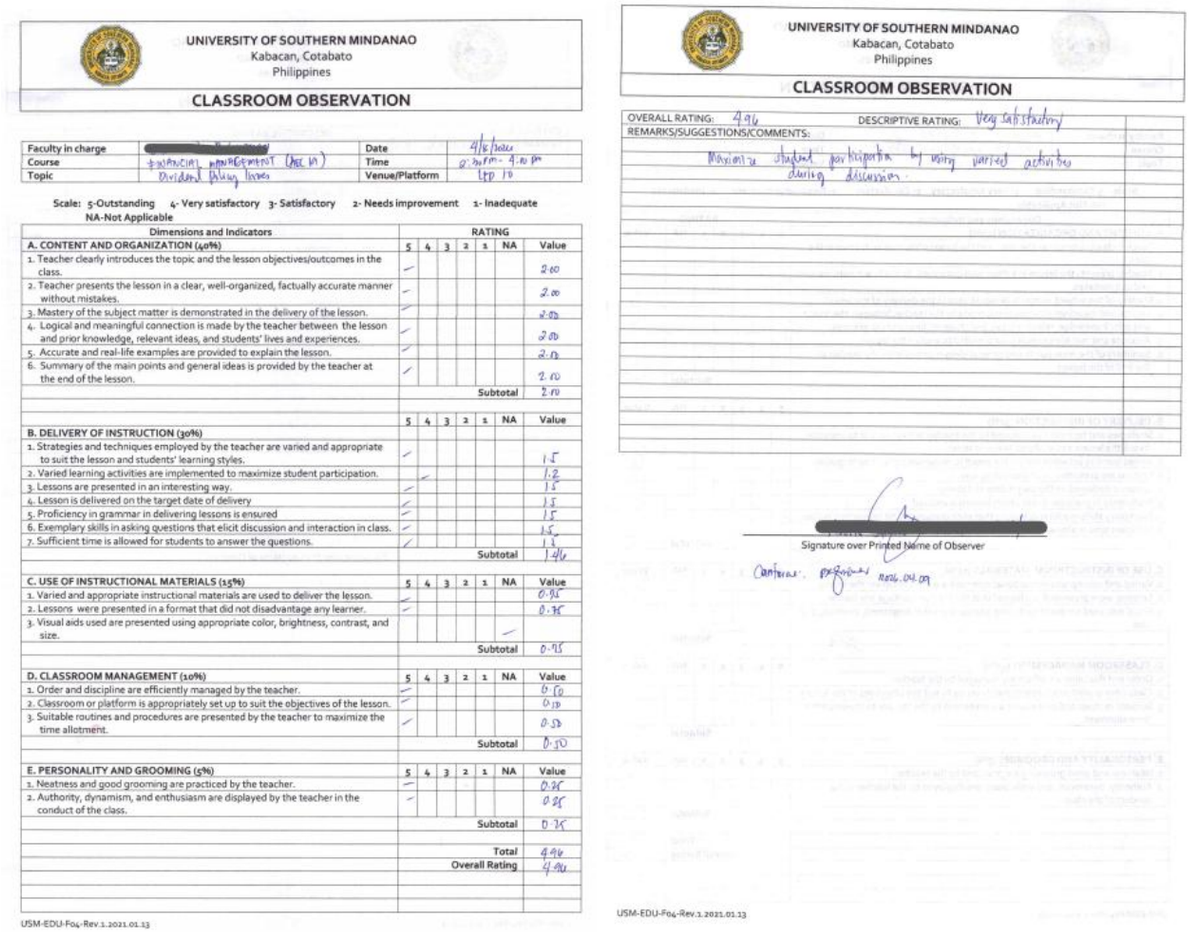
I.10. Instruction is enhanced through the following:

I.10.1. submission of approved and updated syllabus for every subject/course;

Updated syllabi are submitted in accordance with the ISO Procedure. Please click the link for the copies of syllabi.

https://drive.google.com/drive/folders/1S8v8DwBn4jqVvsPYcDYwOYJNesRY25ki?usp=sharing

I.10.2. regular classroom observation/supervision;



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

Faculty in charge	[redacted]	Date	4/8/2026
Course	Financial Management (Dec 19)	Time	2:30PM - 4:00 PM
Topic	Dividend Policy Theories	Venue/Platform	LPD 10

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING						
A. CONTENT AND ORGANIZATION (40%)	5	4	3	2	1	NA	Value
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						2.00
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						2.00
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						2.00
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.	✓						2.00
5. Accurate and real-life examples are provided to explain the lesson.	✓						2.00
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						2.00
						Subtotal	2.00
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						1.5
2. Varied learning activities are implemented to maximize student participation.		✓					1.2
3. Lessons are presented in an interesting way.	✓						1.5
4. Lesson is delivered on the target date of delivery	✓						1.5
5. Proficiency in grammar in delivering lessons is ensured	✓						1.5
6. Exemplary skills in asking questions that elicit discussion and interaction in class.	✓						1.5
7. Sufficient time is allowed for students to answer the questions.	✓						1.5
						Subtotal	1.46
C. USE OF INSTRUCTIONAL MATERIALS (15%)	5	4	3	2	1	NA	Value
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						0.75
2. Lessons were presented in a format that did not disadvantage any learner.	✓						0.75
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.						✓	
						Subtotal	0.75
D. CLASSROOM MANAGEMENT (10%)	5	4	3	2	1	NA	Value
1. Order and discipline are efficiently managed by the teacher.	✓						0.50
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						0.00
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.	✓						0.50
						Subtotal	0.50
E. PERSONALITY AND GROOMING (5%)	5	4	3	2	1	NA	Value
1. Neatness and good grooming are practiced by the teacher.	✓						0.25
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						0.25
						Subtotal	0.25
						Total	4.96
						Overall Rating	4.96

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

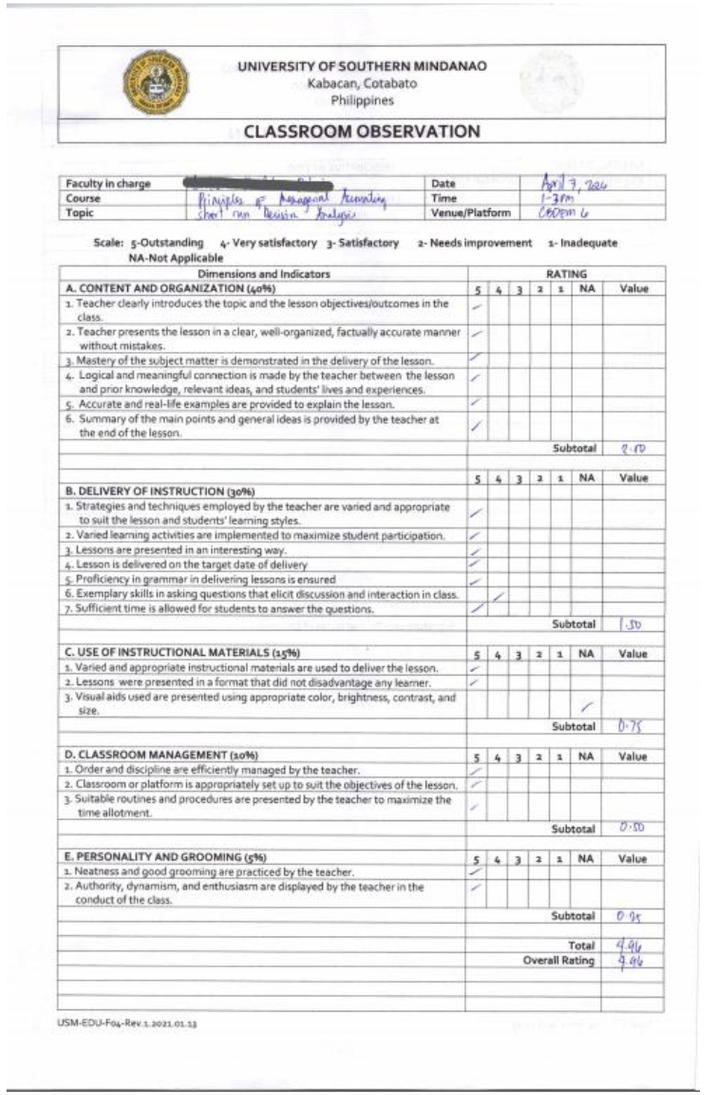
OVERALL RATING: 4.96 DESCRIPTIVE RATING: Very Satisfactory
REMARKS/SUGGESTIONS/COMMENTS:
Maximize student participation by using varied activities during discussion.

[redacted]
Signature over Printed Name of Observer

Comments: Excellent mode. 04.09

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Sample class observation 2nd semester, 2025-2026.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

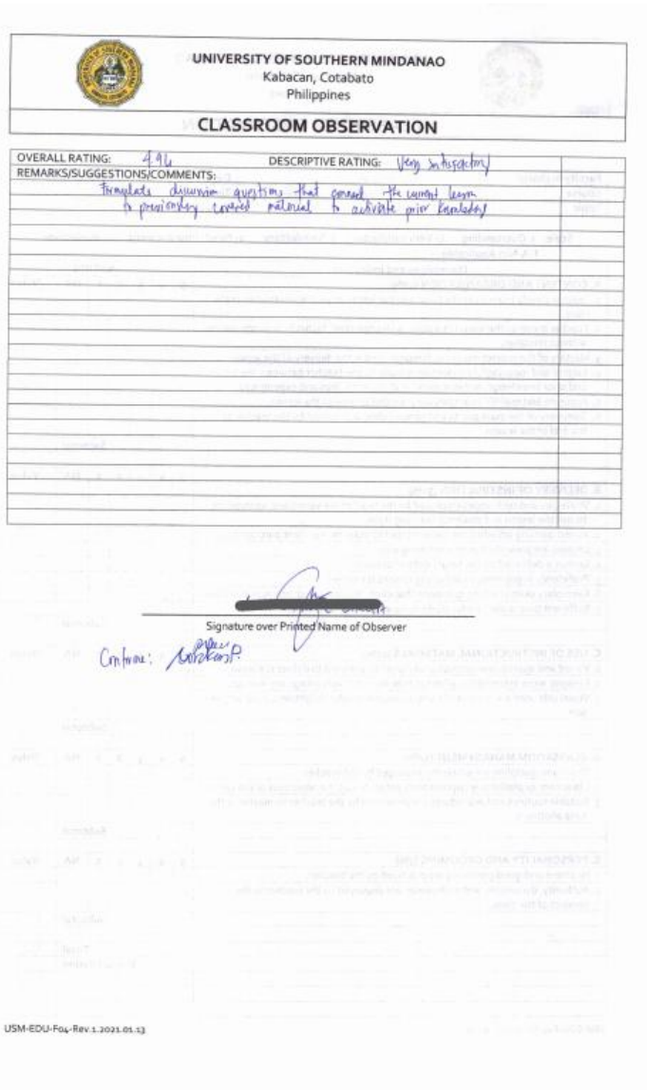
CLASSROOM OBSERVATION

Faculty in charge	[redacted]	Date	April 7, 2026
Course	Principles of Management Accounting	Time	1-3pm
Topic	short run decision analysis	Venue/Platform	Room 6

