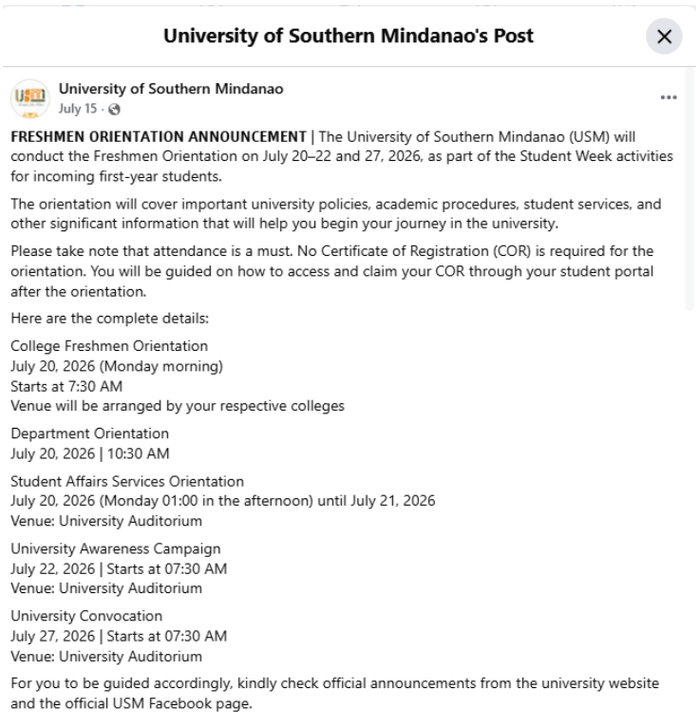
I.6. The system of student evaluation and grading is defined, understood, and disseminated to the:

1.6.1. students;

The university conducts annual freshmen orientation.



University of Southern Mindanao's Post

University of Southern Mindanao
July 15 ·

FRESHMEN ORIENTATION ANNOUNCEMENT | The University of Southern Mindanao (USM) will conduct the Freshmen Orientation on July 20–22 and 27, 2026, as part of the Student Week activities for incoming first-year students.

The orientation will cover important university policies, academic procedures, student services, and other significant information that will help you begin your journey in the university.

Please take note that attendance is a must. No Certificate of Registration (COR) is required for the orientation. You will be guided on how to access and claim your COR through your student portal after the orientation.

Here are the complete details:

College Freshmen Orientation
July 20, 2026 (Monday morning)
Starts at 7:30 AM
Venue will be arranged by your respective colleges

Department Orientation
July 20, 2026 | 10:30 AM

Student Affairs Services Orientation
July 20, 2026 (Monday 01:00 in the afternoon) until July 21, 2026
Venue: University Auditorium

University Awareness Campaign
July 22, 2026 | Starts at 07:30 AM
Venue: University Auditorium

University Convocation
July 27, 2026 | Starts at 07:30 AM
Venue: University Auditorium

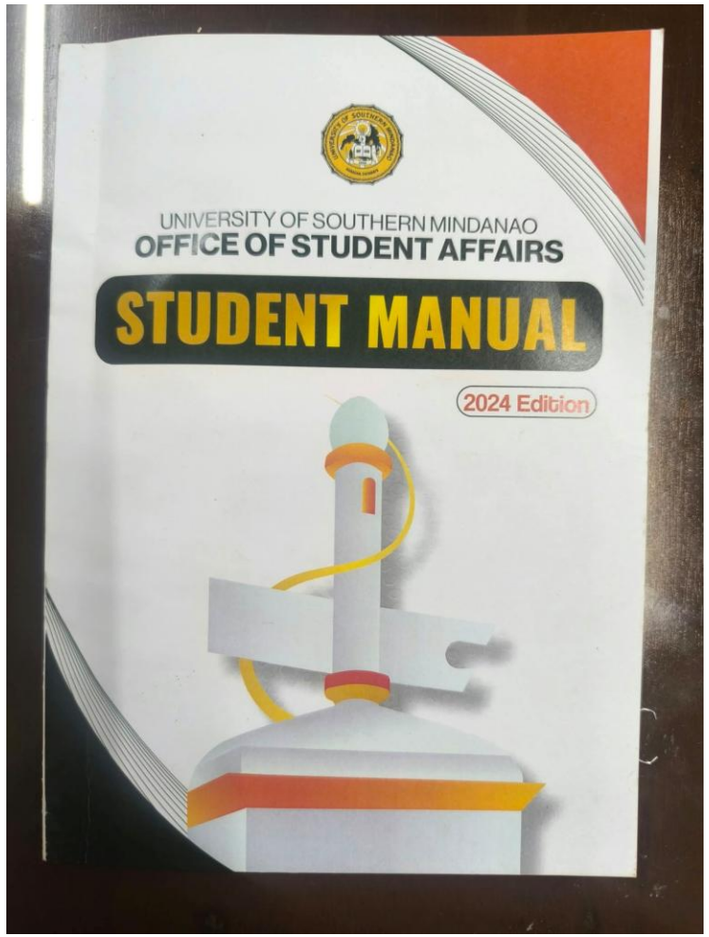
For you to be guided accordingly, kindly check official announcements from the university website and the official USM Facebook page.



