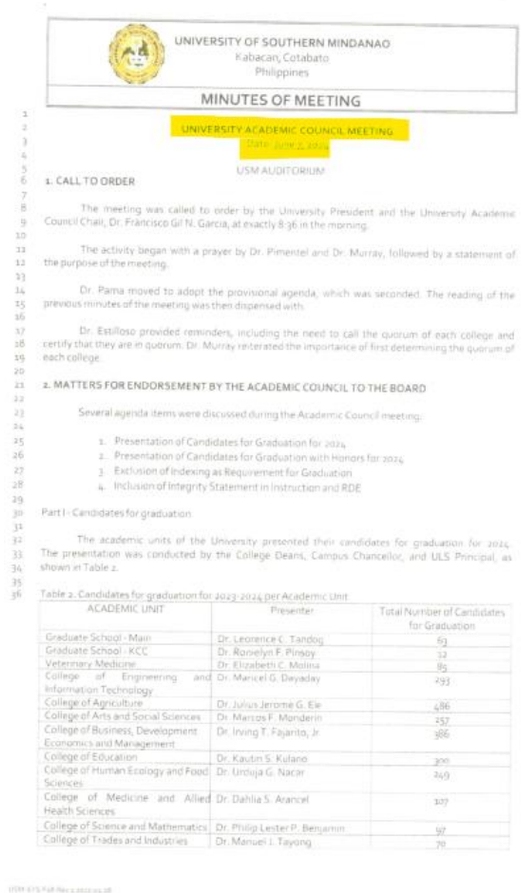




College Curriculum Development and Review Committee meeting.

I.7.2. periodic review, assessment, and updating of the curriculum by the Academic Council;

Excerpts from the Minutes of Meeting of the Academic Council on June 7, 2024.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

UNIVERSITY ACADEMIC COUNCIL MEETING
Date: June 7, 2024
USM AUDITORIUM

1. CALL TO ORDER

The meeting was called to order by the University President and the University Academic Council Chair, Dr. Francisco Gil N. Garcia, at exactly 8:36 in the morning.

The activity began with a prayer by Dr. Pimentel and Dr. Murray, followed by a statement of the purpose of the meeting.

Dr. Pama moved to adopt the provisional agenda, which was seconded. The reading of the previous minutes of the meeting was then dispensed with.

Dr. Estilloso provided reminders, including the need to call the quorum of each college and certify that they are in quorum. Dr. Murray reiterated the importance of first determining the quorum of each college.

2. MATTERS FOR ENDORSEMENT BY THE ACADEMIC COUNCIL TO THE BOARD

Several agenda items were discussed during the Academic Council meeting:

1. Presentation of Candidates for Graduation for 2024
2. Presentation of Candidates for Graduation with Honors for 2024
3. Exclusion of Indexing as Requirement for Graduation
4. Inclusion of Integrity Statement in Instruction and RDE

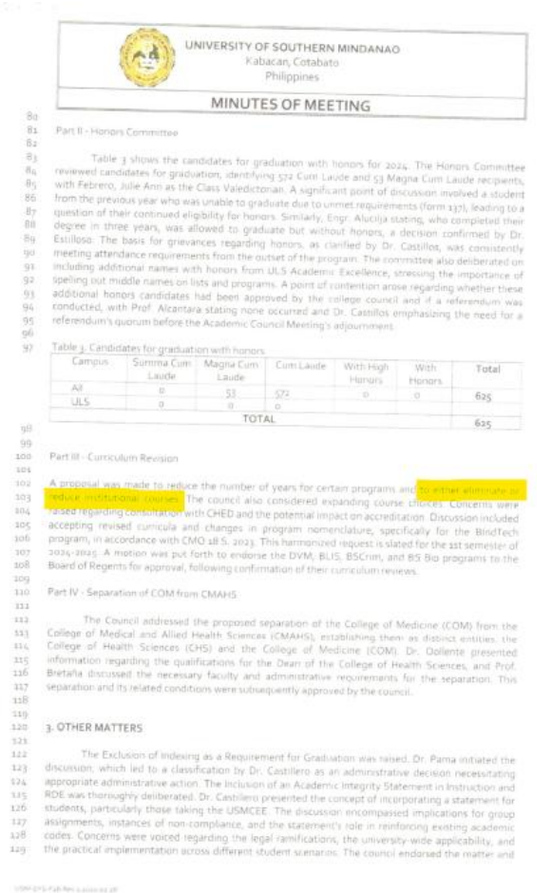
Part I - Candidates for graduation

The academic units of the University presented their candidates for graduation for 2024. The presentation was conducted by the College Deans, Campus Chancellor, and ULS Principal, as shown in Table 2.