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING						
A. CONTENT AND ORGANIZATION (40%)	5	4	3	2	1	NA	Value
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.	✓						
5. Accurate and real-life examples are provided to explain the lesson.	✓						
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						
						Subtotal	2.00
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						
2. Varied learning activities are implemented to maximize student participation.	✓						
3. Lessons are presented in an interesting way.	✓						
4. Lesson is delivered on the target date of delivery	✓						
5. Proficiency in grammar in delivering lessons is ensured	✓						
6. Exemplary skills in asking questions that elicit discussion and interaction in class.		✓					
7. Sufficient time is allowed for students to answer the questions.	✓						
						Subtotal	1.50
C. USE OF INSTRUCTIONAL MATERIALS (15%)	5	4	3	2	1	NA	Value
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						
2. Lessons were presented in a format that did not disadvantage any learner.	✓						
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.						✓	
						Subtotal	0.75
D. CLASSROOM MANAGEMENT (10%)	5	4	3	2	1	NA	Value
1. Order and discipline are efficiently managed by the teacher.	✓						
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.	✓						
						Subtotal	0.50
E. PERSONALITY AND GROOMING (5%)	5	4	3	2	1	NA	Value
1. Neatness and good grooming are practiced by the teacher.	✓						
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						
						Subtotal	0.95
						Total	4.96
						Overall Rating	4.96

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

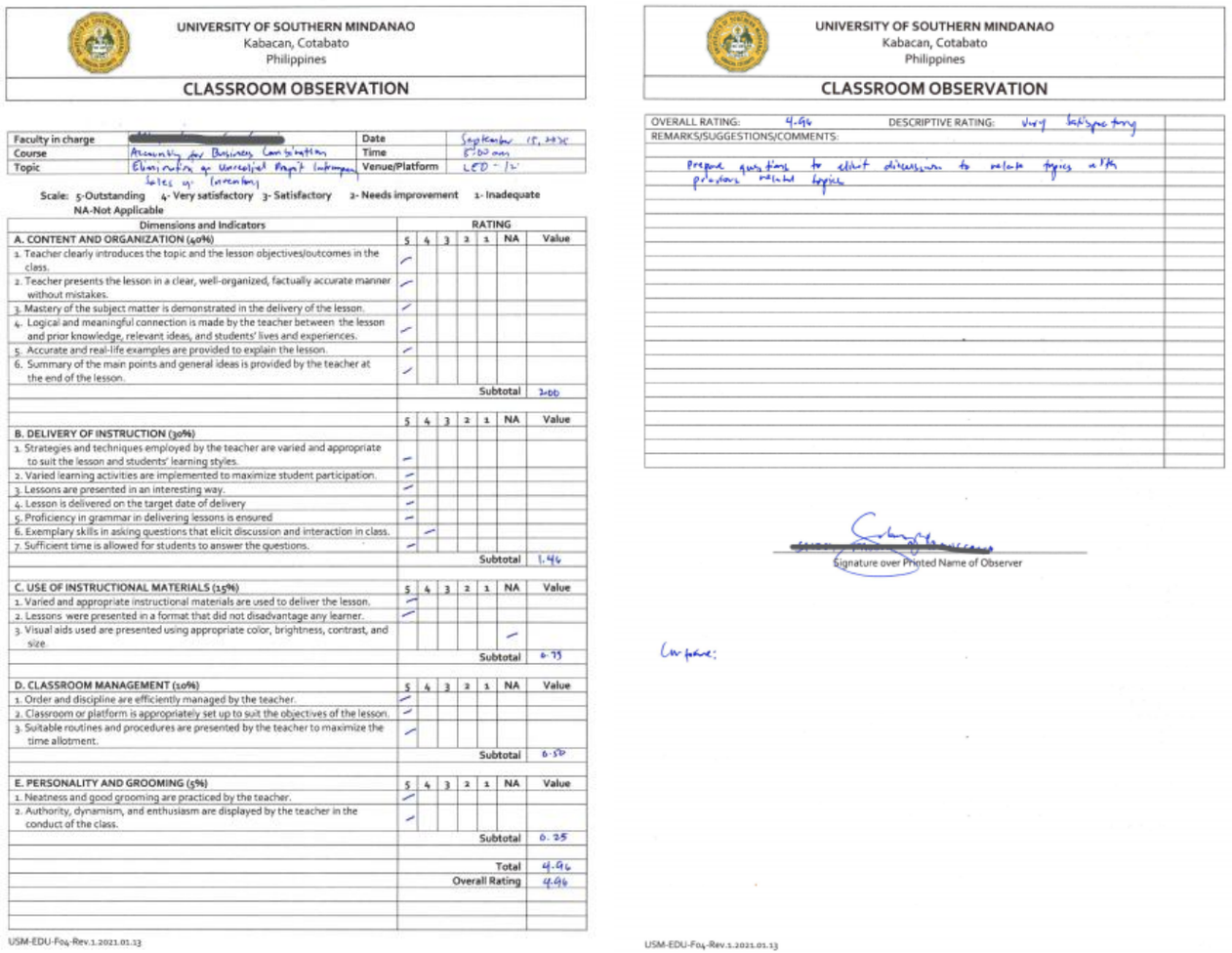
OVERALL RATING: 4.96 DESCRIPTIVE RATING: Very Satisfactory
REMARKS/SUGGESTIONS/COMMENTS:
Formulates discussion questions that connect the current lesson to previously covered material to activate prior knowledge

[redacted]
Signature over Printed Name of Observer

Conforme:

USM-EDU-F04-Rev.1.2021.01.13

Sample class observation 2nd semester, 2025-2026.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

Faculty in charge	[redacted]	Date	September 15, 20xx
Course	Accounting for Business Combination	Time	5:00 pm
Topic	Elimination of Unrealized Profit Intercompany Sales of Inventory	Venue/Platform	LED - 12

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING						
A. CONTENT AND ORGANIZATION (40%)	5	4	3	2	1	NA	Value
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.	✓						
5. Accurate and real-life examples are provided to explain the lesson.	✓						
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						
						Subtotal	2.00
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						
2. Varied learning activities are implemented to maximize student participation.	✓						
3. Lessons are presented in an interesting way.	✓						
4. Lesson is delivered on the target date of delivery	✓						
5. Proficiency in grammar in delivering lessons is ensured	✓						
6. Exemplary skills in asking questions that elicit discussion and interaction in class.		✓					
7. Sufficient time is allowed for students to answer the questions.	✓						
						Subtotal	1.46
	5	4	3	2	1	NA	Value
C. USE OF INSTRUCTIONAL MATERIALS (15%)							
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						
2. Lessons were presented in a format that did not disadvantage any learner.	✓						
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.						✓	
						Subtotal	0.75
	5	4	3	2	1	NA	Value
D. CLASSROOM MANAGEMENT (10%)							
1. Order and discipline are efficiently managed by the teacher.	✓						
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.	✓						
						Subtotal	0.50
	5	4	3	2	1	NA	Value
E. PERSONALITY AND GROOMING (5%)							
1. Neatness and good grooming are practiced by the teacher.	✓						
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						
						Subtotal	0.25
						Total	4.96
						Overall Rating	4.96

USM-EDU-F04-Rev.1.2021.01.13

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

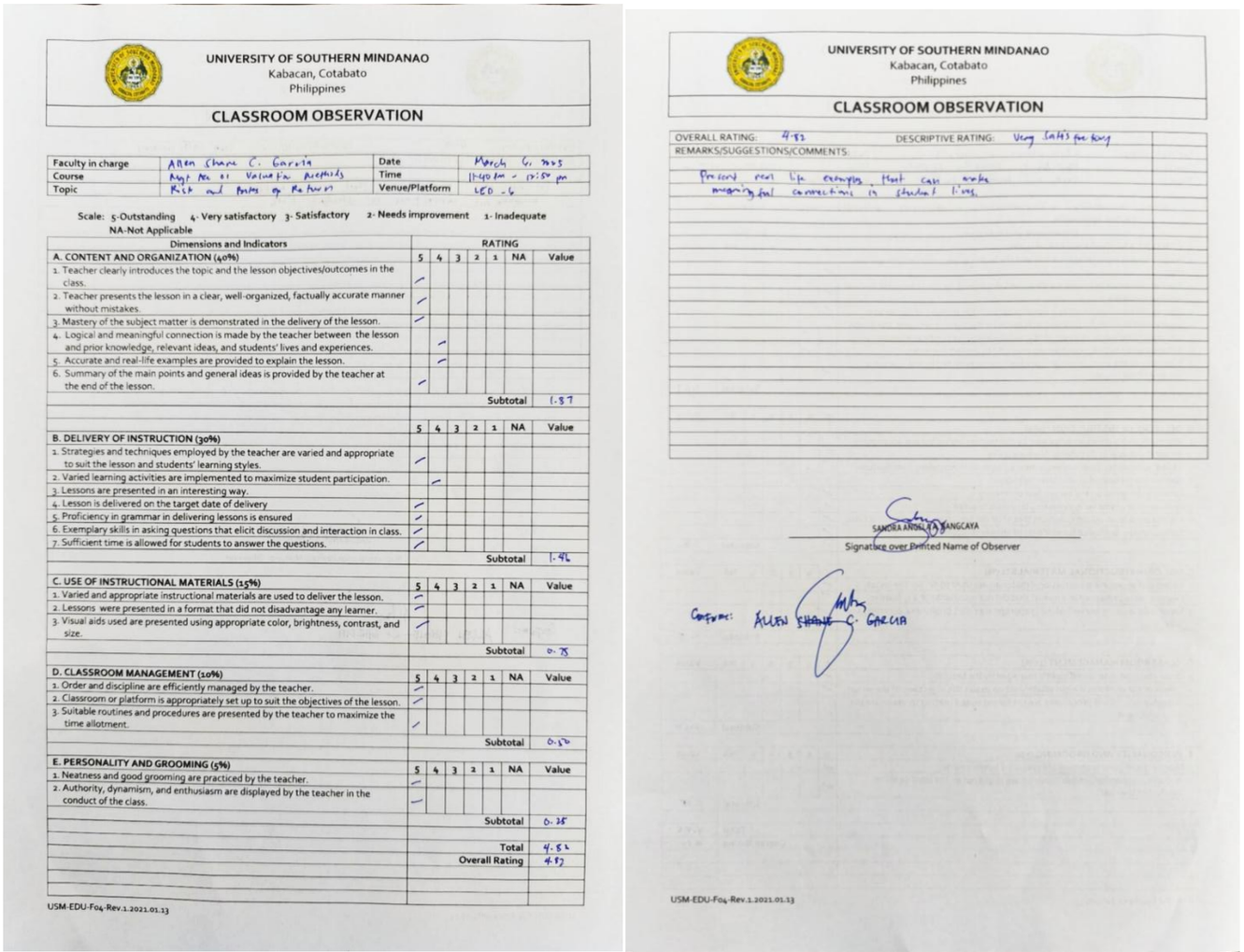
OVERALL RATING: 4.96	DESCRIPTIVE RATING: very satisfactory
REMARKS/SUGGESTIONS/COMMENTS:	
Prepare questions to elicit discussion to relate topics with previous related topics	

[redacted]
Signature over Printed Name of Observer

Comments:

USM-EDU-F04-Rev.1.2021.01.13

Sample class observation for 1st semester, Sy 2025-2026.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

Faculty in charge	Allen Shane C. Garcia	Date	March 6, 2025
Course	Mgt Ac 01 Valuation Methods	Time	11:40 am - 12:50 pm
Topic	Risk and Rates of Return	Venue/Platform	LED - 6

