AREA III

CURRICULUM AND INSTRUCTION

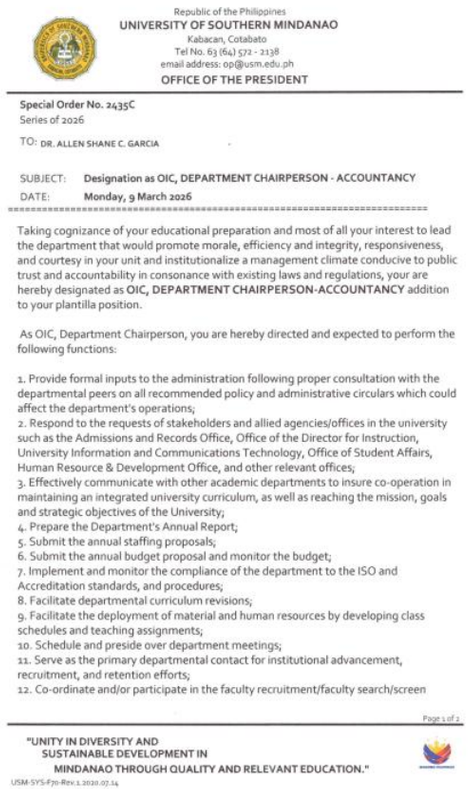
PARAMETER F

ADMINISTRATIVE SUPPORT FOR EFFECTIVE INSTRUCTION

SYSTEM - INPUTS AND PROCESSES

S.1. The institution has policies on:

S.1.1. substitution or special arrangements whenever a faculty is on leave or absent;



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 2435C
Series of 2026

TO: DR. ALLEN SHANE C. GARCIA

SUBJECT: **Designation as OIC, DEPARTMENT CHAIRPERSON - ACCOUNTANCY**
DATE: **Monday, 9 March 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your are hereby designated as **OIC, DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

As OIC, Department Chairperson, you are hereby directed and expected to perform the following functions:

1. Provide formal inputs to the administration following proper consultation with the departmental peers on all recommended policy and administrative circulars which could affect the department's operations;
2. Respond to the requests of stakeholders and allied agencies/offices in the university such as the Admissions and Records Office, Office of the Director for Instruction, University Information and Communications Technology, Office of Student Affairs, Human Resource & Development Office, and other relevant offices;
3. Effectively communicate with other academic departments to insure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University;
4. Prepare the Department's Annual Report;
5. Submit the annual staffing proposals;
6. Submit the annual budget proposal and monitor the budget;
7. Implement and monitor the compliance of the department to the ISO and Accreditation standards, and procedures;
8. Facilitate departmental curriculum revisions;
9. Facilitate the deployment of material and human resources by developing class schedules and teaching assignments;
10. Schedule and preside over department meetings;
11. Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts;
12. Co-ordinate and/or participate in the faculty recruitment/faculty search/screen

Page 1 of 2

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

USM-SYS-F30-Rev.1.2020.07.14



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OFFICE OF THE PRESIDENT

committees;
13. Promote a team effort within the department to addressing departmental and institutional issues;
14. Facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues; and
15. Conduct classroom observation, as deemed necessary, a Department Committee may be created for this purpose.

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

a. percentage of syllabi updated on OBTL format;
b. number of student organizations accredited in OSA;
c. percentage of courses with updated course outcome integrated in the curriculum map;
d. percentage of faculty members involved in RDEP;
e. percentage of personnel with completed activities as planned in ILDP;
f. number of non-conformity (NCs) closed in a semester

This designation shall remain in force on **March 04, 2025 and in effect until April 30, 2026** otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV
By Authority of the President:

NERISSA G. DELA VIÑA, PhD.
HRMDO Director

Conforme:

Copy Furnished
___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

Page 2 of 2

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

USM-SYS-F30-Rev.1.2020.07.14

Special Order issued to Allen Shane C. Garcia to assume as OIC Department Chairperson due to emergency maternity leave of the Department Chairperson.

Department memo issued by OIC Department Chair Allen Shane C. Garcia to assign temporary faculty to classes of Sandra Angela A. Bangcaya due to the emergency maternity leave.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
College of Business, Development Economics and Management
Kabacan, Cotabato
-oooOooo-
DEPARTMENT OF ACCOUNTANCY

MEMORANDUM No. 5
Series of 2026

TO : JAY-R G. VILAC, BAIKONGAN B. GUIAMAN
FROM : ALLEN SHANE C. GARCIA
SUBJECT : TEMPORARY ASSIGNMENT OF TEACHING LOADS DUE TO EMERGENCY MATERNITY LEAVE
DATE : MARCH 4, 2026

In view of the emergency maternity leave of SANDRA ANGELA A. BANGCAYA, and to ensure the continuity of instruction and minimize disruptions to learners' academic activities, the following faculty members are hereby temporarily assigned to handle the subjects and classes previously assigned to the said faculty member until April 30, 2026.

The temporary teaching assignments are as follows:

Year/Course/ Section	Course Title	Schedule	Faculty Assigned
1/BS Acctg/A	AEC 02: Accounting for Partnership and Corporation	T, 9:00 AM - 11:00 AM Th, 8:30 AM - 11:30 AM	ALLEN SHANE C. GARCIA
1/BS Acctg/ B	AEC 02: Accounting for Partnership and Corporation	M, 1:00 PM - 3:00 PM W, 1:00 P M - 4:00 PM	BAIKONGAN B. GUIAMAN
3/BS Acctg/A	Acc 01: Accounting for Special Transactions	TTh, 02:30 PM - 04:00 PM	JAY-R G. VILAC

For your reference and compliance.

Respectfully,

ALLEN SHANE C. GARCIA
OIC Chairperson, Accountancy Department

Conforme:

JAY-R G. VILAC

BAIKONGAN B. GUIAMAN

cc:

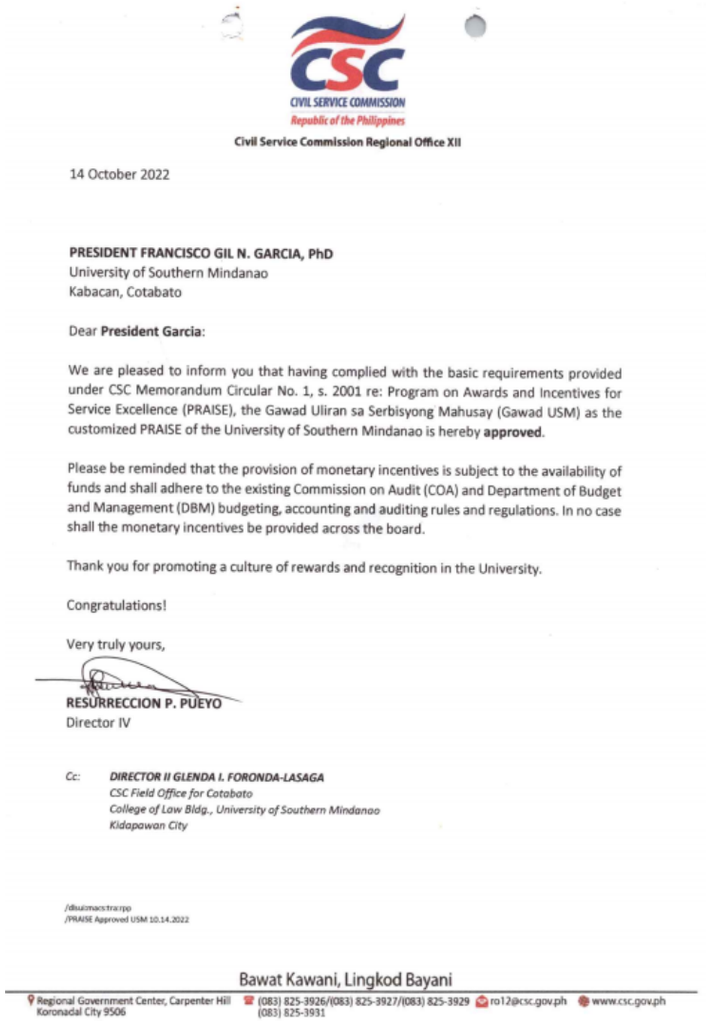
CHERYL Y. DULAY, Dean, CBDEM

USM-CBD-Fcy-Rev.0.2022.12.05

S.1.2. giving awards and/or recognition for faculty and students with outstanding achievements; and

The University holds annual **Gawad Uliran sa Serbisyong Mahusay (Gawad USM), the customized Program on Awards and Incentive for Service Excellence (PRAISE) of USM for employees, researchers, academic programs, and university units**. The awards were given under five categories: Gawad Pamumuno, Special Awards, Gawad Karunungan, Ulirang Kawani, and UlirangSangay. The guidelines for the

The guidelines of Gawad USM is approved by the Civil Service Commission (CSC).



CSC
CIVIL SERVICE COMMISSION
Republic of the Philippines
Civil Service Commission Regional Office XII

14 October 2022

PRESIDENT FRANCISCO GIL N. GARCIA, PhD
University of Southern Mindanao
Kabacan, Cotabato

Dear **President Garcia**:

We are pleased to inform you that having complied with the basic requirements provided under CSC Memorandum Circular No. 1, s. 2001 re: Program on Awards and Incentives for Service Excellence (PRAISE), the Gawad Uliran sa Serbisyong Mahusay (Gawad USM) as the customized PRAISE of the University of Southern Mindanao is hereby **approved**.

Please be reminded that the provision of monetary incentives is subject to the availability of funds and shall adhere to the existing Commission on Audit (COA) and Department of Budget and Management (DBM) budgeting, accounting and auditing rules and regulations. In no case shall the monetary incentives be provided across the board.

Thank you for promoting a culture of rewards and recognition in the University.

Congratulations!