Table 2. Candidates for graduation for 2023-2024 per Academic Unit

ACADEMIC UNIT	Presenter	Total Number of Candidates for Graduation
Graduate School - Main	Dr. Leonence C. Tandog	63
Graduate School - KCC	Dr. Ronielyn F. Pinsoy	12
Veterinary Medicine	Dr. Elizabeth C. Molina	85
College of Engineering and Information Technology	Dr. Marcel G. Dayaday	293
College of Agriculture	Dr. Julius Jerome G. Ele	486
College of Arts and Social Sciences	Dr. Marissa F. Monderin	257
College of Business, Development Economics and Management	Dr. Irving T. Fajarito, Jr.	386
College of Education	Dr. Kautin S. Kulano	300
College of Human Ecology and Food Sciences	Dr. Urduja G. Nacar	449
College of Medicine and Allied Health Sciences	Dr. Dahlia S. Arancel	107
College of Science and Mathematics	Dr. Philip Lester P. Benjamin	97
College of Trades and Industries	Dr. Manuel J. Tayong	70

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

Part II - Honors Committee

Table 3 shows the candidates for graduation with honors for 2024. The Honors Committee reviewed candidates for graduation, identifying 572 Cum Laude and 53 Magna Cum Laude recipients, with Febrero, Julie Ann as the Class Valedictorian. A significant point of discussion involved a student from the previous year who was unable to graduate due to unmet requirements (form 137), leading to a question of their continued eligibility for honors. Similarly, Engr. Alucilja stating, who completed their degree in three years, was allowed to graduate but without honors, a decision confirmed by Dr. Estilloso. The basis for grievances regarding honors, as clarified by Dr. Castillos, was consistently meeting attendance requirements from the outset of the program. The committee also deliberated on including additional names with honors from ULS Academic Excellence, stressing the importance of spelling out middle names on lists and programs. A point of contention arose regarding whether these additional honors candidates had been approved by the college council and if a referendum was conducted, with Prof. Alcantara stating none occurred and Dr. Castillos emphasizing the need for a referendum's quorum before the Academic Council Meeting's adjournment.

Table 3. Candidates for graduation with honors

Campus	Summa Cum Laude	Magna Cum Laude	Cum Laude	With High Honors	With Honors	Total
All	0	53	572	0	0	625
ULS	0	0	0			
TOTAL						625

Part III - Curriculum Revision

A proposal was made to reduce the number of years for certain programs and to either eliminate or reduce institutional courses. The council also considered expanding course choices. Concerns were raised regarding coordination with CHED and the potential impact on accreditation. Discussion included accepting revised curricula and changes in program nomenclature, specifically for the BindTech program, in accordance with CMO 18 S. 2023. This harmonized request is slated for the 1st semester of 2024-2025. A motion was put forth to endorse the DVM; BLIS, BSCrim, and BS Bio programs to the Board of Regents for approval, following confirmation of their curriculum reviews.