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING						
A. CONTENT AND ORGANIZATION (40%)	5	4	3	2	1	NA	Value
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.		✓					
5. Accurate and real-life examples are provided to explain the lesson.		✓					
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						
						Subtotal	1.87
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						
2. Varied learning activities are implemented to maximize student participation.		✓					
3. Lessons are presented in an interesting way.							
4. Lesson is delivered on the target date of delivery	✓						
5. Proficiency in grammar in delivering lessons is ensured	✓						
6. Exemplary skills in asking questions that elicit discussion and interaction in class.	✓						
7. Sufficient time is allowed for students to answer the questions.	✓						
						Subtotal	1.46
	5	4	3	2	1	NA	Value
C. USE OF INSTRUCTIONAL MATERIALS (15%)							
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						
2. Lessons were presented in a format that did not disadvantage any learner.	✓						
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.	✓						
						Subtotal	0.75
	5	4	3	2	1	NA	Value
D. CLASSROOM MANAGEMENT (10%)							
1. Order and discipline are efficiently managed by the teacher.	✓						
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.	✓						
						Subtotal	0.50
	5	4	3	2	1	NA	Value
E. PERSONALITY AND GROOMING (5%)							
1. Neatness and good grooming are practiced by the teacher.	✓						
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						
						Subtotal	0.25
						Total	4.82
						Overall Rating	4.82

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

OVERALL RATING: 4.82 DESCRIPTIVE RATING: Very Satisfactory

REMARKS/SUGGESTIONS/COMMENTS:

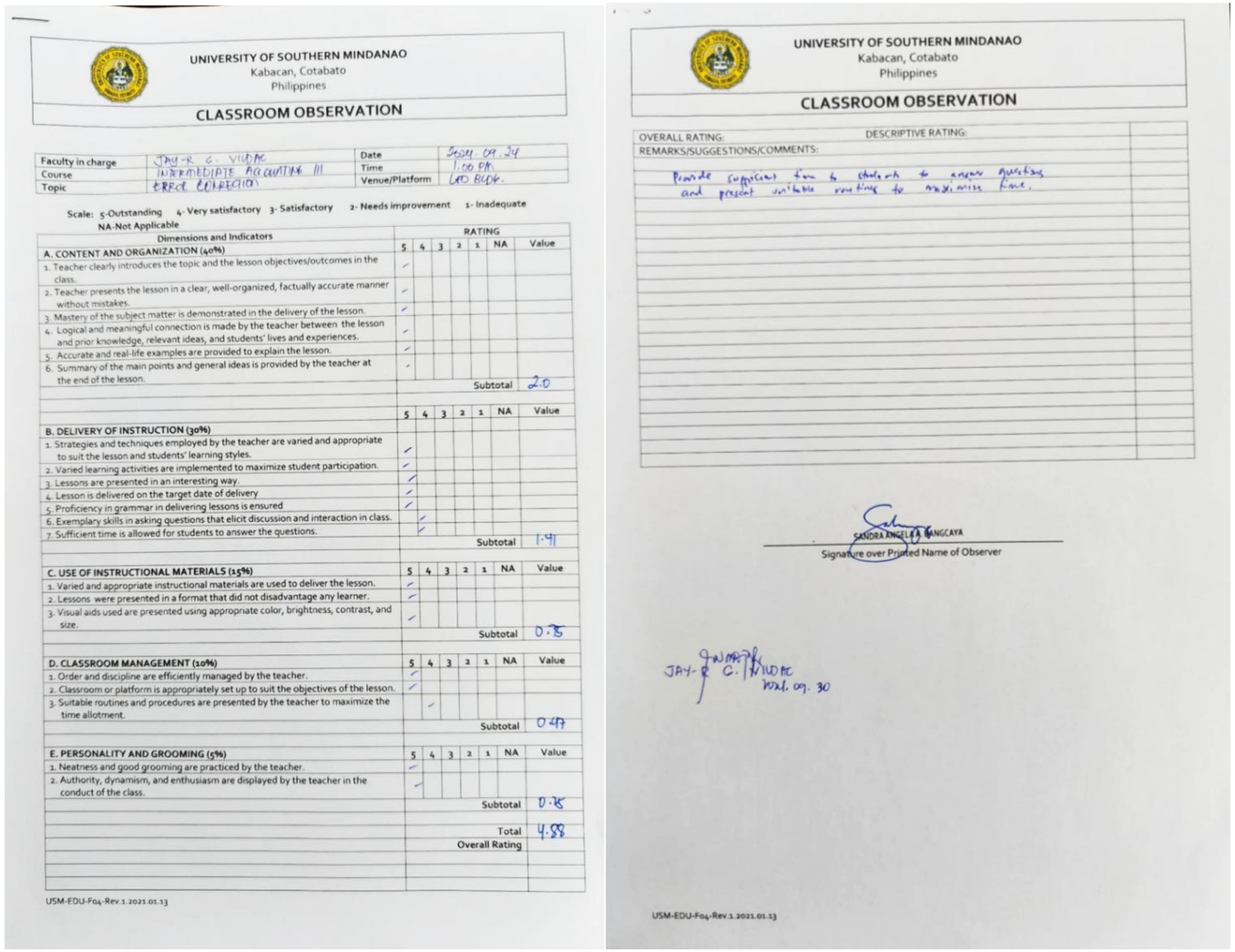
Present real life examples that can make meaningful connections in student living.

SANDRA ANDES BANGCAYA
Signature over Printed Name of Observer

Observed: ALLEN SHANE C. GARCIA

USM-EDU-F04-Rev.1.2021.01.13

Sample class observation for 2nd semester, SY 2024-2025.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

Faculty in charge	JAY-R G. VILDAD	Date	Sept. 09, 24
Course	INTERMEDIATE ACCOUNTING III	Time	1:00 PM
Topic	ERROR CORRECTION	Venue/Platform	GED BLDG.

Scale: 5-Outstanding 4- Very satisfactory 3- Satisfactory 2- Needs improvement 1- Inadequate
NA-Not Applicable

Dimensions and Indicators	RATING 5	4	3	2	1	NA	Value
A. CONTENT AND ORGANIZATION (40%)							
1. Teacher clearly introduces the topic and the lesson objectives/outcomes in the class.	✓						
2. Teacher presents the lesson in a clear, well-organized, factually accurate manner without mistakes.	✓						
3. Mastery of the subject matter is demonstrated in the delivery of the lesson.	✓						
4. Logical and meaningful connection is made by the teacher between the lesson and prior knowledge, relevant ideas, and students' lives and experiences.	✓						
5. Accurate and real-life examples are provided to explain the lesson.	✓						
6. Summary of the main points and general ideas is provided by the teacher at the end of the lesson.	✓						
						Subtotal	2.0
	5	4	3	2	1	NA	Value
B. DELIVERY OF INSTRUCTION (30%)							
1. Strategies and techniques employed by the teacher are varied and appropriate to suit the lesson and students' learning styles.	✓						
2. Varied learning activities are implemented to maximize student participation.	✓						
3. Lessons are presented in an interesting way.	✓						
4. Lesson is delivered on the target date of delivery	✓						
5. Proficiency in grammar in delivering lessons is ensured	✓						
6. Exemplary skills in asking questions that elicit discussion and interaction in class.		✓					
7. Sufficient time is allowed for students to answer the questions.		✓					
						Subtotal	1.41
	5	4	3	2	1	NA	Value
C. USE OF INSTRUCTIONAL MATERIALS (15%)							
1. Varied and appropriate instructional materials are used to deliver the lesson.	✓						
2. Lessons were presented in a format that did not disadvantage any learner.	✓						
3. Visual aids used are presented using appropriate color, brightness, contrast, and size.	✓						
						Subtotal	0.75
	5	4	3	2	1	NA	Value
D. CLASSROOM MANAGEMENT (10%)							
1. Order and discipline are efficiently managed by the teacher.	✓						
2. Classroom or platform is appropriately set up to suit the objectives of the lesson.	✓						
3. Suitable routines and procedures are presented by the teacher to maximize the time allotment.		✓					
						Subtotal	0.47
	5	4	3	2	1	NA	Value
E. PERSONALITY AND GROOMING (5%)							
1. Neatness and good grooming are practiced by the teacher.	✓						
2. Authority, dynamism, and enthusiasm are displayed by the teacher in the conduct of the class.	✓						
						Subtotal	0.75
						Total	4.88
						Overall Rating	

USM-EDU-F04-Rev.1.2021.01.13

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLASSROOM OBSERVATION

OVERALL RATING: DESCRIPTIVE RATING:
REMARKS/SUGGESTIONS/COMMENTS:

Provide sufficient time to students to answer questions and present suitable routine to maximize time.

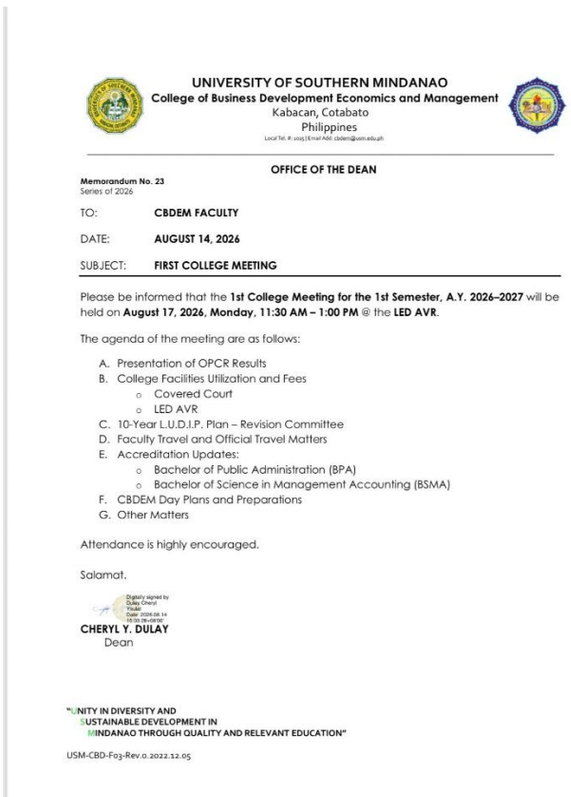
SANDRA ANGELICA MANGCAYA
Signature over Printed Name of Observer

JAY-R G. VILDAD
Instr. 09. 30

USM-EDU-F04-Rev.1.2021.01.13

Sample class observation for 1st semester, Sy 2024-2025.

I.10.3 regular faculty meetings with the Dean/Academic Head/ Department Chair;



UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines

OFFICE OF THE DEAN

Memorandum No. 23
Series of 2026

TO: **CBDEM FACULTY**

DATE: **AUGUST 14, 2026**

SUBJECT: **FIRST COLLEGE MEETING**

Please be informed that the **1st College Meeting for the 1st Semester, A.Y. 2026–2027** will be held on **August 17, 2026, Monday, 11:30 AM – 1:00 PM** @ the **LED AVR**.

The agenda of the meeting are as follows:

A. Presentation of OPCR Results
B. College Facilities Utilization and Fees
   - Covered Court
   - LED AVR
C. 10-Year L.U.D.I.P. Plan – Revision Committee
D. Faculty Travel and Official Travel Matters
E. Accreditation Updates:
   - Bachelor of Public Administration (BPA)
   - Bachelor of Science in Management Accounting (BSMA)
F. CBDEM Day Plans and Preparations
G. Other Matters

Attendance is highly encouraged.

Salamat.