Very truly yours,

RESURRECCION P. PUEYO
Director IV

Cc: ***DIRECTOR II GLENDA I. FORONDA-LASAGA***
CSC Field Office for Cotabato
College of Law Bldg., University of Southern Mindanao
Kidapawan City

/dlsu\macstra\rpp
/PRAISE Approved USM 10.14.2022

Bawat Kawani, Lingkod Bayani

Regional Government Center, Carpenter Hill Koronadal City 9506 (083) 825-3926/(083) 825-3927/(083) 825-3929 (083) 825-3931 ro12@csc.gov.ph www.csc.gov.ph

The Gawad USM guidelines was also approved by the USM Board of Regents through the BOR Resolution No. 120, Series of 2021.

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 146th REGULAR MEETING OF THE USM GOVERNING BOARD ON 20 DECEMBER 2021 VIA ZOOM TELECONFERENCE

APPROVAL OF GAWAD ULIRAN SA SERBISYONG MAHUSAY (GAWAD-USM) PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) SYSTEM

Resolution No. 130
Series of 2021

WHEREAS, the Human Resource Management and Development Office (HRMDO) has proposed a system to institutionalize a customized Program On Awards And Incentives For Service Excellence (PRAISE) referred as *Gawad Uliran sa Serbisyong Mahusay* or Gawad USM;

WHEREAS, the proposed system establishes the structure and governance, policies, awards and incentive categories, criteria and selection process as well as the framework for its implementation;

WHEREAS, the proposal aims that through the rewards and recognition system, employees shall aim for outstanding performance and exemplary behavior;

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, the Board has approved with commendation the adoption of the **Gawad Uliran sa Serbisyong Mahusay (GAWAD-USM)** as the University's Program On Awards And Incentives For Service Excellence (PRAISE)

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

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

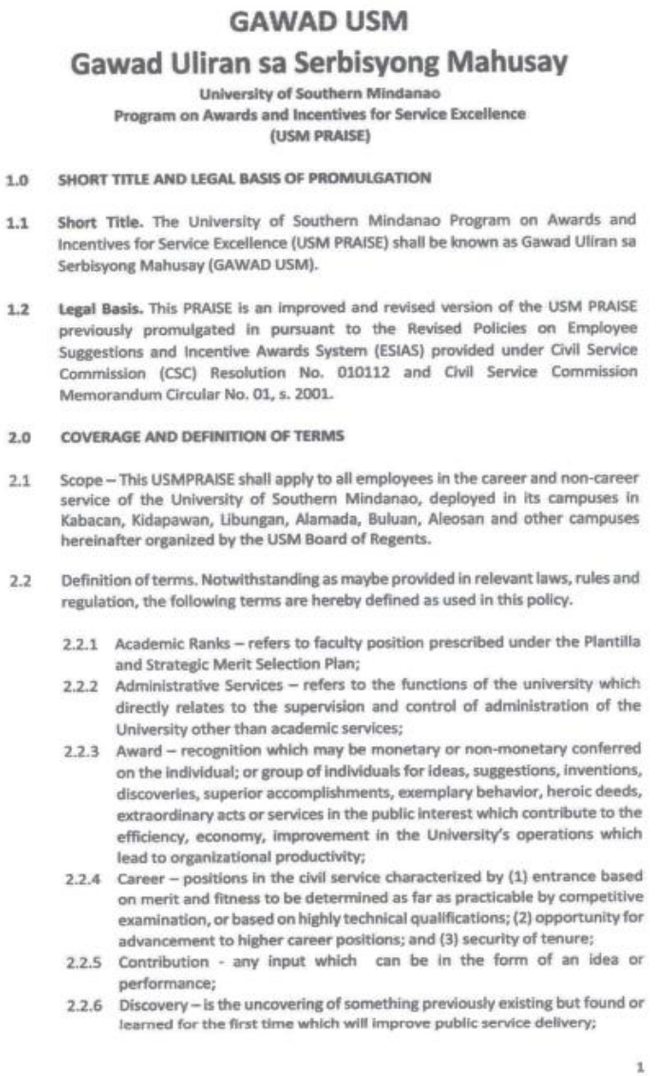
"UNITY IN DIVERSITY AND SUSTAINABLE DEVELOPMENT IN MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

USM-SYS-F70.Rev.1.2020.07.14

CERTIFIED TRUE COPY

First page of the Gawad USM guidelines.

Click link to read full guidelines:
https://drive.google.com/file/d/1-Y2RWN2d7FBXqLF-VL8CpvfVSY9ePQXx/view?usp=sharing



GAWAD USM

Gawad Uliran sa Serbisyong Mahusay

University of Southern Mindanao
Program on Awards and Incentives for Service Excellence
(USM PRAISE)

1.0 SHORT TITLE AND LEGAL BASIS OF PROMULGATION

1.1 **Short Title.** The University of Southern Mindanao Program on Awards and Incentives for Service Excellence (USM PRAISE) shall be known as Gawad Uliran sa Serbisyong Mahusay (GAWAD USM).

1.2 **Legal Basis.** This PRAISE is an improved and revised version of the USM PRAISE previously promulgated in pursuant to the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 01, s. 2001.

2.0 COVERAGE AND DEFINITION OF TERMS

2.1 Scope – This USMPRAISE shall apply to all employees in the career and non-career service of the University of Southern Mindanao, deployed in its campuses in Kabacan, Kidapawan, Libungan, Alamada, Buluan, Aleosan and other campuses hereinafter organized by the USM Board of Regents.

2.2 Definition of terms. Notwithstanding as maybe provided in relevant laws, rules and regulation, the following terms are hereby defined as used in this policy.

2.2.1 Academic Ranks – refers to faculty position prescribed under the Plantilla and Strategic Merit Selection Plan;
2.2.2 Administrative Services – refers to the functions of the university which directly relates to the supervision and control of administration of the University other than academic services;
2.2.3 Award – recognition which may be monetary or non-monetary conferred on the individual; or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in the University's operations which lead to organizational productivity;
2.2.4 Career – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure;
2.2.5 Contribution - any input which can be in the form of an idea or performance;
2.2.6 Discovery – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery;

1

The 2026 Gawad USM Parangal was held on September 29, 2026.



Have any questions? (064) 572 2138 op@usm.edu.ph | Donate Now | USM SDG Hub | Online Services | PhilGEPS | Gallery

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USM Names Awardees in Araw ng Parangal

Home > Academe > USM Names Awardees in Araw ng Parangal

Published by Charlotte Andrea Tutor at September 29, 2026

The University of Southern Mindanao (USM) recognized employees, researchers, academic programs, and university units during the Araw ng Parangal on September 29, 2026 at the University Commercial Building, USM, Kabacan, Cotabato.

The awards were given under five categories: Gawad Pamumuno, Special Awards, Gawad Karunungan, Ulirang Kawani, and Ulirang Sangay.

Click link to view full story on the USM website: https://www.usm.edu.ph/usm-names-awardees-in-araw-ng-parangal/

The Araw ng Parangal was held as part of USM's 2026 Founding Anniversary celebration, to honor employees and units for their contribution to the University.



Photos during the Araw ng Parangal 2026.

The 2024 Gabi ng Parangal was held last September 28, 2024.



Click link to read full story: https://www.usm.edu.ph/usm-honors-employees-stakeholders-at-gabi-ng-parangal-2024/

The University holds PRAISE awards faculty members and staff for their outstanding research publications and intellectual property outputs during the **PRAISE Special Awards for Research, Development, and Extension**. The 2026 PRAISE awards was held last September 21, 2026



Have any questions? (064) 572 2138 op@usm.edu.ph

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USM Recognizes Researchers, Innovators Through PRAISE Awards

Home > Academe > USM Recognizes Researchers, Innovators Through PRAISE Awards

Published by Charlotte Andrea Tutor at September 21, 2026

217 Share 0 Tweet 0 Pin

The University of Southern Mindanao (USM) recognized faculty members and staff for their outstanding research publications and intellectual property outputs during the PRAISE Special Awards for Research, Development, and Extension on September 21, 2026, at the University Commercial Building, USM, Kabacan, Cotabato.

A total of 56 faculty members and staff received the Intellectual Property Awards for their copyrighted works and utility models, while 116 authors were recognized through the Publication Awards for their Scopus-indexed publications.

Click link to read full story: https://www.usm.edu.ph/usm-recognizes-researchers-innovators-through-praise-awards/

The University also holds annual **Gawad Parangal for Students** where the university recognizes students accomplishments. The Gawad Parangal is provided in the USM Code, Book IV (Student Code), Title 9 (Student Affairs and Services), Article 216, Section 14.

BOOK IV
THE STUDENT CODE

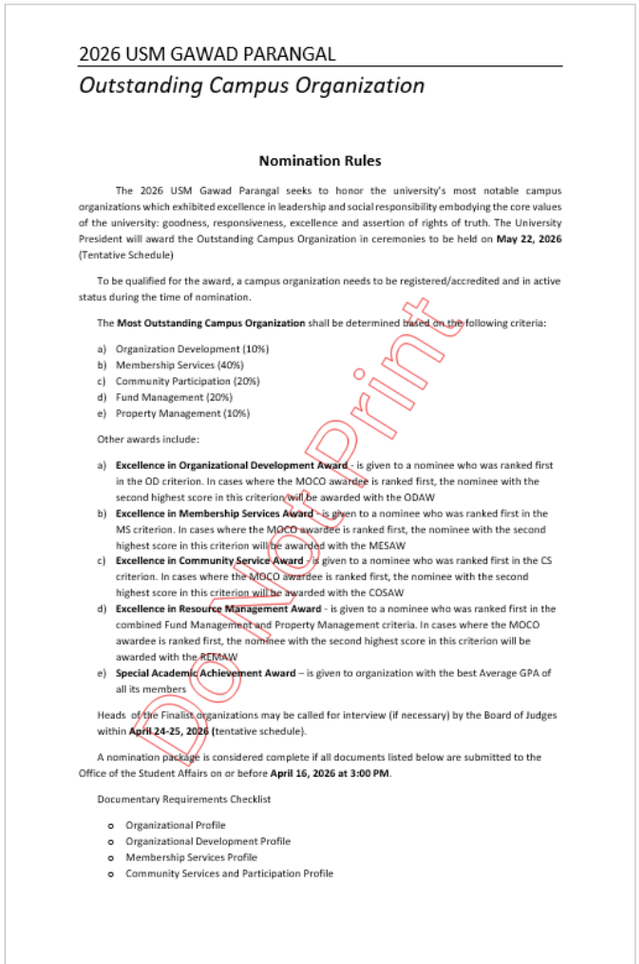
TITLE NINE
STUDENT AFFAIRS AND SERVICES

Article 216. The Office of Student Affairs

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

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

Guidelines for Gawad Parangal (Students)



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Nomination Rules

The 2026 USM Gawad Parangal seeks to honor the university's most notable campus organizations which exhibited excellence in leadership and social responsibility embodying the core values of the university: goodness, responsiveness, excellence and assertion of rights of truth. The University President will award the Outstanding Campus Organization in ceremonies to be held on **May 22, 2026** (Tentative Schedule)

To be qualified for the award, a campus organization needs to be registered/accredited and in active status during the time of nomination.