Part IV - Separation of COM from CMAHS

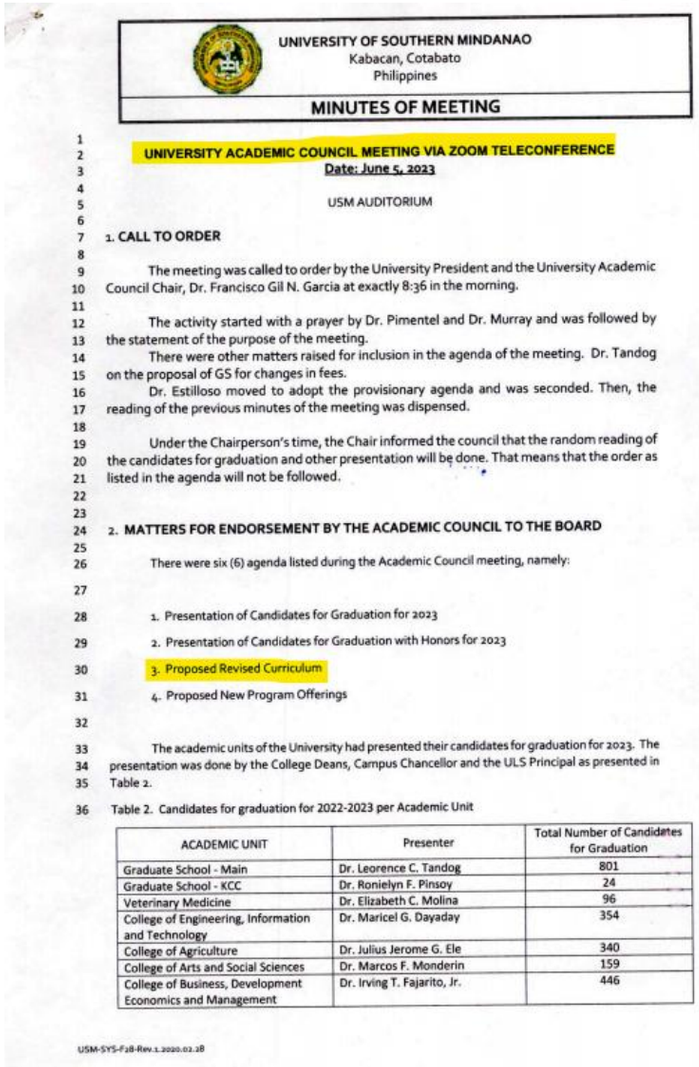
The Council addressed the proposed separation of the College of Medicine (COM) from the College of Medical and Allied Health Sciences (CMAHS), establishing them as distinct entities. The College of Health Sciences (CHS) and the College of Medicine (COM). Dr. Dollente presented information regarding the qualifications for the Dean of the College of Health Sciences, and Prof. Bretaña discussed the necessary faculty and administrative requirements for the separation. This separation and its related conditions were subsequently approved by the council.

3. OTHER MATTERS

The Exclusion of Indexing as a Requirement for Graduation was raised. Dr. Pama initiated the discussion, which led to a classification by Dr. Castillero as an administrative decision necessitating appropriate administrative action. The Inclusion of an Academic Integrity Statement in Instruction and RDE was thoroughly deliberated. Dr. Castillero presented the concept of incorporating a statement for students, particularly those taking the USMCEE. The discussion encompassed implications for group assignments, instances of non-compliance, and the statement's role in reinforcing existing academic codes. Concerns were voiced regarding the legal ramifications, the university-wide applicability, and the practical implementation across different student scenarios. The council endorsed the matter and

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Excerpts from the Minutes of Meeting of the Academic Council on June 5, 2023.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

UNIVERSITY ACADEMIC COUNCIL MEETING VIA ZOOM TELECONFERENCE
Date: June 5, 2023

USM AUDITORIUM

1. CALL TO ORDER

The meeting was called to order by the University President and the University Academic Council Chair, Dr. Francisco Gil N. Garcia at exactly 8:36 in the morning.

The activity started with a prayer by Dr. Pimentel and Dr. Murray and was followed by the statement of the purpose of the meeting.

There were other matters raised for inclusion in the agenda of the meeting. Dr. Tandog on the proposal of GS for changes in fees.

Dr. Estilloso moved to adopt the provisionary agenda and was seconded. Then, the reading of the previous minutes of the meeting was dispensed.

Under the Chairperson's time, the Chair informed the council that the random reading of the candidates for graduation and other presentation will be done. That means that the order as listed in the agenda will not be followed.

2. MATTERS FOR ENDORSEMENT BY THE ACADEMIC COUNCIL TO THE BOARD

There were six (6) agenda listed during the Academic Council meeting, namely:

1. Presentation of Candidates for Graduation for 2023
2. Presentation of Candidates for Graduation with Honors for 2023
3. Proposed Revised Curriculum
4. Proposed New Program Offerings