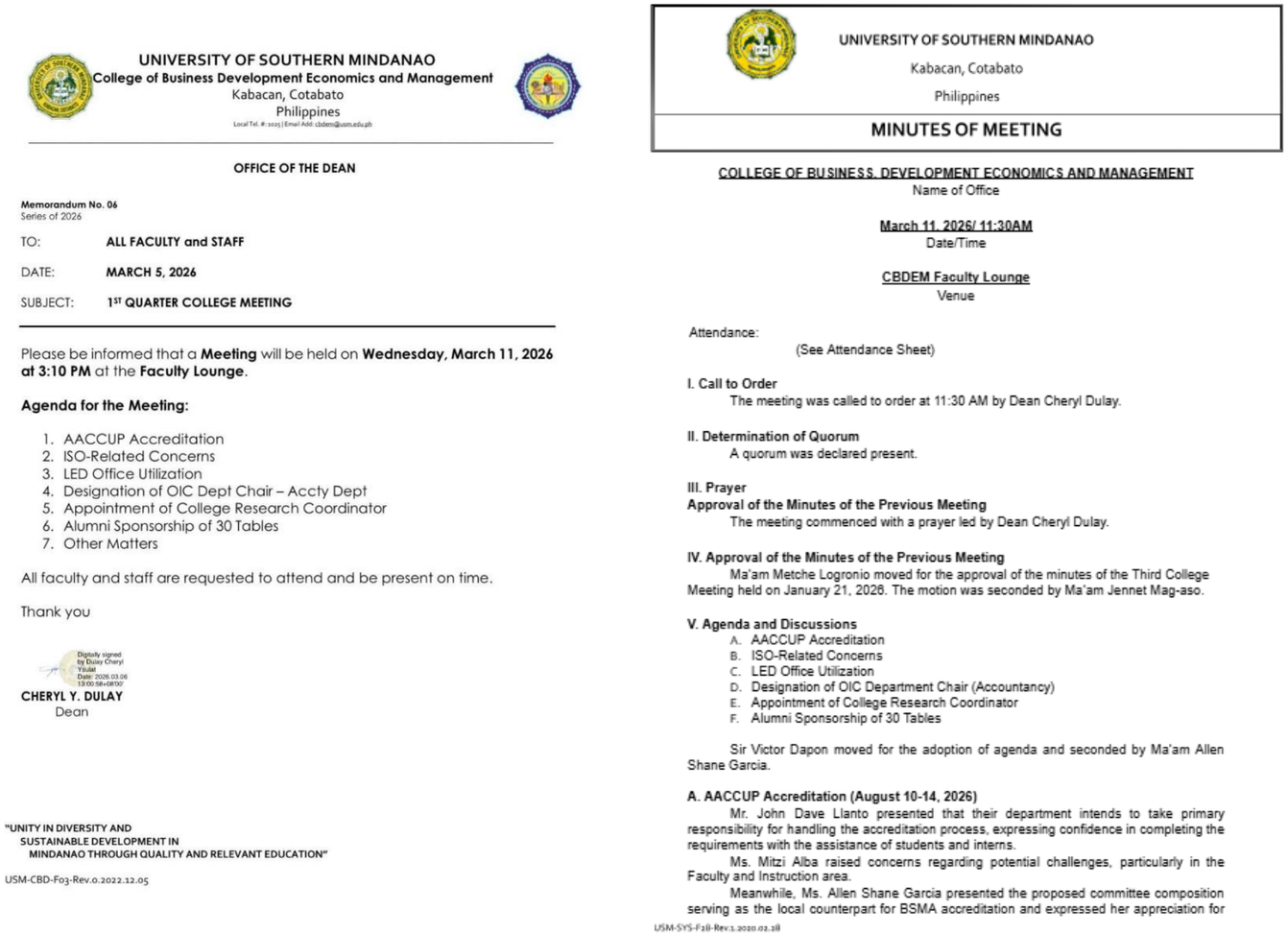
CHERYL Y. DULAY
Dean

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

USM-CBD-Fo3-Rev.0.2022.12.05



College meeting last August 17, 2026 at the LED AVR.



UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines
Local Tel. #: 1025 | Email Add: cbdem@usm.edu.ph

OFFICE OF THE DEAN

Memorandum No. 06
Series of 2026

TO: **ALL FACULTY and STAFF**

DATE: **MARCH 5, 2026**

SUBJECT: **1ST QUARTER COLLEGE MEETING**

Please be informed that a **Meeting** will be held on **Wednesday, March 11, 2026 at 3:10 PM** at the **Faculty Lounge**.

Agenda for the Meeting:

1. AACCUP Accreditation
2. ISO-Related Concerns
3. LED Office Utilization
4. Designation of OIC Dept Chair – Accty Dept
5. Appointment of College Research Coordinator
6. Alumni Sponsorship of 30 Tables
7. Other Matters

All faculty and staff are requested to attend and be present on time.

Thank you

Digitally signed by Dulay Cheryl Ysulat
Date: 2026.03.06 13:00:58+08'00'

CHERYL Y. DULAY
Dean

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

USM-CBD-F03-Rev.0.2022.12.05

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Name of Office

March 11, 2026/ 11:30AM
Date/Time

CBDEM Faculty Lounge
Venue

Attendance:
(See Attendance Sheet)

I. Call to Order
The meeting was called to order at 11:30 AM by Dean Cheryl Dulay.

II. Determination of Quorum
A quorum was declared present.

III. Prayer
Approval of the Minutes of the Previous Meeting
The meeting commenced with a prayer led by Dean Cheryl Dulay.

IV. Approval of the Minutes of the Previous Meeting
Ma'am Metche Logronio moved for the approval of the minutes of the Third College Meeting held on January 21, 2026. The motion was seconded by Ma'am Jennet Mag-aso.

V. Agenda and Discussions
A. AACCUP Accreditation
B. ISO-Related Concerns
C. LED Office Utilization
D. Designation of OIC Department Chair (Accountancy)
E. Appointment of College Research Coordinator
F. Alumni Sponsorship of 30 Tables

Sir Victor Dapon moved for the adoption of agenda and seconded by Ma'am Allen Shane Garcia.

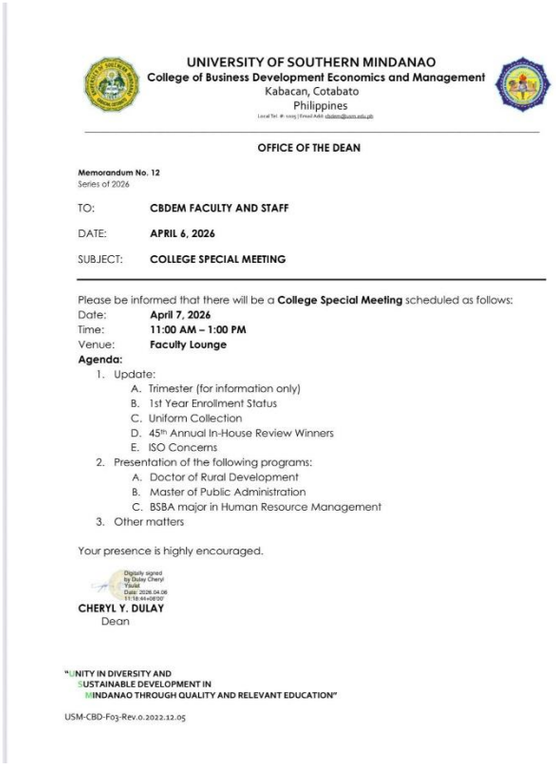
A. AACCUP Accreditation (August 10-14, 2026)
Mr. John Dave Llanto presented that their department intends to take primary responsibility for handling the accreditation process, expressing confidence in completing the requirements with the assistance of students and interns.
Ms. Mitzi Alba raised concerns regarding potential challenges, particularly in the Faculty and Instruction area.
Meanwhile, Ms. Allen Shane Garcia presented the proposed committee composition serving as the local counterpart for BSMA accreditation and expressed her appreciation for

USM-SYS-F28-Rev.1.2020.02.28

Memo and minutes of meeting for the March 11, 2026 college meeting.



College meeting last March 11, 2026 at the LED AVR.



UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines

OFFICE OF THE DEAN

Memorandum No. 12
Series of 2026

TO: **CBDEM FACULTY AND STAFF**

DATE: **APRIL 6, 2026**

SUBJECT: **COLLEGE SPECIAL MEETING**

Please be informed that there will be a **College Special Meeting** scheduled as follows:
Date: **April 7, 2026**
Time: **11:00 AM – 1:00 PM**
Venue: **Faculty Lounge**
Agenda:
1. Update:
   A. Trimester (for information only)
   B. 1st Year Enrollment Status
   C. Uniform Collection
   D. 45th Annual In-House Review Winners
   E. ISO Concerns
2. Presentation of the following programs:
   A. Doctor of Rural Development
   B. Master of Public Administration
   C. BSBA major in Human Resource Management
3. Other matters

Your presence is highly encouraged.

Digitally signed by Dulay Cheryl Ybalid
Date: 2026.04.06 11:16:44 +08'00'

CHERYL Y. DULAY
Dean

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

USM-CBD-Fo3-Rev.0.2022.12.05



College meeting last April 7, 2026 at the Faulty Lounge.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

MINUTES OF MEETING

College of Business, Development Economics and Management – Accountancy Department Meeting
Name of Office
July 20, 2026/3:00PM-5:00PM
Date/Time

Accountancy Department Office-CBDEM
Venue

Attendance:
Present:
1. Jared Virgil A. Bangcaya
2. Sandra Angela A. Bangcaya
3. Allen Shane C. Garcia
4. Baikongan B. Guiaman
5. Julhaina G. Cambang
6. Lorckan Dredd C. Pelarion
7. Jay-R G. Vildac

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. Other matters

USM-SYS-F28-Rev.1.2020.01.28

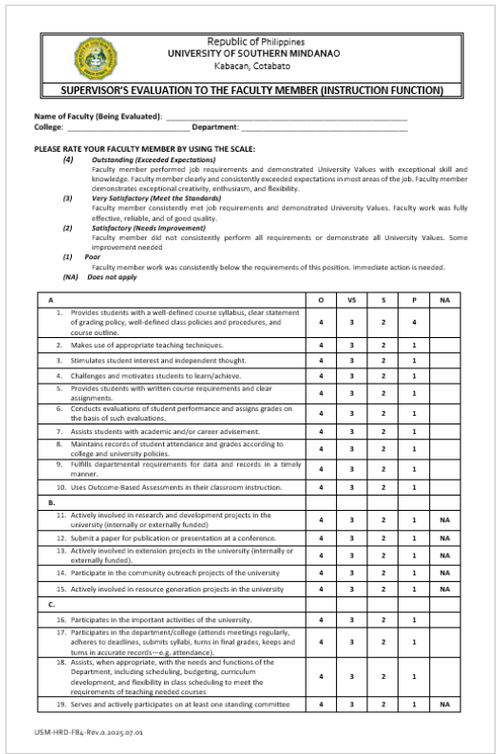
Page 1 of 3

Department faculty meeting on July 20, 2026.

I.10.4. regular faculty performance evaluation;

The Dean/Academic Head/Department Chair;

Supervisors also evaluate the faculty performance. Provided below is the form used in the evaluation. Summaries of the result of evaluations are provided.