Announcement of orientation in the Official Facebook page.

Click link to read full story “USM Concludes Three-Day Freshmen Orientation”
https://www.usm.edu.ph/usm-concludes-three-day-freshmen-orientation/

A copy of the student manual is provided to each student.



Student handbook 2024 Edition

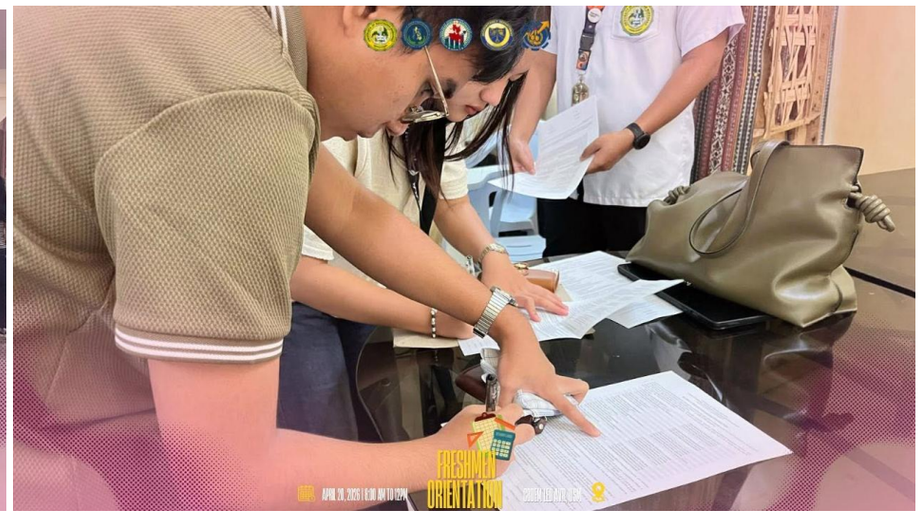
The Accountancy Department conducts annual pre-enrollment orientation for incoming freshmen. The freshmen together with their parents attend the orientation where curriculum, academic policies and program requirements are presented for BS Accountancy and BS Management Academic. Policies include grading systems, course requirements, and retention policies.