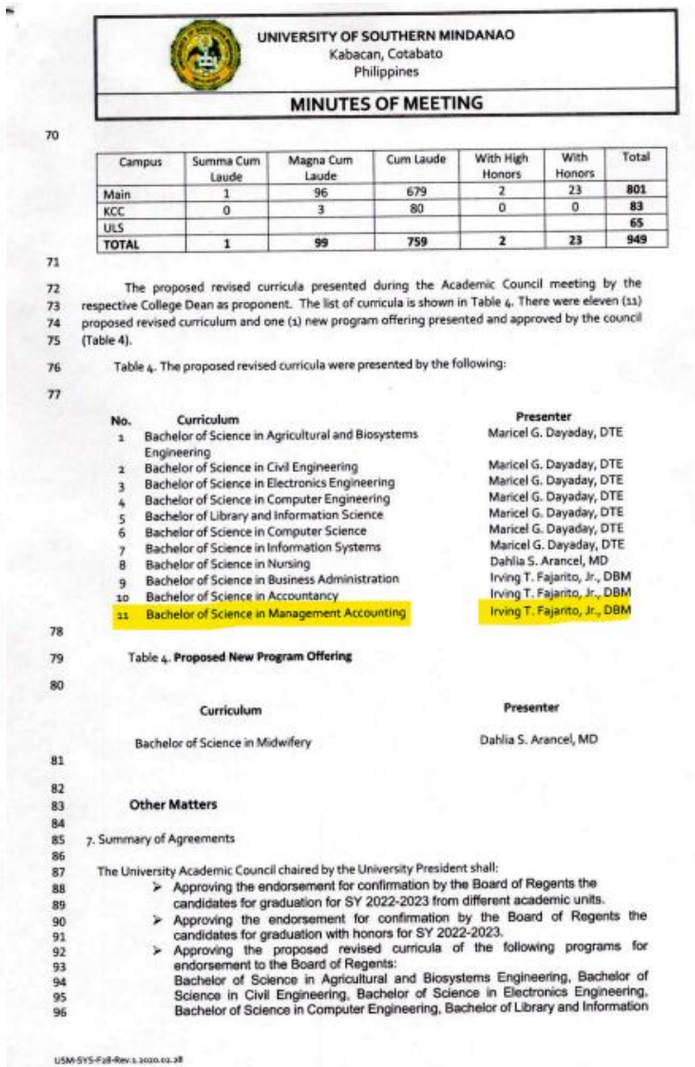
The academic units of the University had presented their candidates for graduation for 2023. The presentation was done by the College Deans, Campus Chancellor and the ULS Principal as presented in Table 2.

Table 2. Candidates for graduation for 2022-2023 per Academic Unit

ACADEMIC UNIT	Presenter	Total Number of Candidates for Graduation
Graduate School - Main	Dr. Leorence C. Tandog	801
Graduate School - KCC	Dr. Ronielyn F. Pinsoy	24
Veterinary Medicine	Dr. Elizabeth C. Molina	96
College of Engineering, Information and Technology	Dr. Maricel G. Dayaday	354
College of Agriculture	Dr. Julius Jerome G. Ele	340
College of Arts and Social Sciences	Dr. Marcos F. Monderin	159
College of Business, Development Economics and Management	Dr. Irving T. Fajarito, Jr.	446

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

Campus	Summa Cum Laude	Magna Cum Laude	Cum Laude	With High Honors	With Honors	Total
Main	1	96	679	2	23	801
KCC	0	3	80	0	0	83
ULS						65
TOTAL	1	99	759	2	23	949

The proposed revised curricula presented during the Academic Council meeting by the respective College Dean as proponent. The list of curricula is shown in Table 4. There were eleven (11) proposed revised curriculum and one (1) new program offering presented and approved by the council (Table 4).

Table 4. The proposed revised curricula were presented by the following:

No.	Curriculum	Presenter
1	Bachelor of Science in Agricultural and Biosystems Engineering	Maricel G. Dayaday, DTE
2	Bachelor of Science in Civil Engineering	Maricel G. Dayaday, DTE
3	Bachelor of Science in Electronics Engineering	Maricel G. Dayaday, DTE
4	Bachelor of Science in Computer Engineering	Maricel G. Dayaday, DTE
5	Bachelor of Library and Information Science	Maricel G. Dayaday, DTE
6	Bachelor of Science in Computer Science	Maricel G. Dayaday, DTE
7	Bachelor of Science in Information Systems	Maricel G. Dayaday, DTE
8	Bachelor of Science in Nursing	Dahlia S. Arancel, MD
9	Bachelor of Science in Business Administration	Irving T. Fajarito, Jr., DBM
10	Bachelor of Science in Accountancy	Irving T. Fajarito, Jr., DBM
11	Bachelor of Science in Management Accounting	Irving T. Fajarito, Jr., DBM

Table 4. **Proposed New Program Offering**

Curriculum	Presenter
Bachelor of Science in Midwifery	Dahlia S. Arancel, MD

Other Matters

7. Summary of Agreements

The University Academic Council chaired by the University President shall:

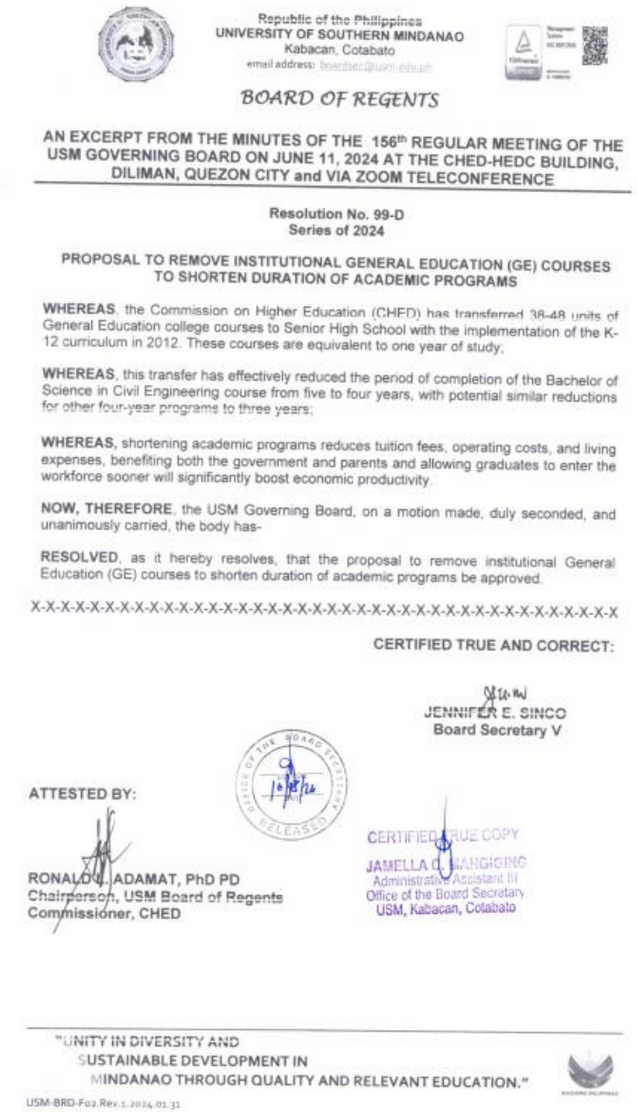
- Approving the endorsement for confirmation by the Board of Regents the candidates for graduation for SY 2022-2023 from different academic units.
- Approving the endorsement for confirmation by the Board of Regents the candidates for graduation with honors for SY 2022-2023.
- Approving the proposed revised curricula of the following programs for endorsement to the Board of Regents:
  Bachelor of Science in Agricultural and Biosystems Engineering, Bachelor of Science in Civil Engineering, Bachelor of Science in Electronics Engineering, Bachelor of Science in Computer Engineering, Bachelor of Library and Information

USM-SYS-F28-Rev.1.2020.02.28

Page 3

I.7.3. confirmation of the curriculum by the BOR/BOT; and

BOR Resolution No. 99-D, Series of 2024 for the proposal to remove institutional general education courses and to shorten duration of some academic program.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address: boardsec@usm.edu.ph

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 156th REGULAR MEETING OF THE USM GOVERNING BOARD ON JUNE 11, 2024 AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY and VIA ZOOM TELECONFERENCE

Resolution No. 99-D
Series of 2024

PROPOSAL TO REMOVE INSTITUTIONAL GENERAL EDUCATION (GE) COURSES TO SHORTEN DURATION OF ACADEMIC PROGRAMS

WHEREAS, the Commission on Higher Education (CHED) has transferred 38-48 units of General Education college courses to Senior High School with the implementation of the K-12 curriculum in 2012. These courses are equivalent to one year of study;

WHEREAS, this transfer has effectively reduced the period of completion of the Bachelor of Science in Civil Engineering course from five to four years, with potential similar reductions for other four-year programs to three years;

WHEREAS, shortening academic programs reduces tuition fees, operating costs, and living expenses, benefiting both the government and parents and allowing graduates to enter the workforce sooner will significantly boost economic productivity.

NOW, THEREFORE, the USM Governing Board, on a motion made, duly seconded, and unanimously carried, the body has-

RESOLVED, as it hereby resolves, that the proposal to remove institutional General Education (GE) courses to shorten duration of academic programs be approved.