Republic of Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

SUPERVISOR'S EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

Name of Faculty (Being Evaluated): _____
College: _____ **Department:** _____

PLEASE RATE YOUR FACULTY MEMBER BY USING THE SCALE:

(4) ***Outstanding (Exceeded Expectations)***
Faculty member performed job requirements and demonstrated University Values with exceptional skill and knowledge. Faculty member clearly and consistently exceeded expectations in most areas of the job. Faculty member demonstrates exceptional creativity, enthusiasm, and flexibility.

(3) ***Very Satisfactory (Meet the Standards)***
Faculty member consistently met job requirements and demonstrated University Values. Faculty work was fully effective, reliable, and of good quality.

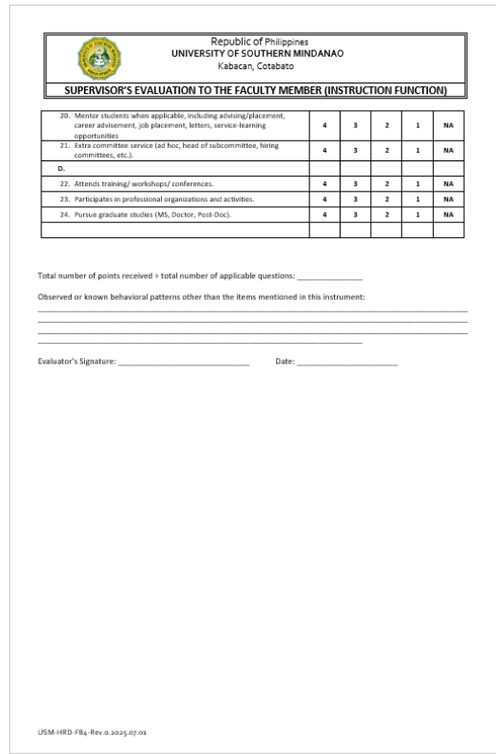
(2) ***Satisfactory (Needs Improvement)***
Faculty member did not consistently perform all requirements or demonstrate all University Values. Some improvement needed

(1) ***Poor***
Faculty member work was consistently below the requirements of this position. Immediate action is needed.

(NA) ***Does not apply***

A	O	VS	S	P	NA
1. Provides students with a well-defined course syllabus, clear statement of grading policy, well-defined class policies and procedures, and course outline.	4	3	2	4	
2. Makes use of appropriate teaching techniques.	4	3	2	1	
3. Stimulates student interest and independent thought.	4	3	2	1	
4. Challenges and motivates students to learn/achieve.	4	3	2	1	
5. Provides students with written course requirements and clear assignments.	4	3	2	1	
6. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.	4	3	2	1	
7. Assists students with academic and/or career advisement.	4	3	2	1	
8. Maintains records of student attendance and grades according to college and university policies.	4	3	2	1	
9. Fulfills departmental requirements for data and records in a timely manner.	4	3	2	1	
10. Uses Outcome-Based Assessments in their classroom instruction.	4	3	2	1	
B.					
11. Actively involved in research and development projects in the university (internally or externally funded)	4	3	2	1	NA
12. Submit a paper for publication or presentation at a conference.	4	3	2	1	NA
13. Actively involved in extension projects in the university (internally or externally funded).	4	3	2	1	NA
14. Participate in the community outreach projects of the university	4	3	2	1	NA
15. Actively involved in resource generation projects in the university	4	3	2	1	NA
C.					
16. Participates in the important activities of the university.	4	3	2	1	
17. Participates in the department/college (attends meetings regularly, adheres to deadlines, submits syllabi, turns in final grades, keeps and turns in accurate records—e.g. attendance).	4	3	2	1	
18. Assists, when appropriate, with the needs and functions of the Department, including scheduling, budgeting, curriculum development, and flexibility in class scheduling to meet the requirements of teaching needed courses	4	3	2	1	
19. Serves and actively participates on at least one standing committee	4	3	2	1	NA

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Republic of Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

SUPERVISOR'S EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

20. Mentor students when applicable, including advising/placement, career advisement, job placement, letters, service-learning opportunities	4	3	2	1	NA
21. Extra committee service (ad hoc, head of subcommittee, hiring committees, etc.).	4	3	2	1	NA
D.					
22. Attends training/ workshops/ conferences.	4	3	2	1	NA
23. Participates in professional organizations and activities.	4	3	2	1	NA
24. Pursue graduate studies (MS, Doctor, Post-Doc).	4	3	2	1	NA

Total number of points received ÷ total number of applicable questions: _____

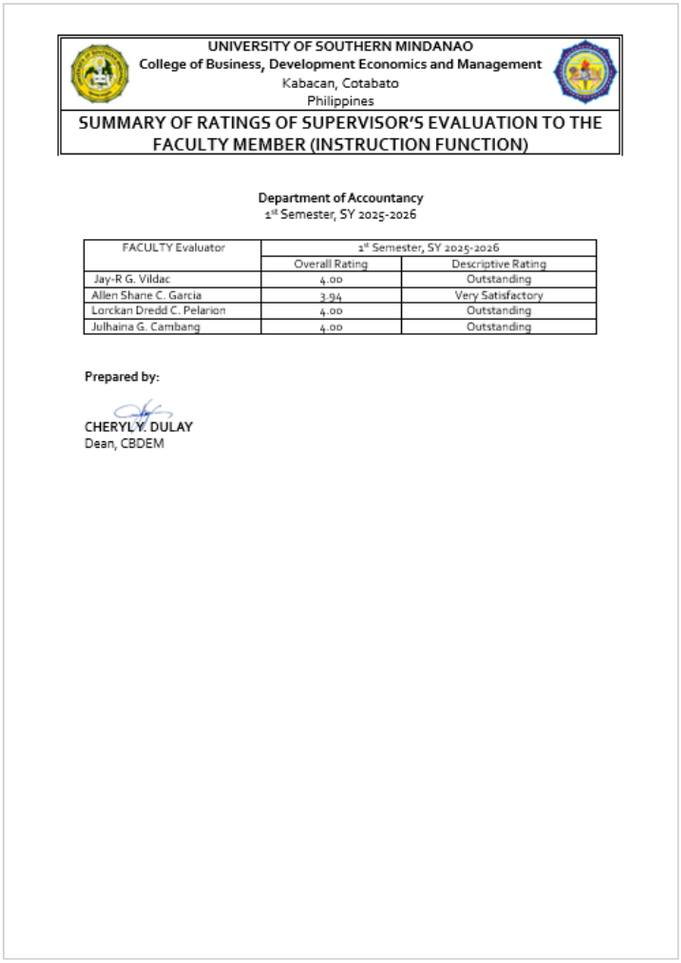
Observed or known behavioral patterns other than the items mentioned in this instrument:
_____
_____
_____
_____

Evaluator's Signature: _____ Date: _____

USM-HRD-F84-Rev.0.2025.07.01

)

Supervisor's Evaluation to Faculty/Employees (Instruction Function) form



UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics and Management
Kabacan, Cotabato
Philippines

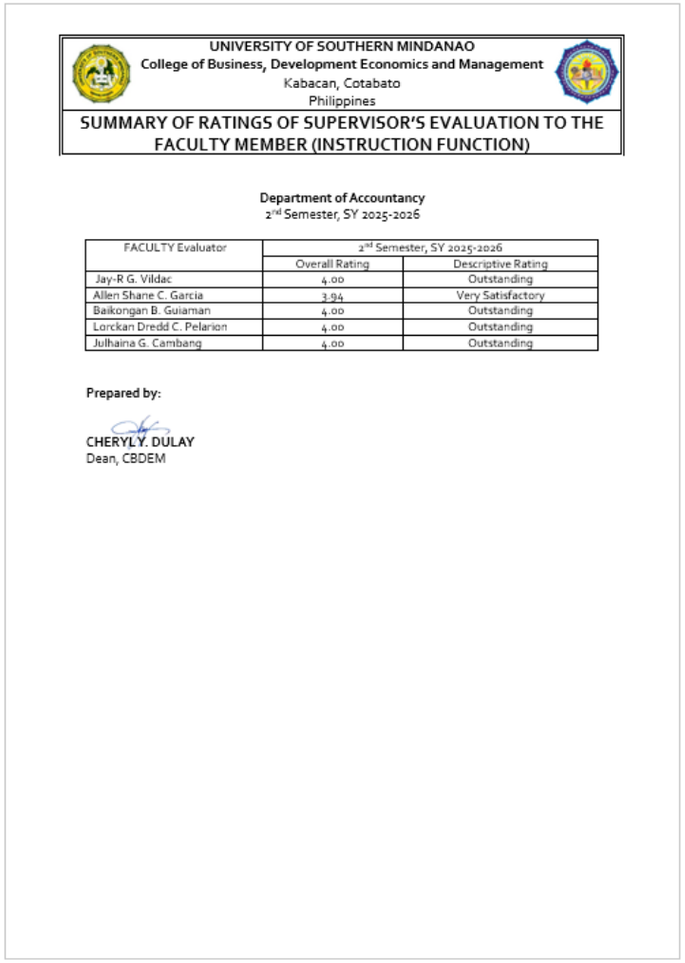
SUMMARY OF RATINGS OF SUPERVISOR'S EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

Department of Accountancy
1st Semester, SY 2025-2026

FACULTY Evaluator	1st Semester, SY 2025-2026	
	Overall Rating	Descriptive Rating
Jay-R G. Vildac	4.00	Outstanding
Allen Shane C. Garcia	3.94	Very Satisfactory
Lorckan Dredd C. Pelarion	4.00	Outstanding
Julhaina G. Cambang	4.00	Outstanding

Prepared by:

CHERYL Y. DULAY
Dean, CBDEM



UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics and Management
Kabacan, Cotabato
Philippines

SUMMARY OF RATINGS OF SUPERVISOR'S EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

Department of Accountancy
2nd Semester, SY 2025-2026

FACULTY Evaluator	2nd Semester, SY 2025-2026	
	Overall Rating	Descriptive Rating
Jay-R G. Vildac	4.00	Outstanding
Allen Shane C. Garcia	3.94	Very Satisfactory
Baikongan B. Guiaman	4.00	Outstanding
Lorckan Dredd C. Pelarion	4.00	Outstanding
Julhaina G. Cambang	4.00	Outstanding

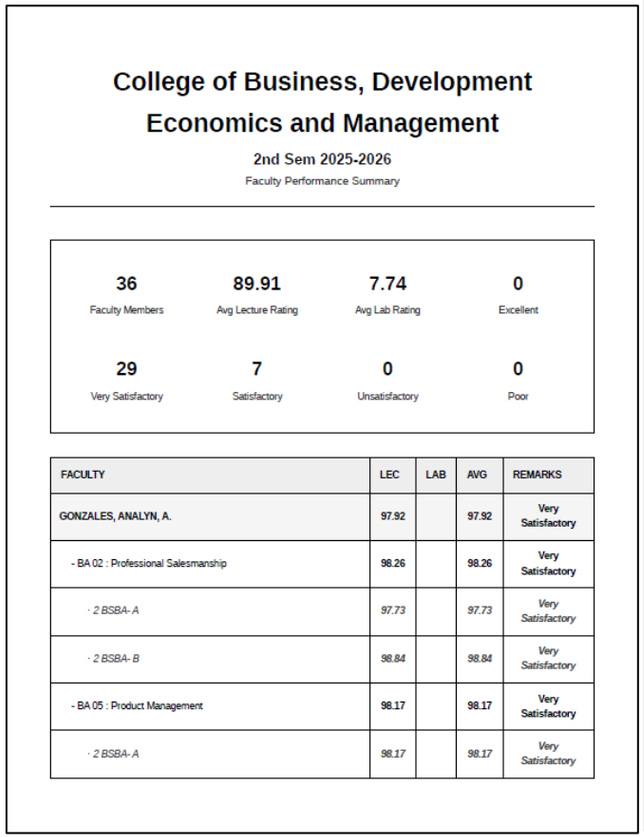
Prepared by:

CHERYL Y. DULAY
Dean, CBDEM

Sample summary of rating of supervisor's evaluation to the faculty member (Instruction Function)

The students;

Students evaluate the faculty members every semester. Sample results of the evaluation are provided below.