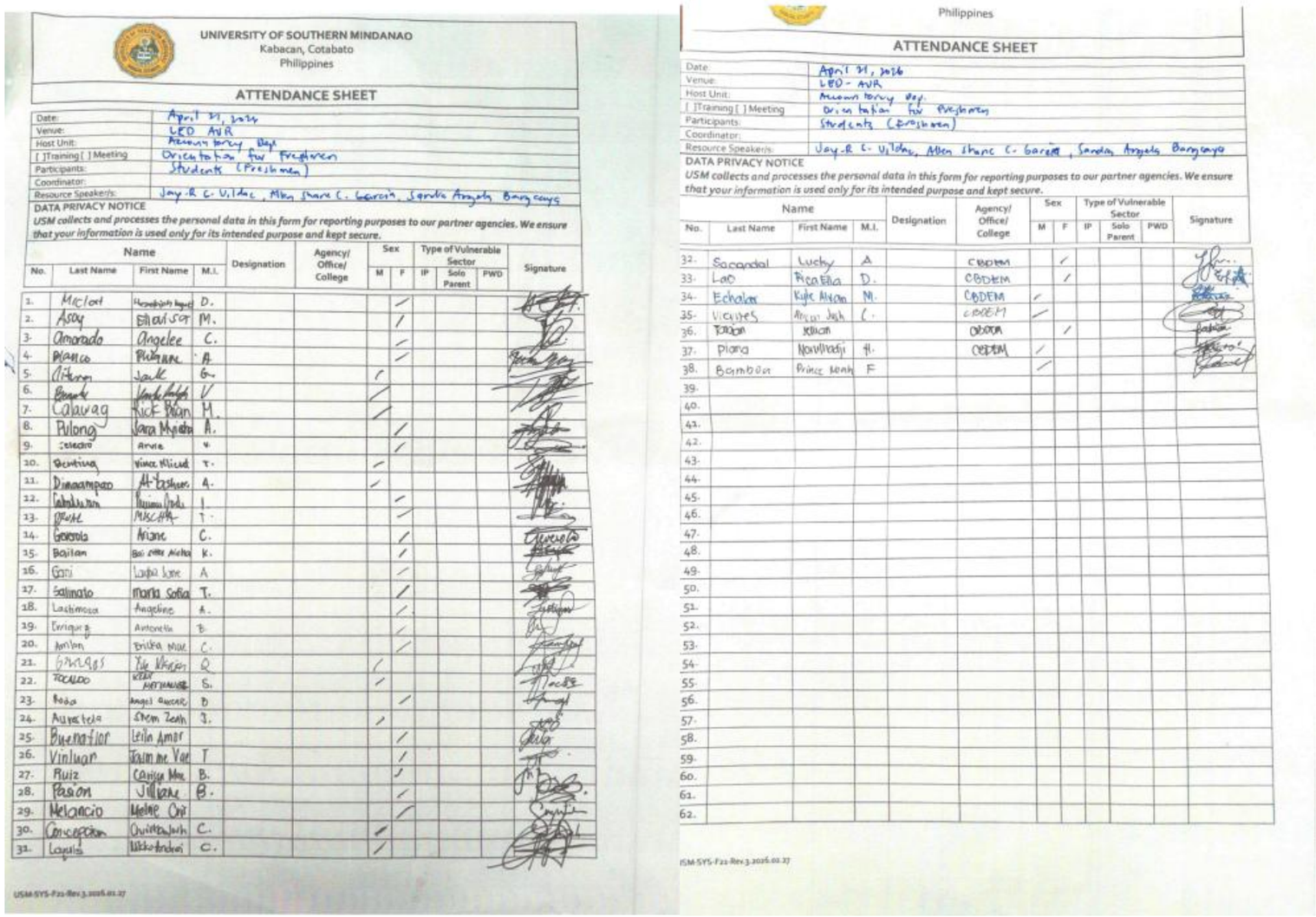


Photos during the April 21, 2026 freshmen orientation.





Photos during the April 21, 2026 freshmen orientation.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

ATTENDANCE SHEET

Date:	April 21, 2026
Venue:	LRD AVR
Host Unit:	Mindanao Survey Dept.
[ ]Training [ ] Meeting	Orientation for Freshmen
Participants:	Students (Freshmen)
Coordinator:	
Resource Speaker/s:	Jay-R C. Viloria, Allen Shane C. Garcia, Sandra Angela Barayuga

DATA PRIVACY NOTICE
USM collects and processes the personal data in this form for reporting purposes to our partner agencies. We ensure that your information is used only for its intended purpose and kept secure.

No.	Name: Last Name	First Name	M.I.	Designation	Agency/ Office/ College	Sex: M	Sex: F	Type of Vulnerable Sector: IP	Type of Vulnerable Sector: Solo Parent	Type of Vulnerable Sector: PWD	Signature
1.	Maclot		D.				✓				
2.	Assay	Ethan Sol	M.				✓				
3.	Amarado	Angelee	C.				✓				
4.	Blanco		A.				✓				
5.	Alibon	Jade	G.			✓					
6.	Bacate		V.			✓					
7.	Calavag	Rick Brian	M.			✓					
8.	Pulong	Sara Mae	A.				✓				
9.	Celestro	Arvie	V.				✓				
10.	Bentina	Vince Micud	T.			✓					
11.	Dimaampao	Al-Basher	A.			✓					
12.	Labadan		I.				✓				
13.	Gruel	Mischa	T.				✓				
14.	Gonzaga	Ariane	C.				✓				
15.	Bailan		K.				✓				
16.	Gani	Lapid Jane	A				✓				
17.	Salinato	Maria Sofia	T.				✓				
18.	Lastimosa	Angeline	A.				✓				
19.	Enriquez	Antonette	B.				✓				
20.	Amion	Erika Mae	C.				✓				
21.	Barrogo		Q.			✓					
22.	Tocaldo		S.			✓					
23.	Baga	Angel Oscar	D				✓				
24.	Aurelio	Shem Zeth	J.			✓					
25.	Buenafior	Leila Amor					✓				
26.	Vinluan	Jasmine Van	T				✓				
27.	Ruiz	Camija Mae	B.				✓				
28.	Pasion	Jillian	B.				✓				
29.	Melancio	Meline Cris					✓				
30.	Concepcion	Christian Josh	C.			✓					
31.	Laquio	Nikko Andrei	C.			✓					

USM-SYS-F22-Rev.3.2026.02.27

Philippines

ATTENDANCE SHEET

Date:	April 21, 2026
Venue:	LRD - AVR
Host Unit:	Mindanao Survey Dept.
[ ]Training [ ] Meeting	Orientation for Freshmen
Participants:	Students (Freshmen)
Coordinator:	
Resource Speaker/s:	Jay-R C. Viloria, Allen Shane C. Garcia, Sandra Angela Barayuga

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32.	Sacandal	Lucky	A		CBDEM		✓				
33.	Lao	Ricalla	D.		CBDEM		✓				
34.	Echalar	Kyle Alvan	M.		CBDEM	✓					
35.	Viciates	Aron Josh	C.		CBDEM	✓					
36.	Bacan	Kian			CBDEM		✓				
37.	Plana	Normadji	M.		CBDEM	✓					
38.	Bamboo	Prince Noah	F				✓				
39.											
40.											
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ISM-SYS-F22-Rev.3.2026.02.27

Students attendance sheet during the orientation on April 21, 2026





Photos during the July 7, 2025 freshmen orientation attended by students and parents.