The **Most Outstanding Campus Organization** shall be determined based on the following criteria:

a) Organization Development (10%)
b) Membership Services (40%)
c) Community Participation (20%)
d) Fund Management (20%)
e) Property Management (10%)

Other awards include:

a) **Excellence in Organizational Development Award** - is given to a nominee who was ranked first in the OD criterion. In cases where the MOCO awardee is ranked first, the nominee with the second highest score in this criterion will be awarded with the ODAW
b) **Excellence in Membership Services Award** - is given to a nominee who was ranked first in the MS criterion. In cases where the MOCO awardee is ranked first, the nominee with the second highest score in this criterion will be awarded with the MESAW
c) **Excellence in Community Service Award** - is given to a nominee who was ranked first in the CS criterion. In cases where the MOCO awardee is ranked first, the nominee with the second highest score in this criterion will be awarded with the COSAW
d) **Excellence in Resource Management Award** - is given to a nominee who was ranked first in the combined Fund Management and Property Management criteria. In cases where the MOCO awardee is ranked first, the nominee with the second highest score in this criterion will be awarded with the REMAW
e) **Special Academic Achievement Award** – is given to organization with the best Average GPA of all its members

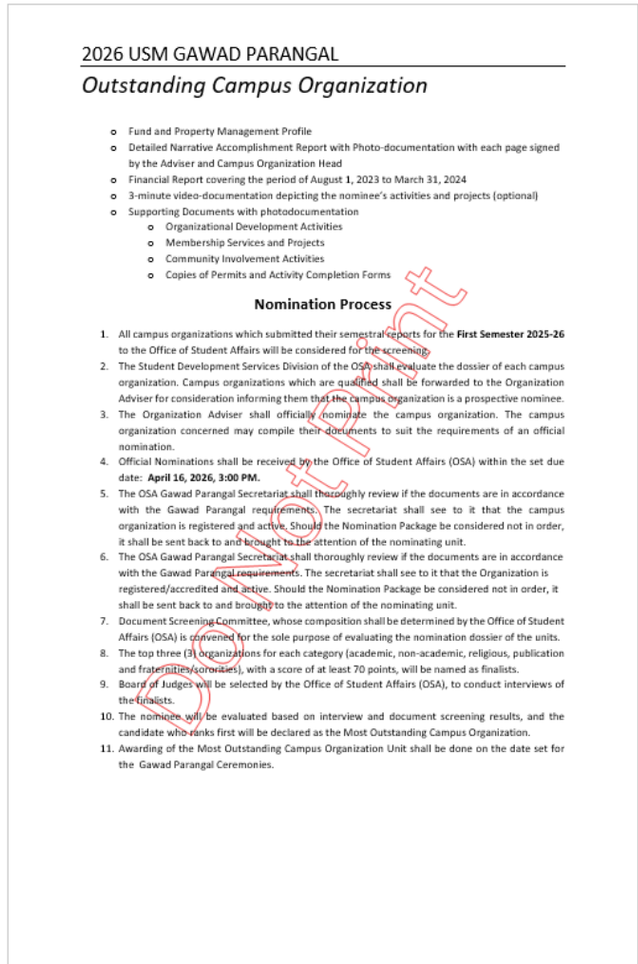
Heads of the Finalist organizations may be called for interview (if necessary) by the Board of Judges within **April 24-25, 2026 (**tentative schedule).

A nomination package is considered complete if all documents listed below are submitted to the Office of the Student Affairs on or before **April 16, 2026 at 3:00 PM**.

Documentary Requirements Checklist

- Organizational Profile
- Organizational Development Profile
- Membership Services Profile
- Community Services and Participation Profile

Do Not Print



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

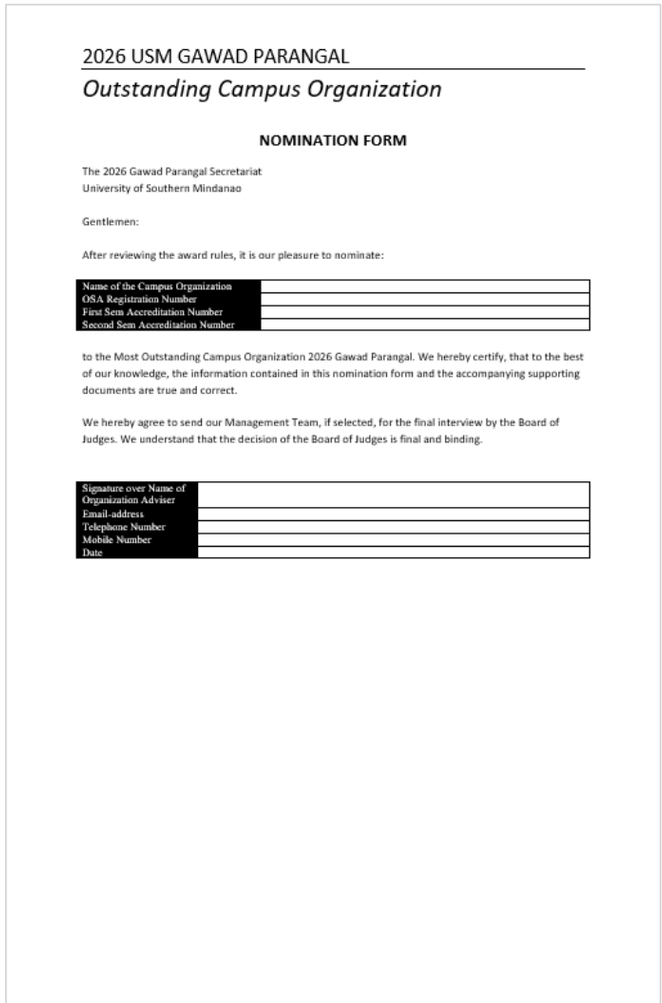
- Fund and Property Management Profile
- Detailed Narrative Accomplishment Report with Photo-documentation with each page signed by the Adviser and Campus Organization Head
- Financial Report covering the period of August 1, 2023 to March 31, 2024
- 3-minute video-documentation depicting the nominee's activities and projects (optional)
- Supporting Documents with photodocumentation
  - Organizational Development Activities
  - Membership Services and Projects
  - Community Involvement Activities
  - Copies of Permits and Activity Completion Forms

Nomination Process

1. All campus organizations which submitted their semestral reports for the **First Semester 2025-26** to the Office of Student Affairs will be considered for the screening.
2. The Student Development Services Division of the OSA shall evaluate the dossier of each campus organization. Campus organizations which are qualified shall be forwarded to the Organization Adviser for consideration informing them that the campus organization is a prospective nominee.
3. The Organization Adviser shall officially nominate the campus organization. The campus organization concerned may compile their documents to suit the requirements of an official nomination.
4. Official Nominations shall be received by the Office of Student Affairs (OSA) within the set due date: **April 16, 2026, 3:00 PM.**
5. The OSA Gawad Parangal Secretariat shall thoroughly review if the documents are in accordance with the Gawad Parangal requirements. The secretariat shall see to it that the campus organization is registered and active. Should the Nomination Package be considered not in order, it shall be sent back to and brought to the attention of the nominating unit.
6. The OSA Gawad Parangal Secretariat shall thoroughly review if the documents are in accordance with the Gawad Parangal requirements. The secretariat shall see to it that the Organization is registered/accredited and active. Should the Nomination Package be considered not in order, it shall be sent back to and brought to the attention of the nominating unit.
7. Document Screening Committee, whose composition shall be determined by the Office of Student Affairs (OSA) is convened for the sole purpose of evaluating the nomination dossier of the units.
8. The top three (3) organizations for each category (academic, non-academic, religious, publication and fraternities/sororities), with a score of at least 70 points, will be named as finalists.
9. Board of Judges will be selected by the Office of Student Affairs (OSA), to conduct interviews of the finalists.
10. The nominee will be evaluated based on interview and document screening results, and the candidate who ranks first will be declared as the Most Outstanding Campus Organization.
11. Awarding of the Most Outstanding Campus Organization Unit shall be done on the date set for the Gawad Parangal Ceremonies.