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

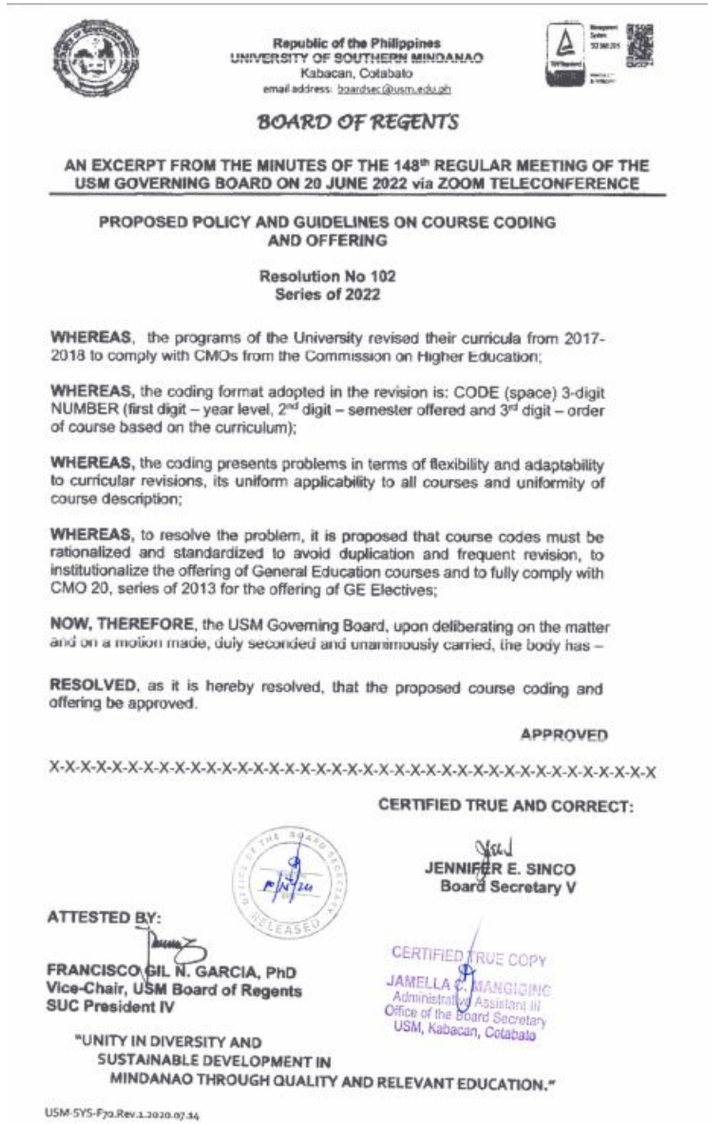
RONALD C. ADAMAT, PhD PD
Chairperson, USM Board of Regents
Commissioner, CHED

CERTIFIED TRUE COPY
JAMELLA G. MANGIGINO
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

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

USM-BRD-F02.Rev.1.2024.01.31

BOR Resolution No. 102, Series of 2022 for the proposed policy and guidelines on course coding and offering.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address: boardsec@usm.edu.ph

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 148th REGULAR MEETING OF THE USM GOVERNING BOARD ON 20 JUNE 2022 via ZOOM TELECONFERENCE

PROPOSED POLICY AND GUIDELINES ON COURSE CODING AND OFFERING

Resolution No 102
Series of 2022

WHEREAS, the programs of the University revised their curricula from 2017-2018 to comply with CMOs from the Commission on Higher Education;

WHEREAS, the coding format adopted in the revision is: CODE (space) 3-digit NUMBER (first digit – year level, 2nd digit – semester offered and 3rd digit – order of course based on the curriculum);

WHEREAS, the coding presents problems in terms of flexibility and adaptability to curricular revisions, its uniform applicability to all courses and uniformity of course description;

WHEREAS, to resolve the problem, it is proposed that course codes must be rationalized and standardized to avoid duplication and frequent revision, to institutionalize the offering of General Education courses and to fully comply with CMO 20, series of 2013 for the offering of GE Electives;

NOW, THEREFORE, the USM Governing Board, upon deliberating on the matter and on a motion made, duly seconded and unanimously carried, the body has –

RESOLVED, as it is hereby resolved, that the proposed course coding and offering be approved.