1.6.2. faculty;

The university grading system provided in the University Code, Book III (The Academic Affairs), Title 8 (Academic Policies), Chapter 57, Article 203, Section 1 to 3.

Article 203. Grading System

Section 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the grading system.

Section 2. The grading system shall be uniform, using number grades in multiples of 0.25 from 1.00 to 5.00, where "1.00" is the highest and "3.00" is the lowest passing grade. The grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
5.00	-	-	Failed
INC	-	-	Incomplete
D	-	-	Dropped
IP	In Progress (For Thesis Outline/ Manuscript/ & OJT and CAPSTONE only)		
PASS	Pass (For Thesis Outline/Manuscript/Capstone&		
FAIL	Fail (For Thesis Outline/ Manuscript/Capstone&		

Section 3. The faculty member shall determine the grades of his/her students following the grading system of the University.

The Revised University Code Book III was approved by BOR Resolution No. 30, Series of 2024.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BOARD OF REGENTS

MINUTES OF THE 155th REGULAR BOARD MEETING OF THE USM GOVERNING BOARD HELD ON APRIL 24, 2024 AT CHED-HEDC BUILDING, DILIMAN, QUEZON CITY AND VIA ZOOM TELECONFERENCE

PRESENT:

Hon. RONALD L. ADAMAT, PhD PD - Chairperson
Commissioner, CHED

Hon. FRANCISCO GIL N. GARCIA, PhD - Vice-Chairperson
President, USM

Hon. PHLORITA A. RIDAO - Member
Regional Director, NEDA XII

Hon. SAMMY P. MALAWAN - Member
Regional Director, DOST XII

Hon. JONALD L. PIMENTEL - Member
President, USM Faculty Association

Hon. KRISTINE C. MORALES -Member
President – University Student Government

Hon. PAUL JOHN B. ONGCOY - Member
President, USM Alumni Association

ABSENT:

Hon. FRANCIS JOSEPH G. ESCUDERO - Member
Chairperson, Senate Committee on
Education, Culture and Arts
Represented by: **DR. PALASIG U. AMPANG**

Hon. MARK O. GO - Member
Chairperson, House Committee on Higher
and Technical Education
Represented by: **Cong. MA. ALANA SAMANTHA T. SANTOS**

OFFICE OF THE BOARD SECRETARY RELEASED 04/16/24

Resource Persons:

1. Marcos F. Monderin – VP for Academic Affairs
2. Charisse Angela Quiambao – Supervising Administrative Officer
3. Justice James Cundangan – Office of the Solicitor General
4. Atty. Ruben Ayson, Jr - Office of the Solicitor General
5. Atty. Carlos Vincent Trinidad - Office of the Solicitor General
6. Atty. Mario U. Bello – Legal Services Office Head

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BOARD OF REGENTS

9. Proposed Construction of an Academic Support Building at the Main Campus

Resolution No. 28
Series of 2024

Approving the construction of a two-storey academic support building with a total area of 134 square meters (ground floor area of 71 square meters and second floor area of 63 square meters), with a budget of Php10,000,000.00 funded by Fund 05 – Administrative Cost.

APPROVED

10. Proposed Site of the Two-storey Administration Annex Building

Resolution No. 29
Series of 2024

Approving the construction of a two-storey Administration Annex Building at the USMARC area, accessible through the USMARC gate at the National Highway, to house the increasing number of administrative units and staff as a result of the implementation of the Revised Organization and Staffing Standards (ROSS)

APPROVED

B. ACADEMIC MATTERS

1. Revisions in Book III and IV of the USM Code

In like manner, Hon. Garcia also endorsed all academic matters for approval of the Board after certifying that the same have been thoroughly evaluated by the members of the CARE. Hence, on a motion made and duly seconded, the Board passed

Resolution No. 30
Series of 2024

Approving the proposed revisions in Book III (Academic Code) and Book IV (Student Code) of the USM Code, the full text of which is attached as Annex "A" – Summary of Revisions which forms an integral part hereof.