Do Not Print

Sample guideline for 2026 Gawad Parangal for Outstanding Organization



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

NOMINATION FORM

The 2026 Gawad Parangal Secretariat
University of Southern Mindanao

Gentlemen:

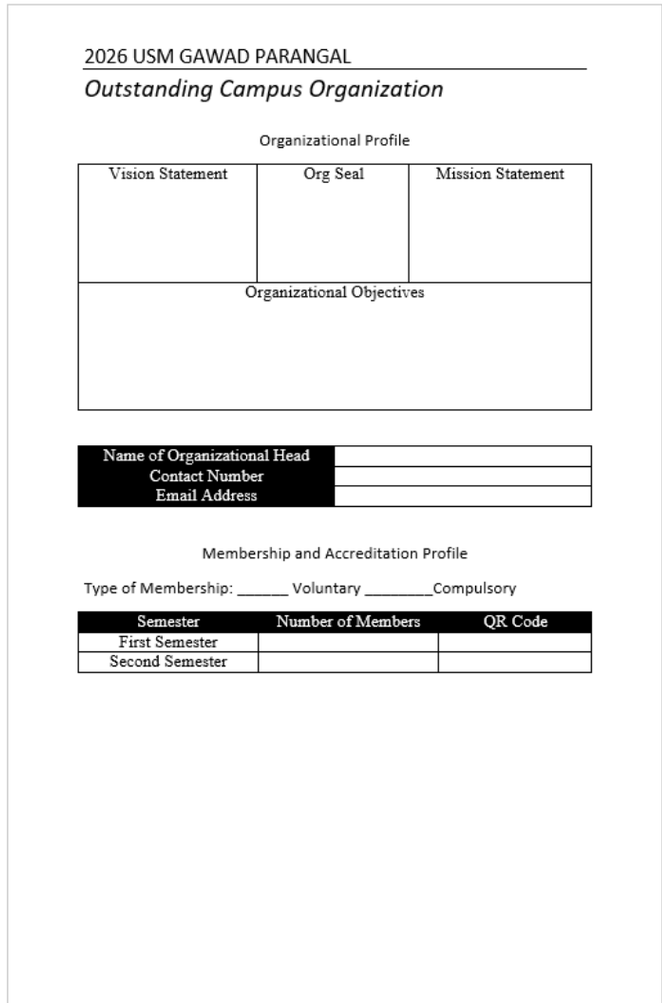
After reviewing the award rules, it is our pleasure to nominate:

Name of the Campus Organization	
OSA Registration Number	
First Sem Accreditation Number	
Second Sem Accreditation Number	

to the Most Outstanding Campus Organization 2026 Gawad Parangal. We hereby certify, that to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct.

We hereby agree to send our Management Team, if selected, for the final interview by the Board of Judges. We understand that the decision of the Board of Judges is final and binding.

Signature over Name of Organization Adviser	
Email-address	
Telephone Number	
Mobile Number	
Date	



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Organizational Profile

Vision Statement	Org Seal	Mission Statement
Organizational Objectives		

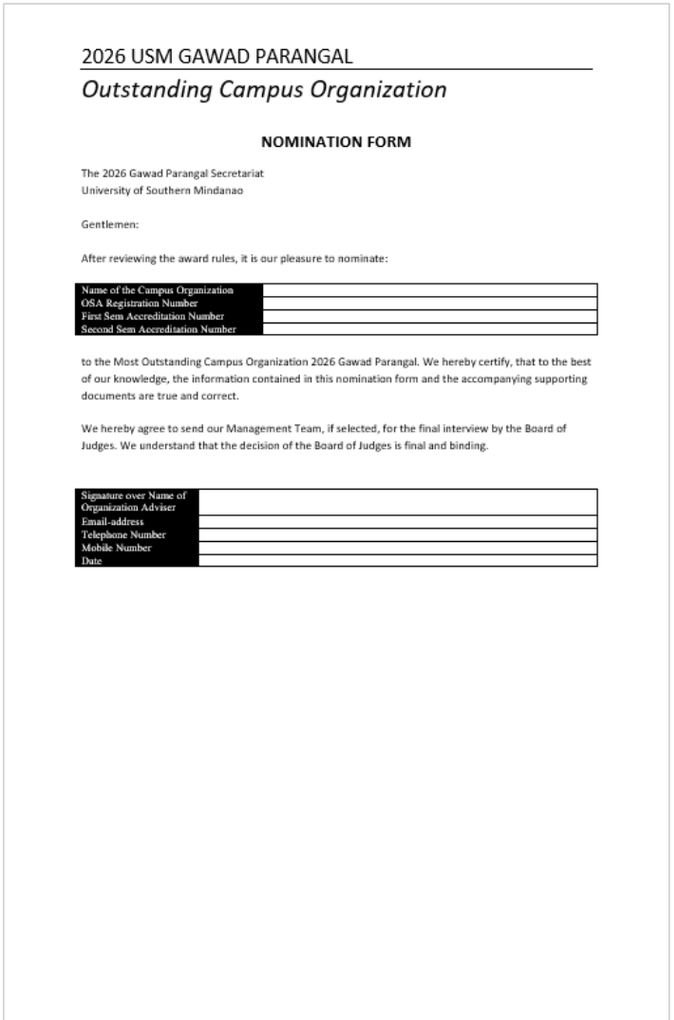
Name of Organizational Head	
Contact Number	
Email Address	

Membership and Accreditation Profile

Type of Membership: _____ Voluntary _____Compulsory

Semester	Number of Members	QR Code
First Semester		
Second Semester		

Sample guideline for 2026 Gawad Parangal for Outstanding Organization



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

NOMINATION FORM

The 2026 Gawad Parangal Secretariat
University of Southern Mindanao

Gentlemen:

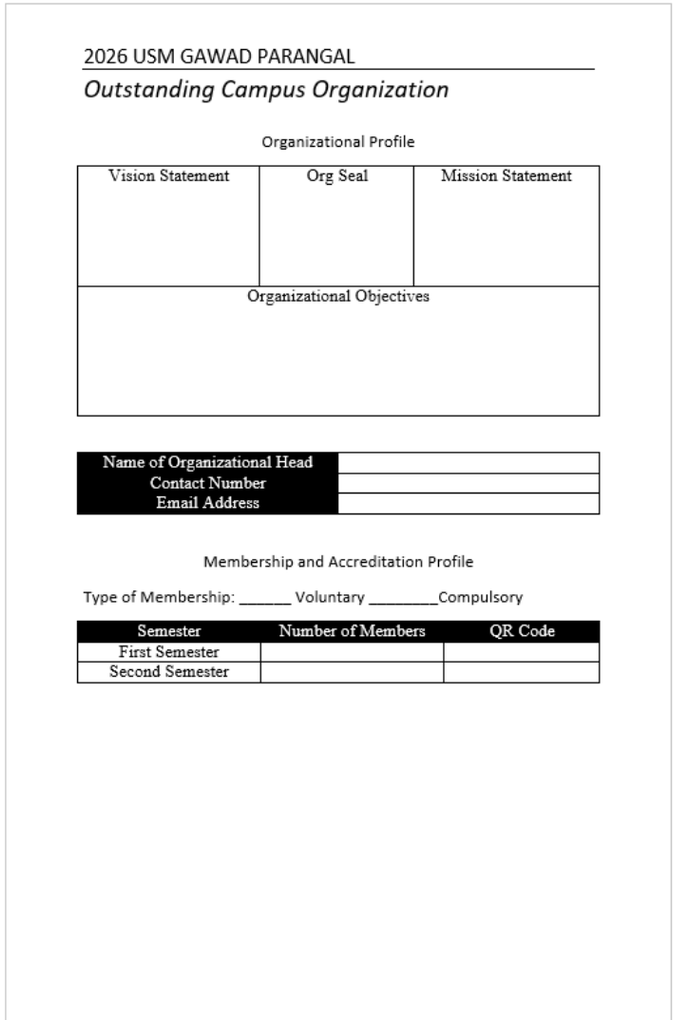
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First Sem Accreditation Number	
Second Sem Accreditation Number	

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We hereby agree to send our Management Team, if selected, for the final interview by the Board of Judges. We understand that the decision of the Board of Judges is final and binding.

Signature over Name of Organization Adviser	
Email-address	
Telephone Number	
Mobile Number	
Date	



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Organizational Profile

Vision Statement	Org Seal	Mission Statement
Organizational Objectives		

Name of Organizational Head	
Contact Number	
Email Address	

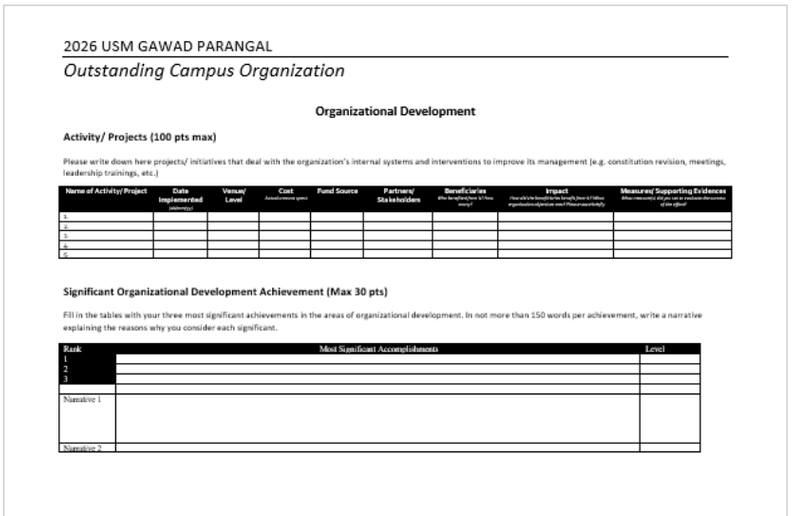
Membership and Accreditation Profile

Type of Membership: _____ Voluntary _____Compulsory

Semester	Number of Members	QR Code
First Semester		
Second Semester		

Sample guideline for 2026 Gawad Parangal for Outstanding Organization

BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Organizational Development

Activity/ Projects (100 pts max)

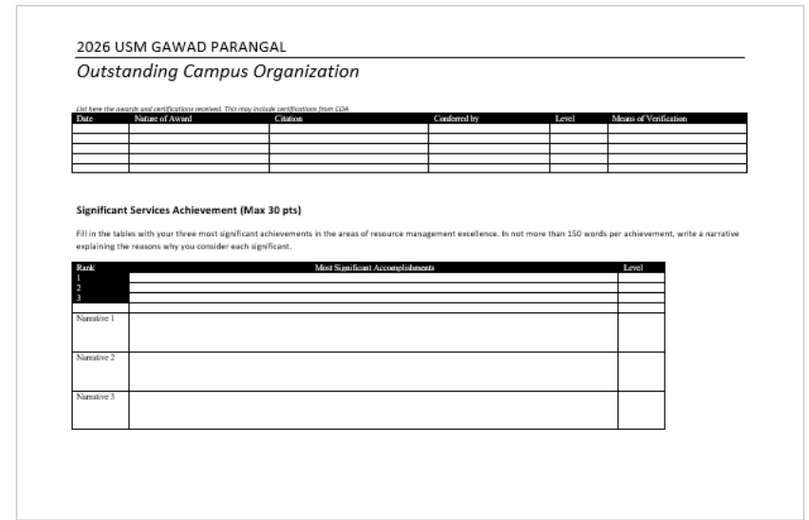
Please write down here projects/ initiatives that deal with the organization's internal systems and interventions to improve its management (e.g. constitution revision, meetings, leadership trainings, etc.)