APPROVED

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD
Vice-Chair, USM Board of Regents
SUC President IV

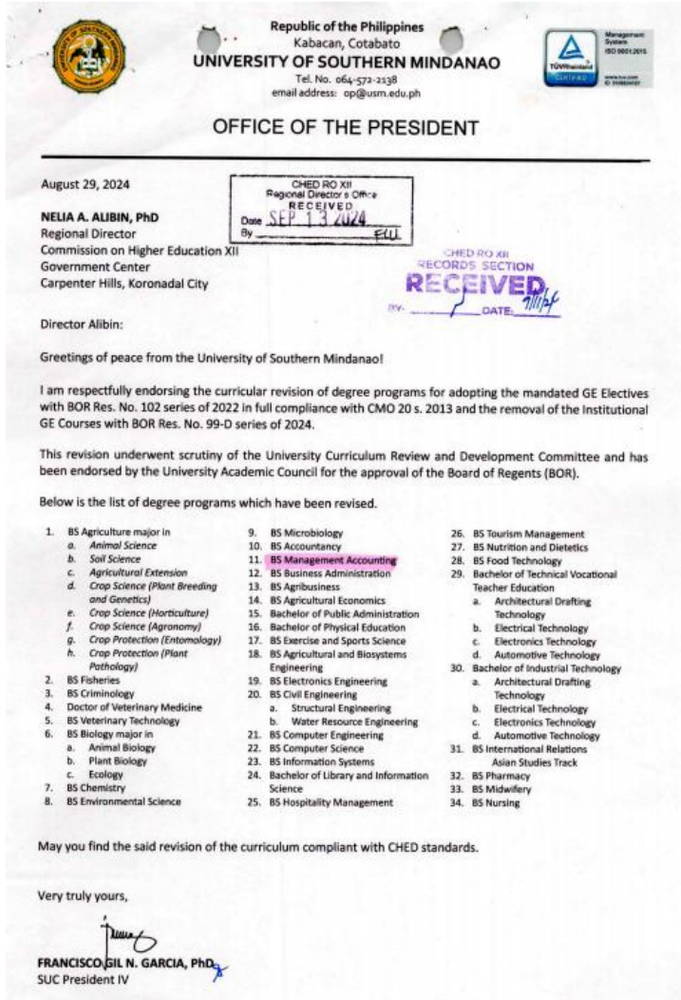
CERTIFIED TRUE COPY
JAMELLA C. MANGIGINO
Administrative Assistant III
Office of the Board Secretary
USM, Kabacan, Cotabato

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

USM-SYS-F70.Rev.1.2020.07.14

I.7.4. others (please specify): CHED endorsement

The BS Management Accounting curriculum was submitted to CHED for endorsement.



Republic of the Philippines
Kabacan, Cotabato
UNIVERSITY OF SOUTHERN MINDANAO
Tel. No. 064-572-2138
email address: op@usm.edu.ph

OFFICE OF THE PRESIDENT

August 29, 2024

CHED RO XII
Regional Director's Office
RECEIVED
Date SEP 13 2024
By ECU

NELIA A. ALIBIN, PhD
Regional Director
Commission on Higher Education XII
Government Center
Carpenter Hills, Koronadal City

CHED RO XII
RECORDS SECTION
RECEIVED
BY: DATE:

Director Alibin:

Greetings of peace from the University of Southern Mindanao!

I am respectfully endorsing the curricular revision of degree programs for adopting the mandated GE Electives with BOR Res. No. 102 series of 2022 in full compliance with CMO 20 s. 2013 and the removal of the Institutional GE Courses with BOR Res. No. 99-D series of 2024.

This revision underwent scrutiny of the University Curriculum Review and Development Committee and has been endorsed by the University Academic Council for the approval of the Board of Regents (BOR).

Below is the list of degree programs which have been revised.