APPROVED

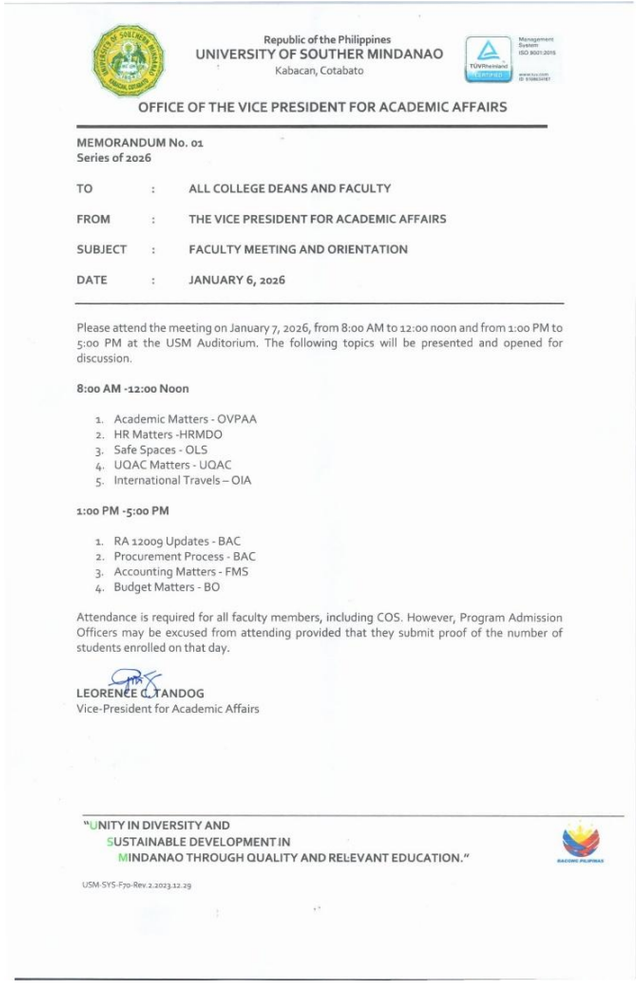
2. Revisions in the University Organizational Structure

Resolution No. 31
Series of 2024

Approving the revised USM Table of Organization adapting the creation and realignment of staffing patterns in the University brought about by the implementation of National Budget Circular 589, series of 2022 (*Revised Organization and Staffing Standards for SUCs)* of the Department of Budget and Management (Annex A).

APPROVED

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



Republic of the Philippines
UNIVERSITY OF SOUTHER MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 01
Series of 2026

TO : ALL COLLEGE DEANS AND FACULTY

FROM : THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

SUBJECT : FACULTY MEETING AND ORIENTATION

DATE : JANUARY 6, 2026

Please attend the meeting on January 7, 2026, from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM at the USM Auditorium. The following topics will be presented and opened for discussion.

8:00 AM -12:00 Noon

1. Academic Matters - OVPAA
2. HR Matters -HRMDO
3. Safe Spaces - OLS
4. UQAC Matters - UQAC
5. International Travels – OIA