Name of Activity/ Project	Date Implemented (MM/YYYY)	Venue/ Level	Cost (Actual/Estimated Cost)	Fund Source	Partners/ Stakeholders	Beneficiaries (#No. benefited/Sector to? How many?)	Impact (How will the benefits be benefit/Sector to? What organizations objectives met? Please state briefly)	Measures/ Supporting Evidences (What measure(s) did you use to evaluate the success of the effort?
1.								
2.								
3.								
4.								
5.								

Significant Organizational Development Achievement (Max 30 pts)

Fill in the tables with your three most significant achievements in the areas of organizational development. In not more than 150 words per achievement, write a narrative explaining the reasons why you consider each significant.

Rank	Most Significant Accomplishments	Level
1		
2		
3		
Narrative 1		
Narrative 2		



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

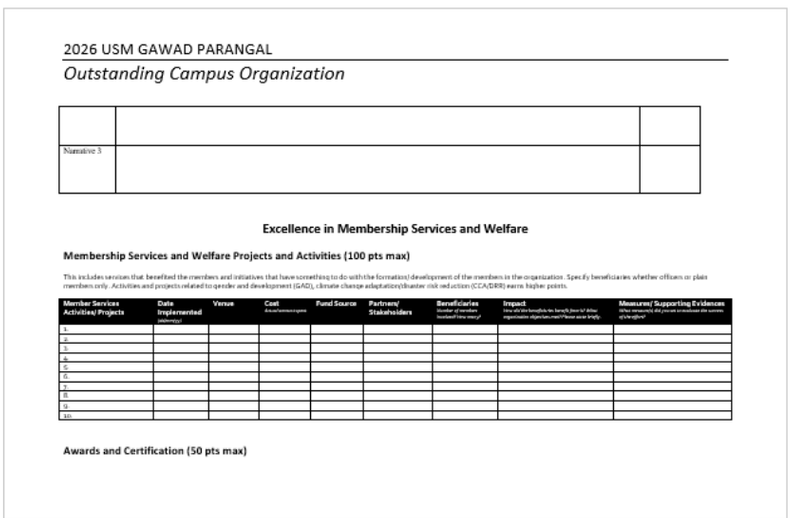
List here the awards and certifications received. This may include certifications from COA

Date	Nature of Award	Citation	Conferred by	Level	Means of Verification

Significant Services Achievement (Max 30 pts)

Fill in the tables with your three most significant achievements in the areas of resource management excellence. In not more than 150 words per achievement, write a narrative explaining the reasons why you consider each significant.

Rank	Most Significant Accomplishments	Level
1		
2		
3		
Narrative 1		
Narrative 2		
Narrative 3		



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Narrative 3		

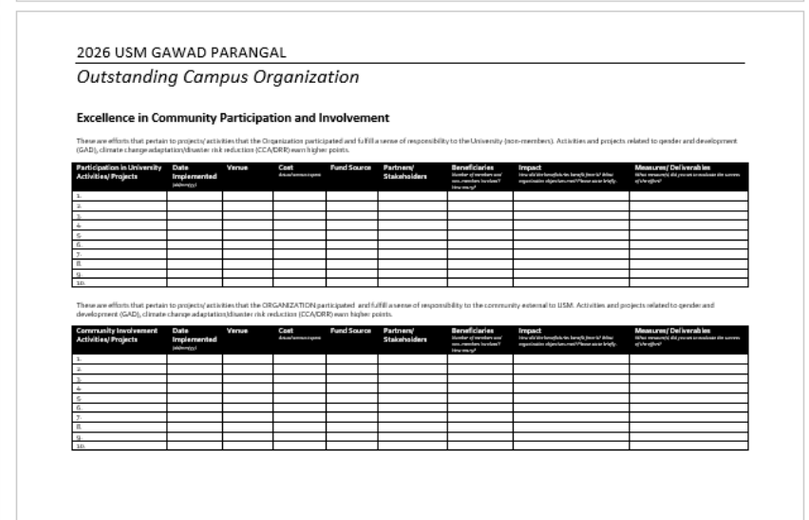
Excellence in Membership Services and Welfare

Membership Services and Welfare Projects and Activities (100 pts max)

This includes services that benefited the members and initiatives that have something to do with the formation/development of the members in the organization. Specify beneficiaries whether officers or plain members only. Activities and projects related to gender and development (GAD), climate change adaptation/disaster risk reduction (CCA/DRR) earns higher points.

Member Services Activities/ Projects	Date Implemented (MM/YYYY)	Venue	Cost (Actual/Estimated Cost)	Fund Source	Partners/ Stakeholders	Beneficiaries (Number of members involved? How many?)	Impact (How will the benefits be benefit/Sector to? What organizations objectives met? Please state briefly)	Measures/ Supporting Evidences (What measure(s) did you use to evaluate the success of the effort?
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Awards and Certification (50 pts max)



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Excellence in Community Participation and Involvement

These are efforts that pertain to projects/ activities that the Organization participated and fulfill a sense of responsibility to the University (non-members). Activities and projects related to gender and development (GAD), climate change adaptation/disaster risk reduction (CCA/DRR) earn higher points.

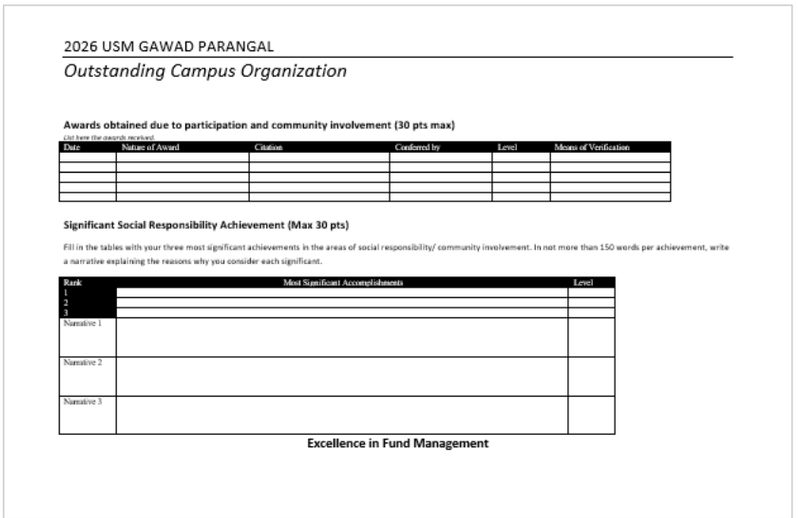
Participation in University Activities/ Projects	Date Implemented (MM/YYYY)	Venue	Cost (Actual/Estimated Cost)	Fund Source	Partners/ Stakeholders	Beneficiaries (Number of members involved? How many?)	Impact (How will the benefits be benefit/Sector to? What organizations objectives met? Please state briefly)	Measures/ Deliverables (What measure(s) did you use to evaluate the success of the effort?
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

These are efforts that pertain to projects/ activities that the ORGANIZATION participated and fulfill a sense of responsibility to the community external to USM. Activities and projects related to gender and development (GAD), climate change adaptation/disaster risk reduction (CCA/DRR) earn higher points.

Community Involvement Activities/ Projects	Date Implemented (MM/YYYY)	Venue	Cost (Actual/Estimated Cost)	Fund Source	Partners/ Stakeholders	Beneficiaries (Number of members and non-members involved? How many?)	Impact (How will the benefits be benefit/Sector to? What organizations objectives met? Please state briefly)	Measures/ Deliverables (What measure(s) did you use to evaluate the success of the effort?
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Sample guideline for 2026 Gawad Parangal for Outstanding Organization

Sample guideline for 2026 Gawad Parangal for Outstanding Organization



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Awards obtained due to participation and community involvement (30 pts max)

List here the awards received.

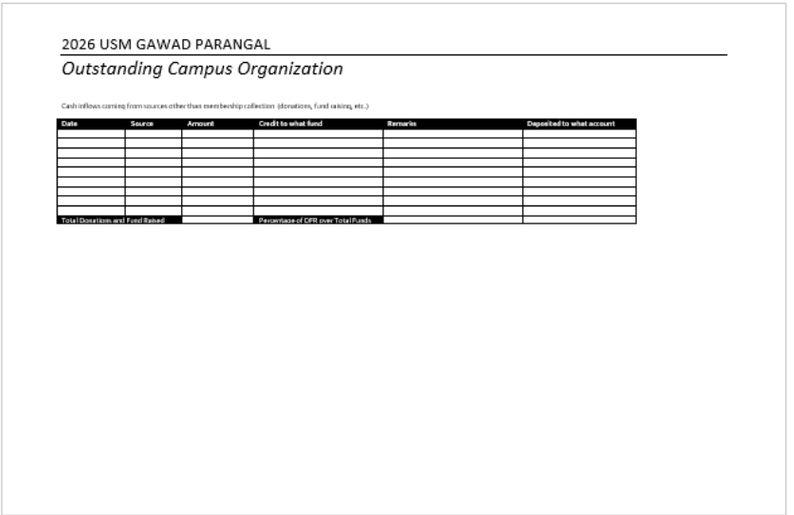
Date	Nature of Award	Citation	Conferred by	Level	Means of Verification

Significant Social Responsibility Achievement (Max 30 pts)

Fill in the tables with your three most significant achievements in the areas of social responsibility/ community involvement. In not more than 150 words per achievement, write a narrative explaining the reasons why you consider each significant.