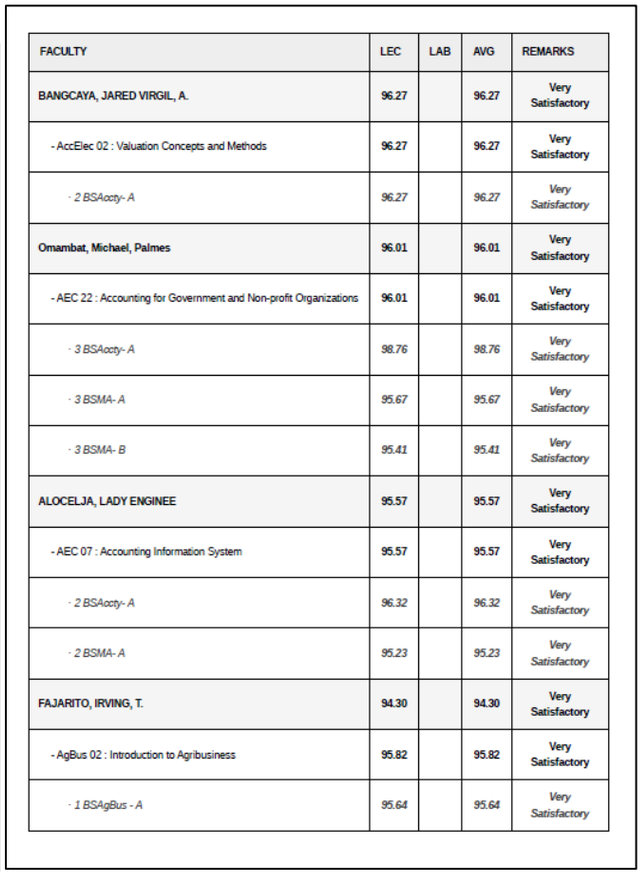
College of Business, Development Economics and Management

2nd Sem 2025-2026

Faculty Performance Summary

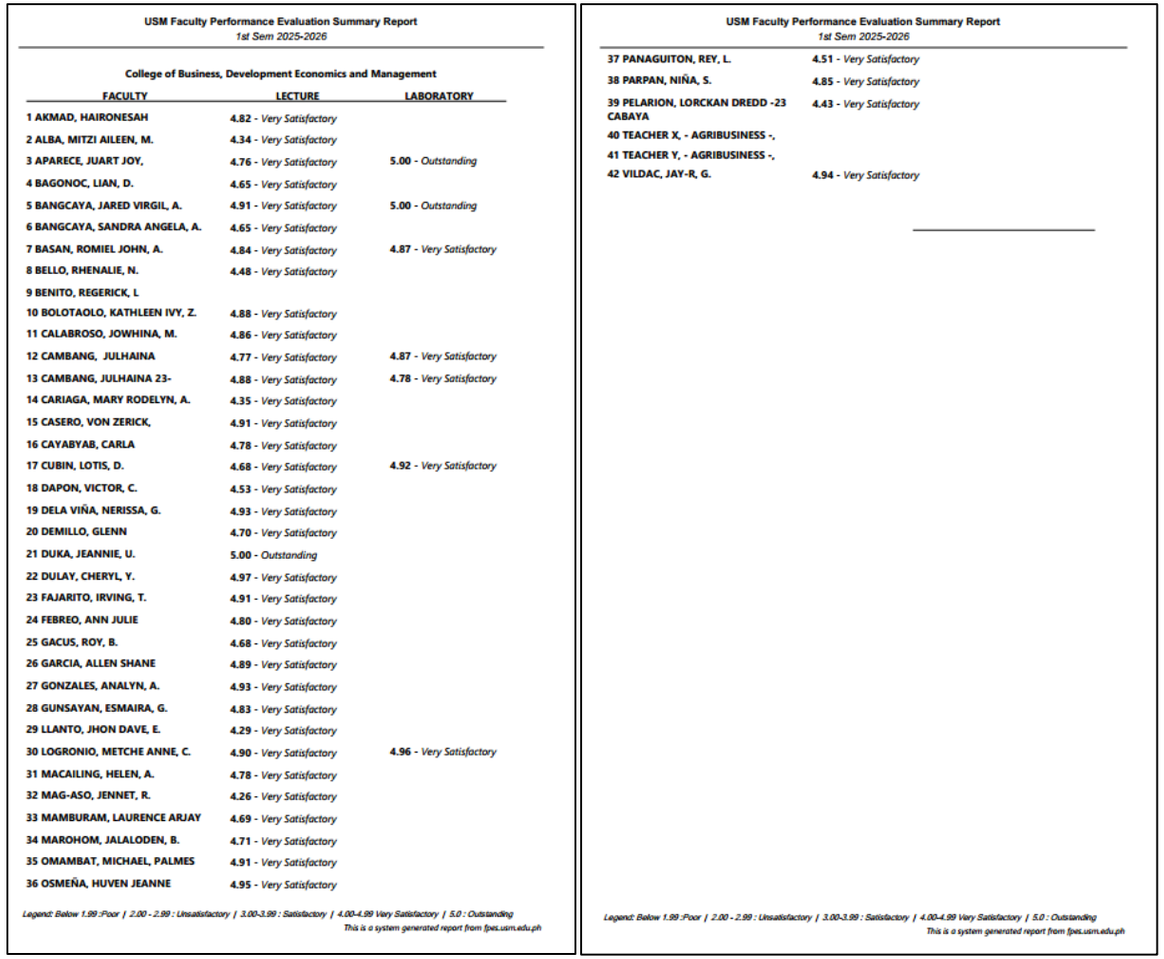
36	89.91	7.74	0
Faculty Members	Avg Lecture Rating	Avg Lab Rating	Excellent
29	7	0	0
Very Satisfactory	Satisfactory	Unsatisfactory	Poor

FACULTY	LEC	LAB	AVG	REMARKS
GONZALES, ANALYN, A.	97.92		97.92	Very Satisfactory
- BA 02 : Professional Salesmanship	98.26		98.26	Very Satisfactory
· 2 BSBA- A	97.73		97.73	Very Satisfactory
· 2 BSBA- B	98.84		98.84	Very Satisfactory
- BA 05 : Product Management	98.17		98.17	Very Satisfactory
· 2 BSBA- A	98.17		98.17	Very Satisfactory



FACULTY	LEC	LAB	AVG	REMARKS
BANGCAYA, JARED VIRGIL, A.	96.27		96.27	Very Satisfactory
- AccElec 02 : Valuation Concepts and Methods	96.27		96.27	Very Satisfactory
· 2 BSAcct- A	96.27		96.27	Very Satisfactory
Omambat, Michael, Palmes	96.01		96.01	Very Satisfactory
- AEC 22 : Accounting for Government and Non-profit Organizations	96.01		96.01	Very Satisfactory
· 3 BSAcct- A	98.76		98.76	Very Satisfactory
· 3 BSMA- A	95.67		95.67	Very Satisfactory
· 3 BSMA- B	95.41		95.41	Very Satisfactory
ALOCELJA, LADY ENGINEE	95.57		95.57	Very Satisfactory
- AEC 07 : Accounting Information System	95.57		95.57	Very Satisfactory
· 2 BSAcct- A	96.32		96.32	Very Satisfactory
· 2 BSMA- A	95.23		95.23	Very Satisfactory
FAJARITO, IRVING, T.	94.30		94.30	Very Satisfactory
- AgBus 02 : Introduction to Agribusiness	95.82		95.82	Very Satisfactory
· 1 BSAgBus - A	95.64		95.64	Very Satisfactory

Result of faculty performance evaluation by students for 2nd sem, Sy 2025-2026 Page 1 and 2 of 21 pages.



USM Faculty Performance Evaluation Summary Report
1st Sem 2025-2026

College of Business, Development Economics and Management

FACULTY	LECTURE	LABORATORY
1 AKMAD, HAIRONESAH	4.82 - *Very Satisfactory*	
2 ALBA, MITZI AILEEN, M.	4.34 - *Very Satisfactory*	
3 APARECE, JUART JOY,	4.76 - *Very Satisfactory*	5.00 - *Outstanding*
4 BAGONOC, LIAN, D.	4.65 - *Very Satisfactory*	
5 BANGCAYA, JARED VIRGIL, A.	4.91 - *Very Satisfactory*	5.00 - *Outstanding*
6 BANGCAYA, SANDRA ANGELA, A.	4.65 - *Very Satisfactory*	
7 BASAN, ROMIEL JOHN, A.	4.84 - *Very Satisfactory*	4.87 - *Very Satisfactory*
8 BELLO, RHENALIE, N.	4.48 - *Very Satisfactory*	
9 BENITO, REGERICK, L		
10 BOLOTAOLO, KATHLEEN IVY, Z.	4.88 - *Very Satisfactory*	
11 CALABROSO, JOWHINA, M.	4.86 - *Very Satisfactory*	
12 CAMBANG, JULHAINA	4.77 - *Very Satisfactory*	4.87 - *Very Satisfactory*
13 CAMBANG, JULHAINA 23-	4.88 - *Very Satisfactory*	4.78 - *Very Satisfactory*
14 CARIAGA, MARY RODELYN, A.	4.35 - *Very Satisfactory*	
15 CASERO, VON ZERICK,	4.91 - *Very Satisfactory*	
16 CAYABYAB, CARLA	4.78 - *Very Satisfactory*	
17 CUBIN, LOTIS, D.	4.68 - *Very Satisfactory*	4.92 - *Very Satisfactory*
18 DAPON, VICTOR, C.	4.53 - *Very Satisfactory*	
19 DELA VIÑA, NERISSA, G.	4.93 - *Very Satisfactory*	
20 DEMILLO, GLENN	4.70 - *Very Satisfactory*	
21 DUKA, JEANNIE, U.	5.00 - *Outstanding*	
22 DULAY, CHERYL, Y.	4.97 - *Very Satisfactory*	
23 FAJARITO, IRVING, T.	4.91 - *Very Satisfactory*	
24 FEBREO, ANN JULIE	4.80 - *Very Satisfactory*	
25 GACUS, ROY, B.	4.68 - *Very Satisfactory*	
26 GARCIA, ALLEN SHANE	4.89 - *Very Satisfactory*	
27 GONZALES, ANALYN, A.	4.93 - *Very Satisfactory*	
28 GUNSAYAN, ESMAIRA, G.	4.83 - *Very Satisfactory*	
29 LLANTO, JHON DAVE, E.	4.29 - *Very Satisfactory*	
30 LOGRONIO, METCHE ANNE, C.	4.90 - *Very Satisfactory*	4.96 - *Very Satisfactory*
31 MACAILING, HELEN, A.	4.78 - *Very Satisfactory*	
32 MAG-ASO, JENNET, R.	4.26 - *Very Satisfactory*	
33 MAMBURAM, LAURENCE ARJAY	4.69 - *Very Satisfactory*	
34 MAROHOM, JALALODEN, B.	4.71 - *Very Satisfactory*	
35 OMAMBAT, MICHAEL, PALMES	4.91 - *Very Satisfactory*	
36 OSMEÑA, HUVEN JEANNE	4.95 - *Very Satisfactory*	

Legend: Below 1.99 :Poor | 2.00 - 2.99 : Unsatisfactory | 3.00-3.99 : Satisfactory | 4.00-4.99 Very Satisfactory | 5.0 : Outstanding
This is a system generated report from fpes.usm.edu.ph

USM Faculty Performance Evaluation Summary Report
1st Sem 2025-2026

37 PANAGUITON, REY, L.	4.51 - *Very Satisfactory*
38 PARPAN, NIÑA, S.	4.85 - *Very Satisfactory*
39 PELARION, LORCKAN DREDD -23 CABAYA	4.43 - *Very Satisfactory*
40 TEACHER X, - AGRIBUSINESS -,	
41 TEACHER Y, - AGRIBUSINESS -,	
42 VILDAC, JAY-R, G.	4.94 - *Very Satisfactory*

Legend: Below 1.99 :Poor | 2.00 - 2.99 : Unsatisfactory | 3.00-3.99 : Satisfactory | 4.00-4.99 Very Satisfactory | 5.0 : Outstanding
This is a system generated report from fpes.usm.edu.ph

Result of faculty performance evaluation by students for the 1st sem, SY 2025-2026

The faculty member also receives a summary of their Student Evaluation of Teaching (SET) and Supervisor Evaluation of Faculty (SEF).