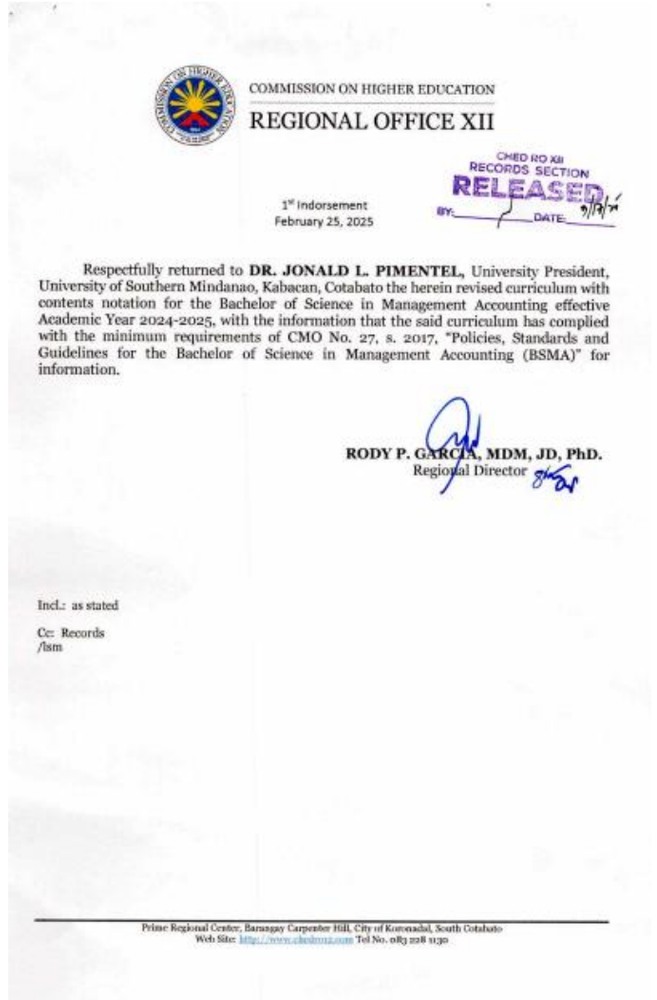
1. BS Agriculture major in
   a. *Animal Science*
   b. *Soil Science*
   c. *Agricultural Extension*
   d. *Crop Science (Plant Breeding and Genetics)*
   e. *Crop Science (Horticulture)*
   f. *Crop Science (Agronomy)*
   g. *Crop Protection (Entomology)*
   h. *Crop Protection (Plant Pathology)*
2. BS Fisheries
3. BS Criminology
4. Doctor of Veterinary Medicine
5. BS Veterinary Technology
6. BS Biology major in
   a. Animal Biology
   b. Plant Biology
   c. Ecology
7. BS Chemistry
8. BS Environmental Science
9. BS Microbiology
10. BS Accountancy
11. BS Management Accounting
12. BS Business Administration
13. BS Agribusiness
14. BS Agricultural Economics
15. Bachelor of Public Administration
16. Bachelor of Physical Education
17. BS Exercise and Sports Science
18. BS Agricultural and Biosystems Engineering
19. BS Electronics Engineering
20. BS Civil Engineering
    a. Structural Engineering
    b. Water Resource Engineering
21. BS Computer Engineering
22. BS Computer Science
23. BS Information Systems
24. Bachelor of Library and Information Science
25. BS Hospitality Management
26. BS Tourism Management
27. BS Nutrition and Dietetics
28. BS Food Technology
29. Bachelor of Technical Vocational Teacher Education
    a. Architectural Drafting Technology
    b. Electrical Technology
    c. Electronics Technology
    d. Automotive Technology
30. Bachelor of Industrial Technology
    a. Architectural Drafting Technology
    b. Electrical Technology
    c. Electronics Technology
    d. Automotive Technology
31. BS International Relations
    Asian Studies Track
32. BS Pharmacy
33. BS Midwifery
34. BS Nursing

May you find the said revision of the curriculum compliant with CHED standards.

Very truly yours,

FRANCISCO GIL N. GARCIA, PhD
SUC President IV

Letter to CHED RO XII for endorsement.



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XII

CHED RO XII
RECORDS SECTION
RELEASED
BY: DATE:

1st Indorsement
February 25, 2025

Respectfully returned to **DR. JONALD L. PIMENTEL,** University President, University of Southern Mindanao, Kabacan, Cotabato the herein revised curriculum with contents notation for the Bachelor of Science in Management Accounting effective Academic Year 2024-2025, with the information that the said curriculum has complied with the minimum requirements of CMO No. 27, s. 2017, "Policies, Standards and Guidelines for the Bachelor of Science in Management Accounting (BSMA)" for information.

RODY P. GARCIA, MDM, JD, PhD.
Regional Director

Incl.: as stated

Cc: Records
/lsm

Prime Regional Center, Barangay Carpenter Hill, City of Koronadal, South Cotabato
Web Site: http://www.chedro12.com Tel No. 083 228 1130

Letter from CHED returning the curriculum.