Rank	Most Significant Accomplishments	Level
1		
2		
3		
Narrative 1		
Narrative 2		
Narrative 3		

Excellence in Fund Management

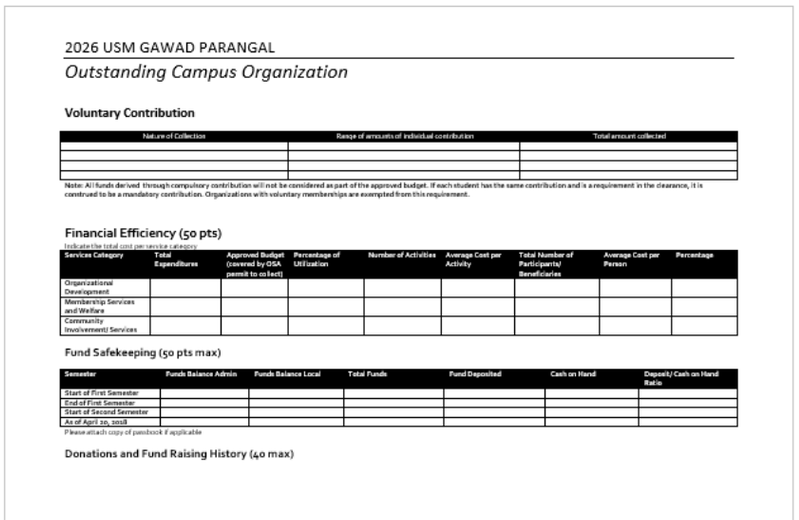


2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Cash inflows coming from sources other than membership collection (donations, fund raising, etc.)

Date	Source	Amount	Credit to what fund	Remarks	Deposited to what account
Total Donations and Fund Raised			Percentage of CFR over Total Funds		



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Voluntary Contribution

Nature of Collection	Range of amounts of individual contribution	Total amount collected

Note: All funds derived through compulsory contribution will not be considered as part of the approved budget. If each student has the same contribution and is a requirement in the clearance, it is construed to be a mandatory contribution. Organizations with voluntary memberships are exempted from this requirement.

Financial Efficiency (50 pts)

Indicate the total cost per service category

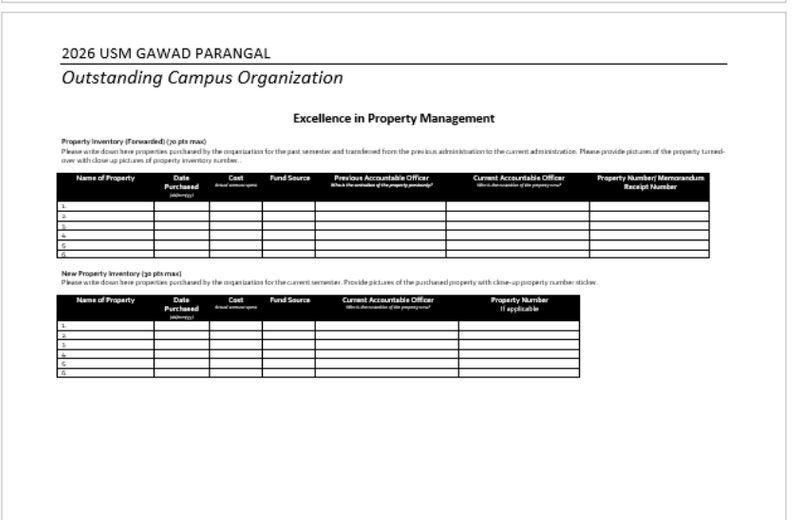
Services Category	Total Expenditures	Approved Budget (covered by OSA permit to collect)	Percentage of Utilization	Number of Activities	Average Cost per Activity	Total Number of Participants/ Beneficiaries	Average Cost per Person	Percentage
Organizational Development								
Membership Services and Welfare								
Community Involvement/ Services								

Fund Safekeeping (50 pts max)

Semester	Funds Balance Admin	Funds Balance Local	Total Funds	Fund Deposited	Cash on Hand	Deposit/ Cash on Hand Ratio
Start of First Semester						
End of First Semester						
Start of Second Semester						
As of April 20, 2018						

Please attach copy of passbook if applicable

Donations and Fund Raising History (40 max)



2026 USM GAWAD PARANGAL

Outstanding Campus Organization

Excellence in Property Management

Property Inventory (Forwarded) (30 pts max)

Please write down here properties purchased by the organization for the past semester and transferred from the previous administration to the current administration. Please provide pictures of the property turned-over with close-up pictures of property inventory number.

Name of Property	Date Purchased (MM/YYYY)	Cost (Actual amount spent)	Fund Source	Previous Accountable Officer (Who is the custodian of the property previously)	Current Accountable Officer (Who is the custodian of the property now)	Property Number/ Memorandum Receipt Number
1.						
2.						
3.						
4.						
5.						
6.						

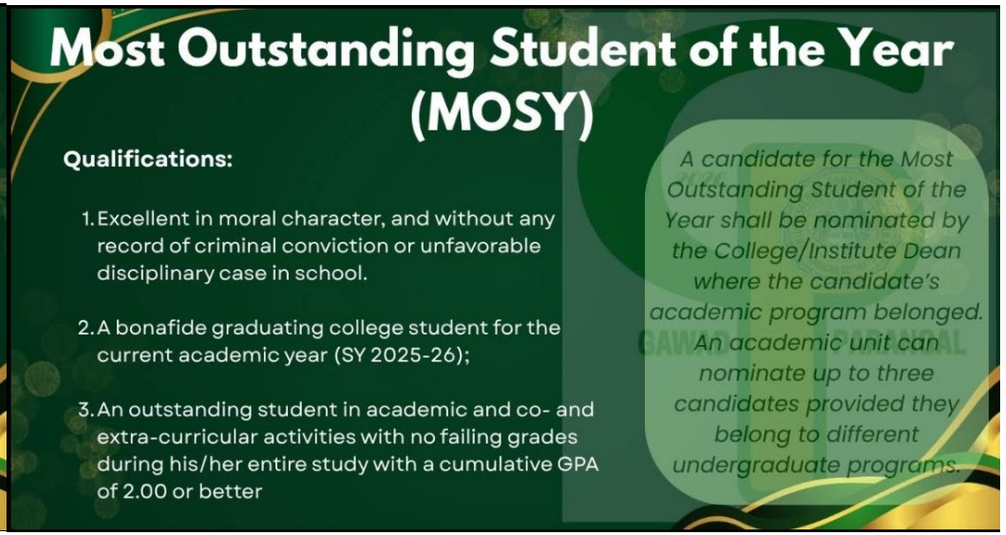
New Property Inventory (30 pts max)

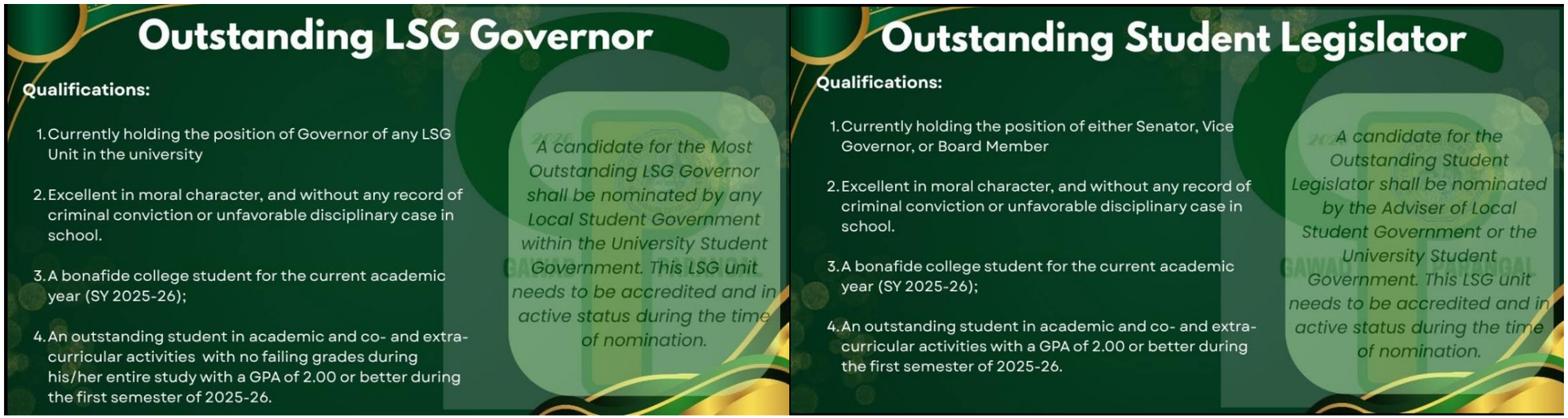
Please write down here properties purchased by the organization for the current semester. Provide pictures of the purchased property with close-up property number sticker.

Name of Property	Date Purchased (MM/YYYY)	Cost (Actual amount spent)	Fund Source	Current Accountable Officer (Who is the custodian of the property now)	Property Number If applicable
1.					
2.					
3.					
4.					
5.					
6.					