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(985) 3308782
Email address: hrmd@usm.edu.ph

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

FACULTY PERFORMANCE EVALUATION REPORT

Name of Faculty : GARCIA, ALLEN SHANE
College / Unit : College of Business, Development Economics and Management

Academic Year	AY 2023-2024		AY 2024-2025		AY 2025-2026	
Academic Term	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem
SET Rating	0.00	0.00	0.00	98.00	97.80	94.29

Academic Year	AY 2023-2024		AY 2024-2025		AY 2025-2026	
Academic Term	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem
SEF Rating	0.00	0.00	0.00	97.00	98.00	98.60

Purpose: for DBM-CHED JC 3 s. 2022

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:

Prepared by:
BERNALOU M. MALAQUE
Admin Assistant II

Attested by:
NERISSA G. DELA VIÑA
HRMDO Director

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

The faculty member himself/herself;

Republic of Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

SELF EVALUATION OF THE FACULTY MEMBER (INSTRUCTION FUNCTION)

Name of Faculty (Being Evaluated): [redacted]
College: CBDEM **Department:** ACCOUNTANCY

PLEASE RATE YOUR FACULTY MEMBER BY USING THE SCALE:

(4) Outstanding (Exceeded Expectations)
Faculty member performed job requirements and demonstrated University Values with exceptional skill and knowledge. Faculty member clearly and consistently exceeded expectations in most areas of the job. Faculty member demonstrates exceptional creativity, enthusiasm, and flexibility.

(3) Very Satisfactory (Meet the Standards)
Faculty member consistently met job requirements and demonstrated University Values. Faculty work was fully effective, reliable, and of good quality.

(2) Satisfactory (Needs Improvement)
Faculty member did not consistently perform all requirements or demonstrate all University Values. Some improvement needed

(1) Poor
Faculty member work was consistently below the requirements of this position. Immediate action is needed.

(NA) Does not apply

A	O	VS	S	P	NA
1. Provides students with a well-defined course syllabus, clear statement of grading policy, well-defined class policies and procedures, and course outline.	/				
2. Makes use of appropriate teaching techniques.	/				
3. Stimulates student interest and independent thought.	/				
4. Challenges and motivates students to learn/achieve.	/				
5. Provides students with written course requirements and clear assignments.	/				
6. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.	/				
7. Assists students with academic and/or career advisement.	/				
8. Maintains records of student attendance and grades according to college and university policies.	/				
9. Fulfills departmental requirements for data and records in a timely manner.	/				
10. Uses Outcome-Based Assessments in their classroom instruction.	/				
B.					
11. Actively involved in research and development projects in the university (internally or externally funded)		/			
12. Submit a paper for publication or presentation at a conference.			/		
13. Actively involved in extension projects in the university (internally or externally funded).	/				
14. Participate in the community outreach projects of the university		/			
15. Actively involved in resource generation projects in the university			/		
C.					
16. Participates in the important activities of the university.	/				
17. Participates in the department/college (attends meetings regularly, adheres to deadlines, submits syllabi, turns in final grades, keeps and turns in accurate records—e.g. attendance).	/				
18. Assists, when appropriate, with the needs and functions of the Department, including scheduling, budgeting, curriculum development, and flexibility in class scheduling to meet the requirements of teaching needed courses	/				
19. Serves and actively participates on at least one standing committee		/			

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Kabacan, Cotabato

SELF EVALUATION OF THE FACULTY MEMBER (INSTRUCTION FUNCTION)

20. Mentor students when applicable, including advising/placement, career advisement, job placement, letters, service-learning opportunities	/				
21. Extra committee service (ad hoc, head of subcommittee, hiring committees, etc.).			/		
D.					
22. Attends training/ workshops/ conferences.	/				
23. Participates in professional organizations and activities.	/				
24. Pursue graduate studies (MS, Doctor, Post-Doc).	/				

Total number of points received ÷ total number of applicable questions: 3.75

Observed or known behavioral patterns other than the items mentioned in this instrument:

Evaluator's Signature: [redacted] Date: June 10, 2026

USM-HRD-F84-Rev.0.2025.07.01

Sample self-evaluation by the faculty member

The peers; and

Republic of Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

PEER EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

Name of Faculty (Being Evaluated): [redacted]
College: CBDEM **Department:** ACCOUNTANCY

PLEASE RATE YOUR FACULTY MEMBER BY USING THE SCALE:

(4) Outstanding (Exceeded Expectations)
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(1) Poor
Faculty member work was consistently below the requirements of this position. Immediate action is needed.

(NA) Does not apply

A	O	VS	S	P	NA
1. Provides students with a well-defined course syllabus, clear statement of grading policy, well-defined class policies and procedures, and course outline.	/				
2. Makes use of appropriate teaching techniques.	/				
3. Stimulates student interest and independent thought.	/				
4. Challenges and motivates students to learn/achieve.	/				
5. Provides students with written course requirements and clear assignments.	/				
6. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.	/				
7. Assists students with academic and/or career advisement.	/				
8. Maintains records of student attendance and grades according to college and university policies.	/				
9. Fulfills departmental requirements for data and records in a timely manner.	/				
10. Uses Outcome-Based Assessments in their classroom instruction.	/				
B.					
11. Actively involved in research and development projects in the university (internally or externally funded)		/			
12. Submit a paper for publication or presentation at a conference.	/				
13. Actively involved in extension projects in the university (internally or externally funded).	/				
14. Participate in the community outreach projects of the university		/			
15. Actively involved in resource generation projects in the university			/		
C.					
16. Participates in the important activities of the university.	/				
17. Participates in the department/college (attends meetings regularly, adheres to deadlines, submits syllabi, turns in final grades, keeps and turns in accurate records – e.g. attendance).	/				
18. Assists, when appropriate, with the needs and functions of the Department, including scheduling, budgeting, curriculum development, and flexibility in class scheduling to meet the requirements of teaching needed courses	/				
19. Serves and actively participates on at least one standing committee	/				

USM-HRD-F84-Rev.0.2025.07.01

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

PEER EVALUATION TO THE FACULTY MEMBER (INSTRUCTION FUNCTION)

20. Mentor students when applicable, including advising/placement, career advisement, job placement, letters, service-learning opportunities	/				
21. Extra committee service (ad hoc, head of subcommittee, hiring committees, etc.).			/		
D.					
22. Attends training/ workshops/ conferences.	/				
23. Participates in professional organizations and activities.	/				
24. Pursue graduate studies (MS, Doctor, Post-Doc).	/				

Total number of points received ÷ total number of applicable questions: 3.75

Observed or known behavioral patterns other than the items mentioned in this instrument:

Evaluator's Signature: [redacted] Date: June 10, 2026

USM-HRD-F84-Rev.0.2025.07.01

Sample peer-evaluation by a faculty member to another faculty member

I.5. The results of the performance evaluation are used to improve performance/competencies of the faculty.



FACULTY EVALUATION AND DEVELOPMENT ACKNOWLEDGMENT FORM

A. FACULTY MEMBER

Name of Faculty Name	: SANDRA ANGELA A. BANGCAYA
Department/College	: ACCOUNTANCY / CBDEM
Current Faculty Rank	: ASSOCIATE PROFESSOR III
Semester/ Term & Academic Year	: 2ND SEMESTER, AY 2025-2026

B. FACULTY EVALUATION SUMMARY

Overall Rating	
Student Evaluation of Teachers (SET)	Supervisor's Evaluation of Faculty (SAF)
88.23	96.00

C. Development Plan (to be jointly accomplished by the Supervisor and Faculty)

Areas for Improvement Fulfill departmental requirements for data and records in a timely manner. There is a need to manage the pacing of more complex accounting topics to ensure better student comprehension of a few students.
Proposed Learning and Development Activities Allocate time to regularly read and review updates, announcements, and memos posted. Review and explore effective strategies for pacing and breaking down complex accounting topics to shorter topics to improve student comprehension.
Action Plan Stay updated by regularly checking group chats/memos and promptly act on relevant instructions and deadlines. Adjust the pacing of lessons and monitor student understanding throughout the discussion.

I acknowledge that I have received and reviewed the faculty evaluation conducted for the period mentioned above. I understand that my signature below does not necessarily indicate agreement with the evaluation but confirms that I have been given the opportunity to discuss it with my supervisor.

SUPERVISOR		
Signature	:	
Name	:	CHERYL Y. DULAY
Date Signed	:	JULY 6, 2026
FACULTY		
Signature	:	
Name	:	SANDRA ANGELA A. BANGCAYA
Date Signed	:	JULY 7, 2026

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG

FACULTY EVALUATION AND DEVELOPMENT ACKNOWLEDGMENT FORM

A. FACULTY MEMBER

Name of Faculty Name	: ALLEN SHANE C. GARCIA
Department/College	: COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Current Faculty Rank	: ASSISTANT PROFESSOR I
Semester/ Term & Academic Year	: 2nd sem A.Y. 2025-2026

B. FACULTY EVALUATION SUMMARY

Overall Rating	
Student Evaluation of Teachers (SET)	Supervisor's Evaluation of Faculty (SAF)
94.29	98.60

C. Development Plan (to be jointly accomplished by the Supervisor and Faculty)

Areas for Improvement Pacing of Instruction
Proposed Learning and Development Activities Participate in seminars/workshops on effective teaching strategies, instructional pacing, and learner-centered approaches.
Action Plan Maintain a moderate and appropriate teaching pace by allowing sufficient time for students to listen, take notes, ask questions, and process important concepts.

I acknowledge that I have received and reviewed the faculty evaluation conducted for the period mentioned above. I understand that my signature below does not necessarily indicate agreement with the evaluation but confirms that I have been given the opportunity to discuss it with my supervisor.

SUPERVISOR		
Signature	:	
Name	:	SANDRA ANGELA A. BANGCAYA
Date Signed	:	2025. 07. 07
FACULTY		
Signature	:	
Name	:	ALLEN SHANE C. GARCIA
Date Signed	:	2025. 07. 07

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:

Sample faculty evaluation and Development Acknowledgement Form for monitoring.