1:00 PM -5:00 PM

1. RA 12009 Updates - BAC
2. Procurement Process - BAC
3. Accounting Matters - FMS
4. Budget Matters - BO

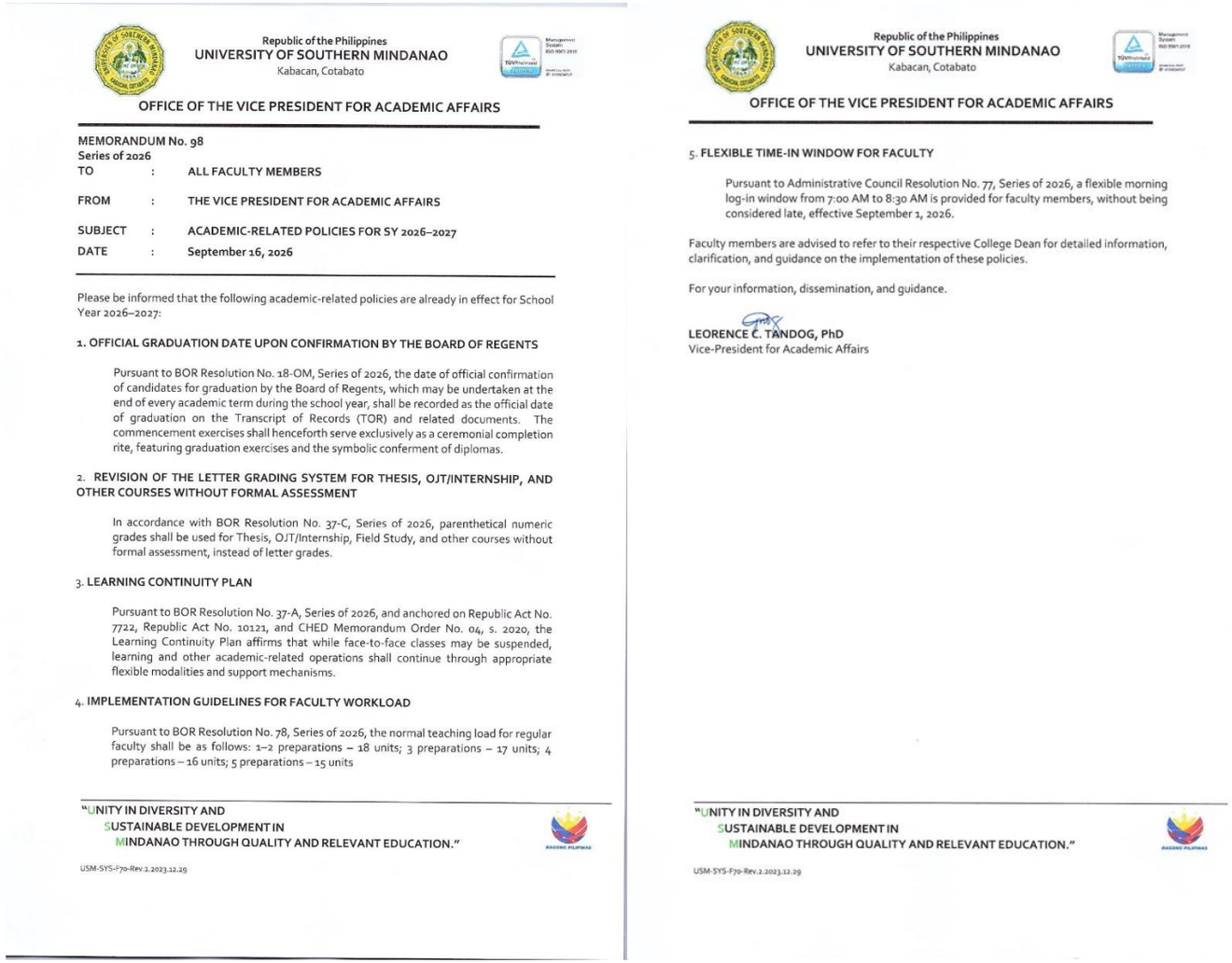
Attendance is required for all faculty members, including COS. However, Program Admission Officers may be excused from attending provided that they submit proof of the number of students enrolled on that day.

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

Faculty meeting and orientation last January 6, 2026



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 98
Series of 2026

TO : **ALL FACULTY MEMBERS**

FROM : **THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

SUBJECT : **ACADEMIC-RELATED POLICIES FOR SY 2026–2027**

DATE : **September 16, 2026**

Please be informed that the following academic-related policies are already in effect for School Year 2026–2027:

1. OFFICIAL GRADUATION DATE UPON CONFIRMATION BY THE BOARD OF REGENTS

Pursuant to BOR Resolution No. 18-OM, Series of 2026, the date of official confirmation of candidates for graduation by the Board of Regents, which may be undertaken at the end of every academic term during the school year, shall be recorded as the official date of graduation on the Transcript of Records (TOR) and related documents. The commencement exercises shall henceforth serve exclusively as a ceremonial completion rite, featuring graduation exercises and the symbolic conferment of diplomas.

2. REVISION OF THE LETTER GRADING SYSTEM FOR THESIS, OJT/INTERNSHIP, AND OTHER COURSES WITHOUT FORMAL ASSESSMENT

In accordance with BOR Resolution No. 37-C, Series of 2026, parenthetical numeric grades shall be used for Thesis, OJT/Internship, Field Study, and other courses without formal assessment, instead of letter grades.

3. LEARNING CONTINUITY PLAN

Pursuant to BOR Resolution No. 37-A, Series of 2026, and anchored on Republic Act No. 7722, Republic Act No. 10121, and CHED Memorandum Order No. 04, s. 2020, the Learning Continuity Plan affirms that while face-to-face classes may be suspended, learning and other academic-related operations shall continue through appropriate flexible modalities and support mechanisms.

4. IMPLEMENTATION GUIDELINES FOR FACULTY WORKLOAD

Pursuant to BOR Resolution No. 78, Series of 2026, the normal teaching load for regular faculty shall be as follows: 1–2 preparations – 18 units; 3 preparations – 17 units; 4 preparations – 16 units; 5 preparations – 15 units

"UNITY IN DIVERSITY AND
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USM-SYS-F70-Rev.2.2023.12.29

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

5. FLEXIBLE TIME-IN WINDOW FOR FACULTY

Pursuant to Administrative Council Resolution No. 77, Series of 2026, a flexible morning log-in window from 7:00 AM to 8:30 AM is provided for faculty members, without being considered late, effective September 1, 2026.

Faculty members are advised to refer to their respective College Dean for detailed information, clarification, and guidance on the implementation of these policies.

For your information, dissemination, and guidance.