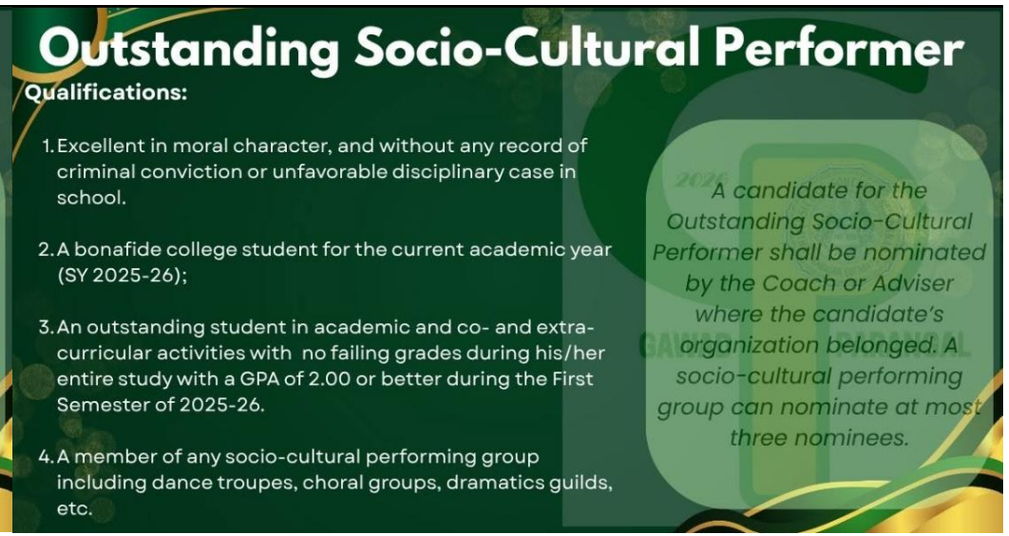
Guidelines for Gawad Parangal for Students are also posted



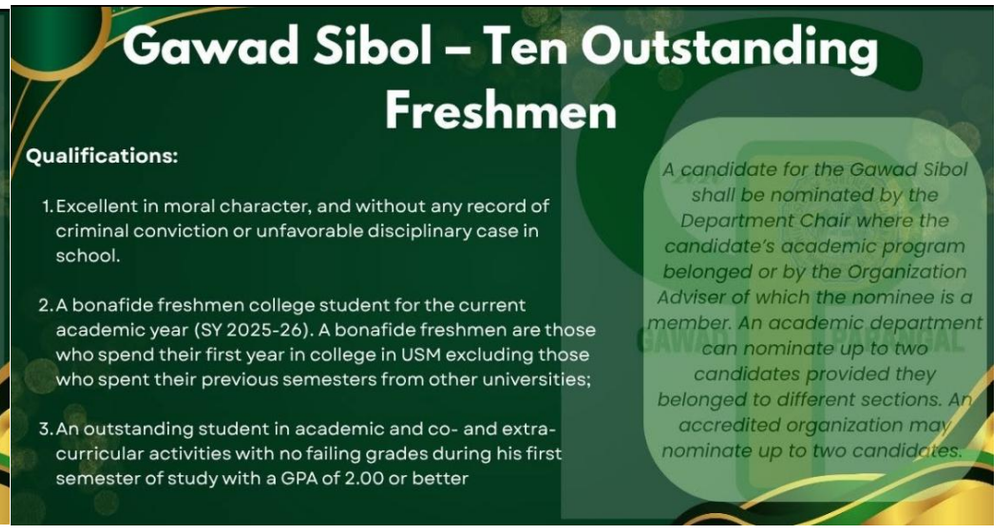



Outstanding LSG Governor
Qualifications:
1. Currently holding the position of Governor of any LSG Unit in the university
2. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
3. A bonafide college student for the current academic year (SY 2025-26);
4. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his/her entire study with a GPA of 2.00 or better during the first semester of 2025-26.
A candidate for the Most Outstanding LSG Governor shall be nominated by any Local Student Government within the University Student Government. This LSG unit needs to be accredited and in active status during the time of nomination.
Outstanding Student Legislator
Qualifications:
1. Currently holding the position of either Senator, Vice Governor, or Board Member
2. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
3. A bonafide college student for the current academic year (SY 2025-26);
4. An outstanding student in academic and co- and extra-curricular activities with a GPA of 2.00 or better during the first semester of 2025-26.
A candidate for the Outstanding Student Legislator shall be nominated by the Adviser of Local Student Government or the University Student Government. This LSG unit needs to be accredited and in active status during the time of nomination.


Outstanding Athlete
Qualifications:
1. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
2. A bonafide college student for the current academic year (SY 2025-26);
3. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his/her entire (varsity) study with a GPA of 2.00 or better during the First Semester of 2025-26.
4. A member of any varsity group.
A candidate for the Outstanding Athlete shall be nominated by the Coach of the varsity group. A varsity group can nominate at most three nominees.


Outstanding Socio-Cultural Performer
Qualifications:
1. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
2. A bonafide college student for the current academic year (SY 2025-26);
3. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his/her entire study with a GPA of 2.00 or better during the First Semester of 2025-26.
4. A member of any socio-cultural performing group including dance troupes, choral groups, dramatics guilds, etc.
A candidate for the Outstanding Socio-Cultural Performer shall be nominated by the Coach or Adviser where the candidate's organization belonged. A socio-cultural performing group can nominate at most three nominees.


Outstanding Campus Journalist
Qualifications:
1. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
2. A bonafide college student for the current academic year (SY 2025-26);
3. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his/her entire study with a GPA of 2.00 or better during the First Semester of 2025-26.
4. A member of the editorial staff of any campus student publication or student media outlet.
A candidate for the Outstanding Campus Journalist shall be nominated by the Publication Adviser where the candidate's academic program belonged. A student media outlet can nominate at most three nominees.


Gawad Sibol – Ten Outstanding Freshmen
Qualifications:
1. Excellent in moral character, and without any record of criminal conviction or unfavorable disciplinary case in school.
2. A bonafide freshmen college student for the current academic year (SY 2025-26). A bonafide freshmen are those who spend their first year in college in USM excluding those who spent their previous semesters from other universities;
3. An outstanding student in academic and co- and extra-curricular activities with no failing grades during his first semester of study with a GPA of 2.00 or better
A candidate for the Gawad Sibol shall be nominated by the Department Chair where the candidate's academic program belonged or by the Organization Adviser of which the nominee is a member. An academic department can nominate up to two candidates provided they belonged to different sections. An accredited organization may nominate up to two candidates.



Outstanding Campus Organization

To be qualified for the award, a campus organization needs to be registered/ accredited on time and in active status during the time of nomination.

1. *All campus organizations which submitted their semestral reports for the First Semester 2025-26 to the Office of Student Affairs will be considered for the screening.*
2. *The Student Development Services Division of the OSA shall evaluate the dossier of each campus organization. Campus organizations which are qualified shall be forwarded to the Organization Adviser for consideration informing them that the campus organization is a prospective nominee.*
3. *The Organization Adviser shall officially nominate the campus organization. The campus organization concerned may compile their documents to suit the requirements of an official nomination.*


Outstanding LSG Unit
Qualifications:
1. Has obtained a certificate of transparency from the University Student Government Commission on Audit for the First Semester 2025-26.
2. Is accredited on time and in active status.
1. All LSG units which submitted their semestral reports for the First Semester 2025-26 to the Office of Student Affairs will be considered for screening.
2. The Student Development Services Department of the OSA shall evaluate the dossier of each LSG unit. Qualified LSG units shall be forwarded to the College Institute/Deans for consideration informing them that the LSG is a prospective nominee.
3. The College Dean shall officially nominate the LSG. The LSG concerned may compile their documents to suit the requirements of an official nomination.

BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING





BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING







The 27th Gawad Parangal for students was held on May 21, 2026.

Click link to view full story: https://www.usm.edu.ph/osa-names-outstanding-students-orgs-at-27th-gawad-parangal/



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USM Recognizes Outstanding Students, Orgs at 26th Gawad Parangal

Home › News › USM Recognizes Outstanding Students, Orgs at 26th Gawad Parangal

Published by Loynei Frias Sumalinog at June 4, 2025

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The University of Southern Mindanao through the Office of Student Affairs (OSA) conducted 26th Gawad Parangal in recognition to the most outstanding students and organizations in different fields on June 03, 2025, at the University Auditorium, USM, Kabacan, Cotabato.

The 26th Gawad Parangal for students was held on June 3, 2025.

Click link to view full story: https://www.usm.edu.ph/usm-recognizes-outstanding-students-orgs-at-26th-gawad-parangal/



The 25th Gawad Parangal for students was held on May 21, 2024.
Click link to read full story: https://www.usm.edu.ph/usm-holds-25th-gawad-parangal-fernandez-named-osy-2024/

Awards received by the BSMA students for the last 3 years during the Gawad Parangal.

27th Gawad Parangal – Year 2026

MOST OUTSTANDING RESEARCH PROJECT – SOCIAL SCIENCE CATEGORY
"Financial Position and Cash Flow Indicators' Relationship with the SGLG Awards: Evidence from LGUs In Region XII, Philippines (2022-2024)"
Researcher: Paula Dominique R. Garmino (4BSMA) and Jeannie Q. Rebuta (4BSMA)
Adviser: Dr. Jay-R G. Vildac, CPA

26th Gawad Parangal – Year 2025

MOST OUTSTANDING ACADEMIC ORGANIZATION
Junior Philippine Institute of Accountants USM CHAPTER

MOST OUTSTANDING JOURNALIST
Sittie Sailah B. Patak (4BSMA)

25th Gawad Parangal – Year 2024

EXCELLENCE IN COMMUNITY SERVICE AWARD AND EXCELLENCE IN RESOURCE MANAGEMENT
Junior Philippine Institute of Accountants (JPIA).

MOST OUTSTANDING LEGISLATOR
Luvim Jane A. Sedon (4BSMA)

OUTSTANDING LSG BOARD
College of Business, Development, Economics, and Management.