I.10.5. attendance/participation of faculty in in-service training;

USM-College of Business, Development Economics and Management
September 15 ·

From Manuscript to Published Papers: Turning Research into Impact

The CBDEM successfully conducted a meaningful and informative session titled "***From Manuscript to Published Papers***" designed to guide and inspire researchers in transforming their manuscripts into quality, publishable papers.

The program began with a prayer by ***Dr. Allen Shane Garcia***, followed by the Rationale and Welcome Address delivered by ***Assoc. Professor Rhenalie Bello***. The session continued with an insightful presentation by our speaker, ***Dr. Romiel John Basan***, who shared valuable knowledge and practical tips on the journey toward publication.

The participants also gained inspiration from the sharing of publishing experiences by **Dr. Roy Gacus** and **Dr. Jennet Mag-aso** offering real-life insights and lessons from their own research and publication journeys.

The program concluded with closing remarks from CBDEM Dean, ***Dr. Cheryl Dulay*** bringing together the key takeaways and encouraging everyone to continue pursuing meaningful research and publication.

Lunch was also served, providing everyone an opportunity to connect, share ideas, and build stronger professional relationships.

A productive and inspiring day of learning, sharing, and turning manuscripts into published works!

#CBDEM #ManuscriptToPublishedPapers #ResearchAndPublication #ResearchJourney #AcademicResearch #Publishing #ResearchDevelopment See less



In-house Training for CBDEM faculty members

I.10.6. conduct of experimental classes; and

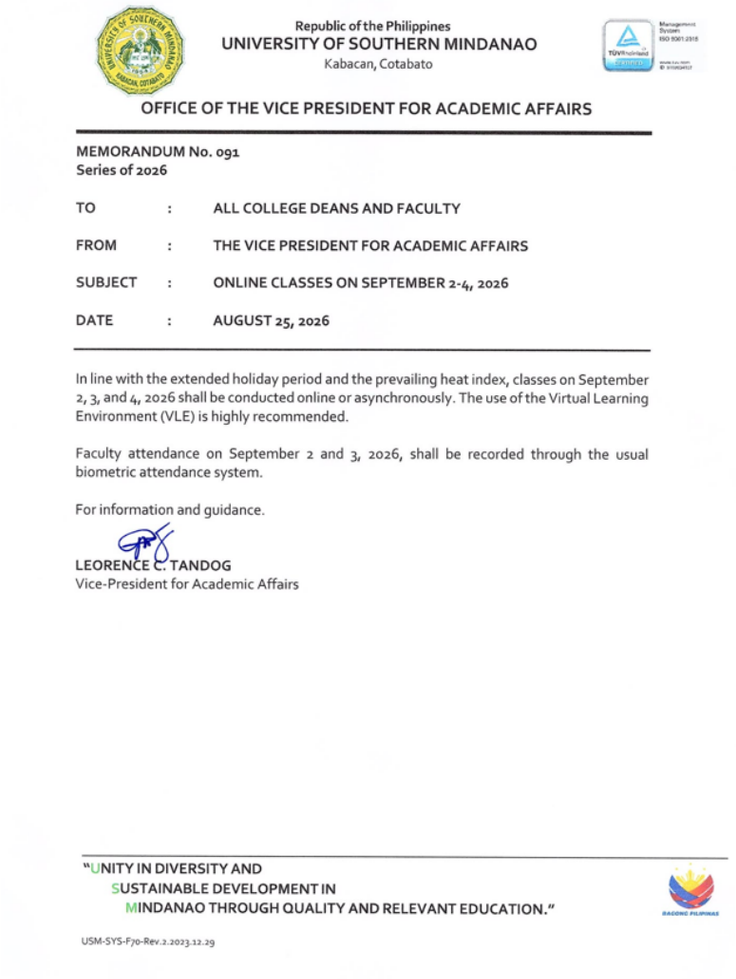
In the BS Management Accounting (BSMA) curriculum at the University of Southern Mindanao (USM), Financial Accounting and Reporting (AEC 01) and Math of Investments (AEC 26) serve as foundational tool and remedial/experimental classes designed to strengthen students' baseline competencies.

Key details regarding their implementation include:

- Remedial & Skill-Strengthening Function: Governed by Parameter B (Section S.5) of the program's instructional framework, these subjects act as remedial tool courses to review, reinforce, and bridge essential mathematical and entry-level accounting concepts.

- Prerequisite Foundation for Advanced Coursework: Offered during the First Year, First Semester, these subjects establish the required academic baseline before students transition into more complex Second-Year subjects, such as Intermediate Accounting 1 (AEC 13) and Cost Accounting and Control (AEC 08).

I.10.7. adoption of alternative instructional delivery modes such as modular instruction, e-learning and on-line study, etc.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 091
Series of 2026

TO : ALL COLLEGE DEANS AND FACULTY

FROM : THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

SUBJECT : ONLINE CLASSES ON SEPTEMBER 2-4, 2026

DATE : AUGUST 25, 2026

In line with the extended holiday period and the prevailing heat index, classes on September 2, 3, and 4, 2026 shall be conducted online or asynchronously. The use of the Virtual Learning Environment (VLE) is highly recommended.

Faculty attendance on September 2 and 3, 2026, shall be recorded through the usual biometric attendance system.

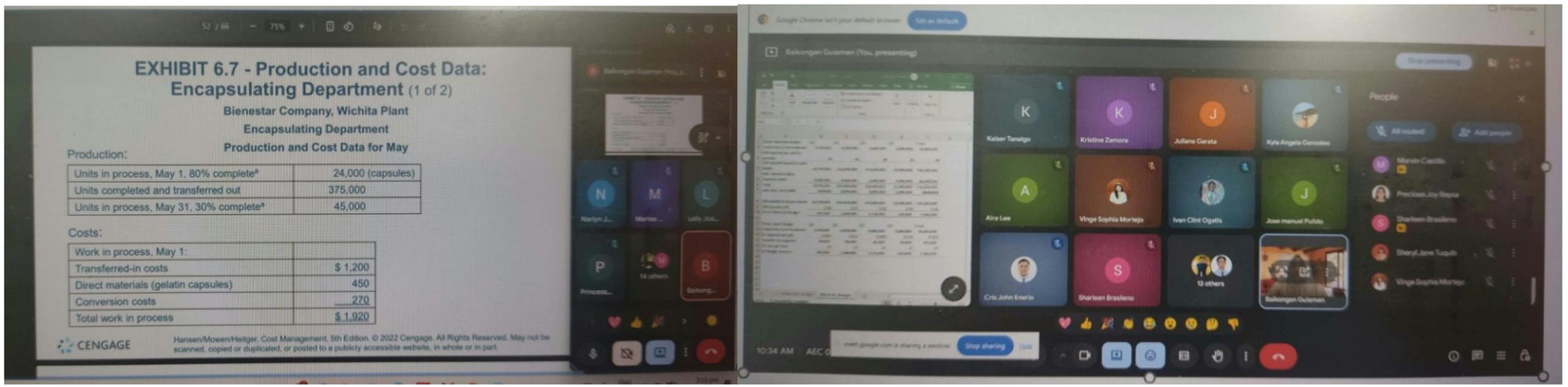
For information and guidance.

LEORENCE C. TANDOG
Vice-President for Academic Affairs

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

USM-SYS-F70-Rev.2.2023.12.29

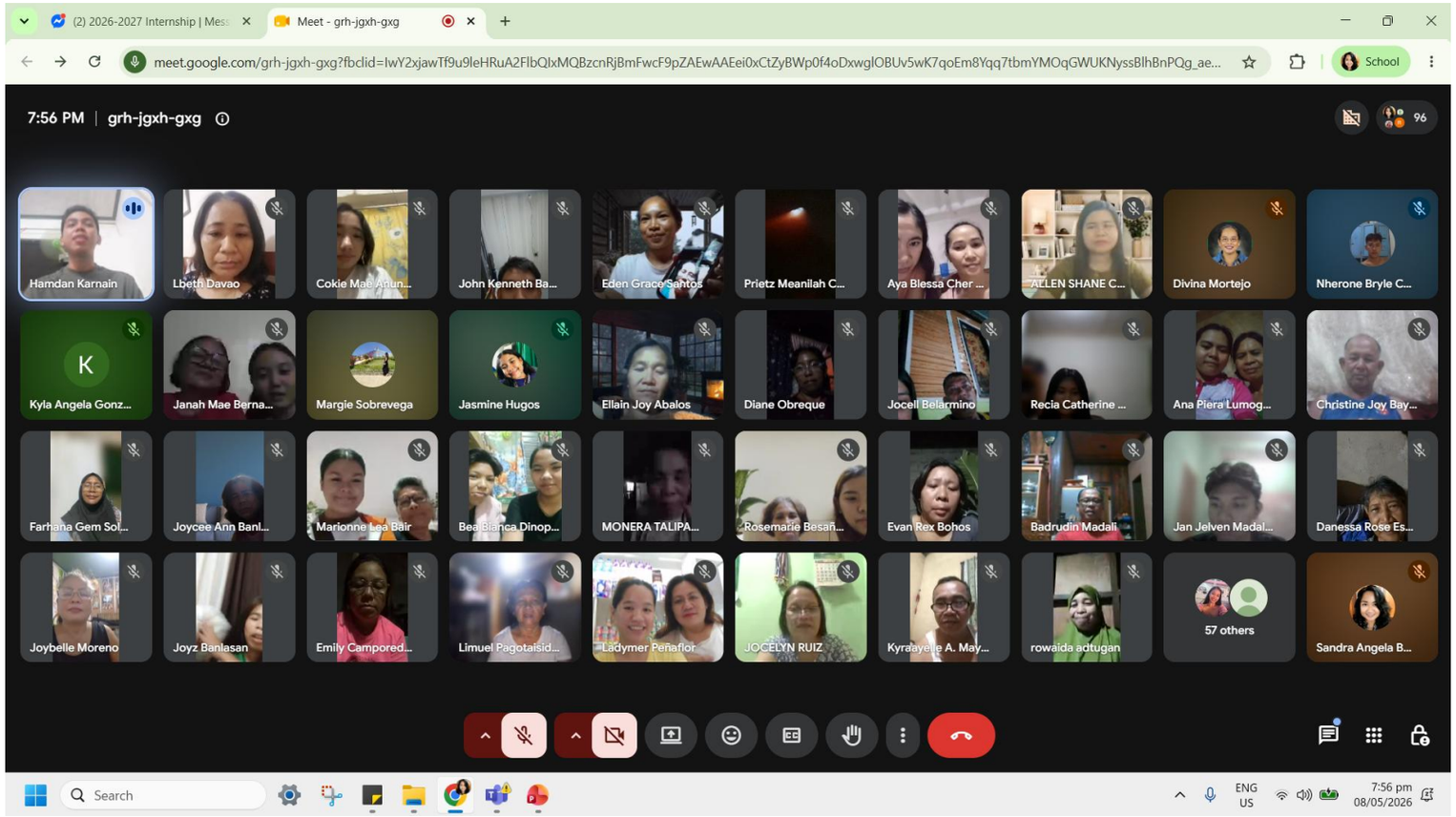
Sample memo for online class.



A faculty member conducts online class in Cost Accounting and Reporting.



A faculty member conducts online class on Strategic Cost Management.



Internship coordinators conduct online internship orientation to students and parents.