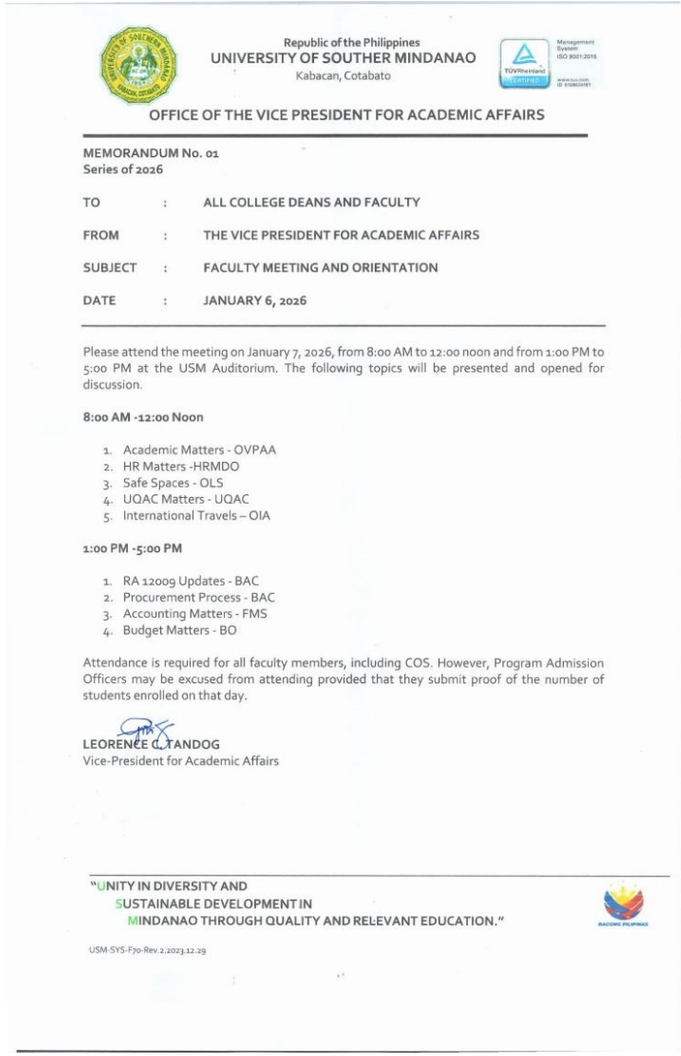
LEORENCE C. TANDOG, PhD
Vice-President for Academic Affairs

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

USM-SYS-F70-Rev.2.2023.12.29

Memorandum on revision of the letter grading system for thesis, OJT/Internship, and other courses without formal assessment

1.6.3. academic administrators; and



Republic of the Philippines
UNIVERSITY OF SOUTHER MINDANAO
Kabacan, Cotabato

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LEORENCE C. TANDOG
Vice-President for Academic Affairs

"UNITY IN DIVERSITY AND
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USM-SYS-F70-Rev.2.2023.12.29

College Deans and faculty meeting and orientation last January 6, 2026

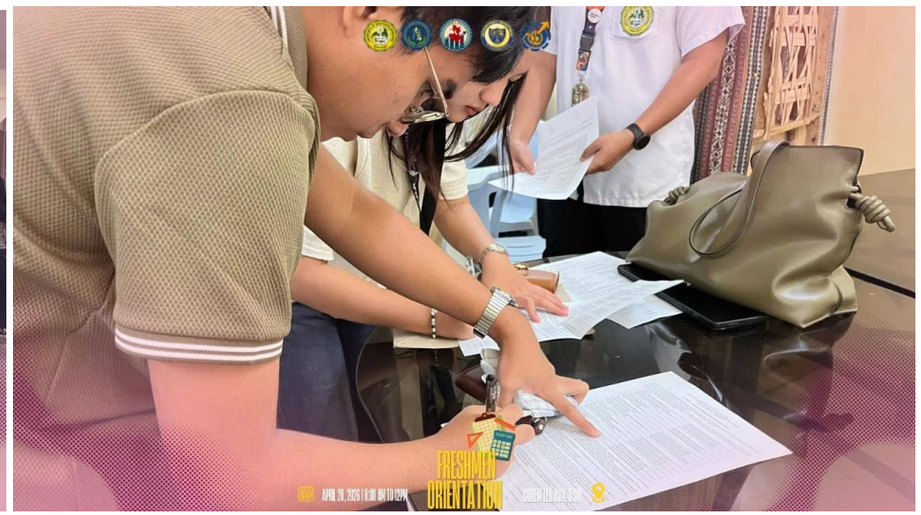
1.6.4. parents/guardians

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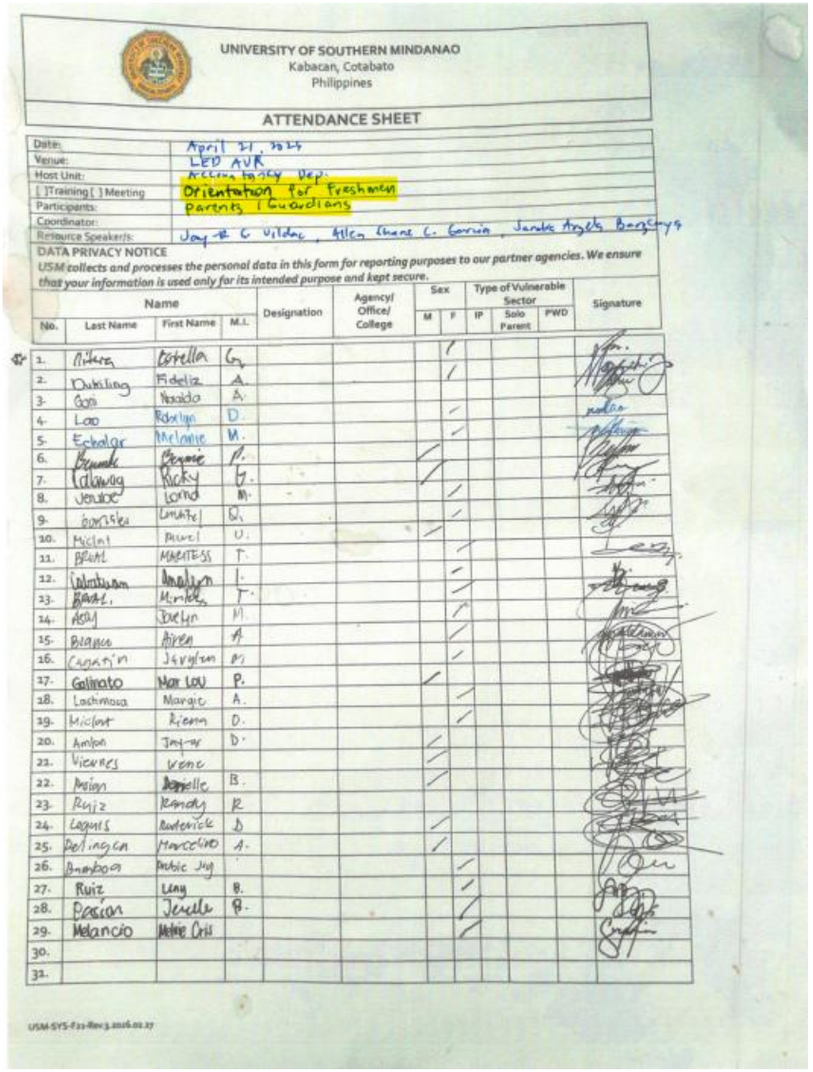


Photos during the April 21, 2026 freshmen orientation.





Photos during the April 21, 2026 freshmen orientation.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

ATTENDANCE SHEET

Date:	April 27, 2025
Venue:	LED AVR
Host Unit:	Accountancy Dept.
[ ]Training [ ] Meeting	Orientation for Freshmen
Participants:	Parents / Guardians
Coordinator:	
Resource Speakers:	Jay-R C. Villalon, Ailen Shane C. Garcia, Janela Angela Bongcayao

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No.	Last Name	First Name	M.I.	Designation	Agency/ Office/ College	Sex M	Sex F	Type of Vulnerable Sector IP	Solo Parent	PWD	Signature
1.	Rivera	Estella	G.				/				
2.	Dubilang	Fidelia	A.				/				
3.	Gos	Rosalio	A.				/				
4.	Lao	Roselyn	D.				/				
5.	Escalar	Marianne	M.				/				
6.	Brunio	Gerome	P.			/					
7.	Calawag	Ricky	G.			/					
8.	Jovelos	Lorna	M.				/				
9.	Gonsiko	Lourdes	O.				/				
10.	Miclat	Pearl	U.			/					
11.	Bruno	Margie-ss	T.				/				
12.	Villaruz	Marilyn	I.				/				
13.	Bayot	Marites	T.				/				
14.	Asay	Jocelyn	M.				/				
15.	Bragas	Airen	A				/				
16.	Cunanan	Jayson	M.				/				
17.	Galinato	Mar Lou	P.			/					
18.	Lachmosa	Margie	A.				/				
19.	Miclat	Reem	D.				/				
20.	Amlon	Jay-ar	D.			/					
21.	Vicuras	Irene				/					
22.	Marian	Danielle	B.			/					
23.	Ruiz	Randy	R								
24.	Laguna	Roderick	D			/					
25.	Refinacion	Marcelino	A.			/					
26.	Bumboon	Pablo Jay					/				
27.	Ruiz	Leny	B.				/				
28.	Pascua	Jenelle	B.				/				
29.	Melancio	Helen Cris					/				
30.											
31.											

USM-SYS-F33-Rev.3.2016.02.27

Parents and Guardians attendance sheet during orientation.





Photos during the July 7, 2025 freshmen orientation attended by students and parents.