The university conducts University Student In-house Review for student researchers.



Have any questions? (064) 572 2138 op@usm.edu.ph

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USM Evaluates Student Research Outputs During 11th In-House Review

Home > Academe > USM Evaluates Student Research Outputs During 11th In-House Review

Published by Charlotte Andrea Tutor at May 21, 2026

177 Share 0 Tweet 0 Pi

The University of Southern Mindanao (USM) gathered student researchers from different colleges and USM extension campuses for the 11th Student In-House Review on May 19, 2026, at the Research Hub, USMARDC, USM, Kabacan, Cotabato.

A total of 25 research papers were presented under the categories of Basic Research, Social Science Research, and Applied/Innovation Research.

Serving as evaluators for the Basic Research category were Dr. Naomi G. Tangonan, Dr. Josephine M. Buison, and Dr. Vrenelie D. Flores. Meanwhile, Dr. Norma U. Gomez, Prof. Anna Jean S. Garcia, and Prof. Khadiguia O. Balah evaluated the entries under Social Science Research. For the Applied/Innovation Research category, the evaluators were Dr. Josephine R. Migalbin, Prof. Zygote He M. Sorupia, and Dr. Marilyn P. Calub.

In her opening message, Dr. Debbie Marie B. Verzosa, Vice President for Research, Development, and Extension, emphasized to the student presenters that being chosen to represent their colleges in the university-wide review was already a significant achievement.

Click link to read full story of 11th In-house Review: https://www.usm.edu.ph/usm-evaluates-student-research-outputs-during-11th-in-house-review/



Have any questions? (064) 572 2138 op@usm.edu.ph | Donate Now | USM SDG Hub | Online Services | PhilGEPS | Gallery

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USM Students Present Research Papers at 10th Student In-House Review

Home › RD & E Highlights › Extensions › USM Students Present Research Papers at 10th Student In-House Review

Published by Charlotte Andrea Tutor at June 2, 2025

140 Share 0 Tweet 0 Pin

The University of Southern Mindanao held its annual In-House Review for student research on May 30, 2025, at the University Commercial Building, Kabacan, Cotabato.

A total of 28 oral presentations, 22 poster submissions, and 11 pitch decks were presented that covered topics in science, social science, and innovation. This year, the event also introduced a pitching category that provided the students a chance to present their ideas in a more dynamic and engaging way.

Meanwhile, Professor Emeritus Dr. Naomi G. Tangonan, Dr. Ma. Teodora N. Cabasan, and Engr. Renel M. Alucilja evaluated entries under the Science category. For Social Science, the panel included Dr. Lorna G. Valdez (Retired Professor), Prof. Rowell Nitafan, and Prof. Khristine Joy G. Arellano. Additionally, Dr. Ivy Mar B. Cabornida, Dr. Joel V. Misanes, and Dr. Marilyn P. Calub comprised the Innovation panel, while Dr. Josephine R. Migalbin, Dr. Maricel G. Dayaday, and Dr. Cheryl Y. Dulay assessed entries in the Food and Non-Food segments of the Product/Technology Pitching. The panelists provided constructive feedback and expert insights to help participants enhance their work.

Click link to read full story of 10th In-house Review: https://www.usm.edu.ph/usm-evaluates-student-research-outputs-during-11th-in-house-review/

STUDENT IN-HOUSE REVIEW
May 30, 2025

The Student In-house Review shall have the following categories.

A. Paper categories
- Science Research Paper Sub-Category
- Social Science Research Paper Sub-Category
- Innovation Paper Sub-Category

B. Poster categories
- Science Research Poster Sub-Category
- Social Science Research Poster Sub-Category

C. Innovation categories
- Pitching Category for Food Innovation Sub-Category
- Pitching Category for Non-Food Innovation Sub-Category

QUALIFIED ENTRIES
- All entries must be the best paper/poster/innovation (1st or 2nd prize) during the respective college In-house review.
- Each college can submit a **maximum of 2 entries per sub-category**, and a **maximum of 4 submissions** overall.
- Only entries that comply with the following deadlines are eligible to participate in the Student In-House Review.
  i. **Paper categories**: Submit abstract and full paper (4 printed copies to the Research and Development Office plus one e-copy to the submission link below) on or before **May 27, 2025**
  ii. **Poster categories**: Pre-register and upload e-copy of the poster on or before **May 27, 2025** (submission link below) and bring printed poster to the venue on or before **May 30, 2025** at **8:00 AM**.
  iii. **Innovation categories**: Submit pitch deck (Powerpoint presentation) on or before **May 27, 2025** (submission link below).
- Students who do not submit the requirements on or before the deadline shall be disqualified from participation.

SUBMISSION LINK: https://tinyurl.com/student-in-house-registration

Please see following pages for guidelines for paper, poster, and innovation categories.

GUIDELINES FOR PAPER PRESENTATION

1. **Abstract submission (Use the template)**
   a. The abstract must contain a maximum of 250 words in one paragraph.
   b. The abstract should contain an introduction, objectives, methodology, major findings and conclusion/implication. A maximum of 6 keywords should be written in alphabetical order.
   c. Abstract for paper presentation (both) printed and electronic copy must be submitted to the RDO.

2. **Full paper submission**
   a. Using the template provided, 4 printed copies of the full paper should be submitted to the RDO, and an e-copy should be uploaded to this registration/submission link: **https://tinyurl.com/student-in-house-registration**. The deadline for the submission of the full paper and e-copy is on **May 27, 2025**.

Contents of the Full Paper

Abstract
Title Page
- Title of the Study
- Researcher & Adviser
- Contact Number/Email Address

A. Basic Information
- Title
- Researcher & Adviser
- Contact Number/Email Address
- College
- Category
- USM Thematic Area/SDG

B. Technical Description
- Rationale/ Significance
- Methodology
- Results and Discussion
- Conclusion and Recommendation
- References
- Attachments

Sample General guidelines for 10th Student In-house Review

Click here to read full guidelines: https://drive.google.com/file/d/1A10qk_8UaIbmzb9BdHlRopAf67jtO-9U/view?usp=sharing

S.1.3. supervision, monitoring and evaluation of faculty performance.

The institutional policies governing the supervision, monitoring, and evaluation of faculty performance at the University of Southern Mindanao (USM) are codified in the USM Code (2024 Edition), the USM Revised Faculty Manual (2024 Edition), and ISO Quality Management System (QMS) procedures.

The core institutional policies are enumerated below:

1. Administrative & Supervisory Oversight Policies
   - Primary Authority

     College Deans and Department Chairpersons exercise primary jurisdiction over monitoring course syllabus preparation, subject loading in faculty fields of specialization, daily class attendance, and documentary submissions
   - Instructional Delivery Oversight

     The Office of the Director for Instruction (ODI) coordinates with academic heads to ensure timely delivery of instruction in accordance with approved course syllabi

2. ISO Classroom Observation System
   - Scheduled Visits (USM-EDU-002 & USM-EDU-016)

     Teaching delivery is directly monitored through structured classroom visits conducted once per semester for permanent/regular faculty and twice per semester for Contract of Service (COS) / temporary faculty.

3. Multi-Point Performance Evaluation System

Faculty performance in instructional functions is evaluated each semester across multiple evaluative perspectives:

- Supervisory Evaluation of Faculty (SEF): Department Chairs and Deans evaluate faculty members using standardized supervisory rating instruments [93, 101–102].
- Student Evaluation of Teaching (SET): Enrolled students evaluate their instructors online every semester across teaching clarity, subject mastery, and classroom management.
- Self & Peer Evaluation: Tracked continuously through entries in the Learning and Performance Journal (LEAPER) and Enhanced Daily Time Records (EDTR).

5. Institutional Performance Management & Advancement Frameworks

- Strategic Performance Management System (SPMS) & IPCR

  Faculty performance across the university's four-fold functions (Instruction, Research, Extension, and Production) is evaluated using the Individual Performance Commitment and Review (IPCR). A rating of at least "Very Satisfactory" across the last two rating periods is required for promotion eligibility.

- Dynamic Candidates Assessment System (DYCAS)

  Combines IPCR ratings, LEAPER journals, L&D activities, and Gawad USM scores into a 9-box potential-performance matrix that serves as the central basis for recruitment, placement, and promotional step movements.

- PROFESS System: Governs professorial rank accreditation across designated career pathways (e.g., Teaching and Learning, Research and Discovery).

6. Evaluation Feedback, Capability Building, and Recognition Policies

- Development Acknowledgment Forms

  Summaries of SET and SEF evaluation ratings are formally issued to faculty members to guide self-improvement and address specific competency gaps.

- Linang Tao L&D System

  Evaluation results and Training Needs Analyses (TNA) feed into the Linang Tao Learning and Development Management System (Linang Tao LDMS), ensuring that every faculty member receives at least one L&D intervention per year.

- GAWAD USM / PRAISE System

  Outstanding evaluation scores, copyrighted instructional materials, and published research are rewarded under Civil Service Commission (CSC) PRAISE guidelines through Gawad Uliran sa Serbisyong Mahusay (GAWAD USM).

IMPLEMENTATION

I.1. The institution implements rules on the attendance of the faculty in their respective classes

Policies on faculty attendance is provided in the USM Code 2024 Edition, Book III, The Academic Affairs.

Article 180. Dismissal of Classes

Section 1. As much as practicable, classes of a section shall be scheduled in one (1) building. However, classes that are scheduled in another building may be dismissed ten (10) minutes before the end of the period to give ample time for students to transfer from one (1) room or building to another.

Section 2. The maximum waiting time of students in a class shall be fifteen (15) minutes for both lecture and laboratory classes. The students may leave the class/laboratory room if the assigned faculty member does not appear after the prescribed maximum waiting time.

Article 181. Suspension of Classes

Section 1. When necessary and appropriate, classes may be suspended upon orders of the University President or his duly authorized representative, or other competent authorities.

Article 182. Changes of Class Schedule

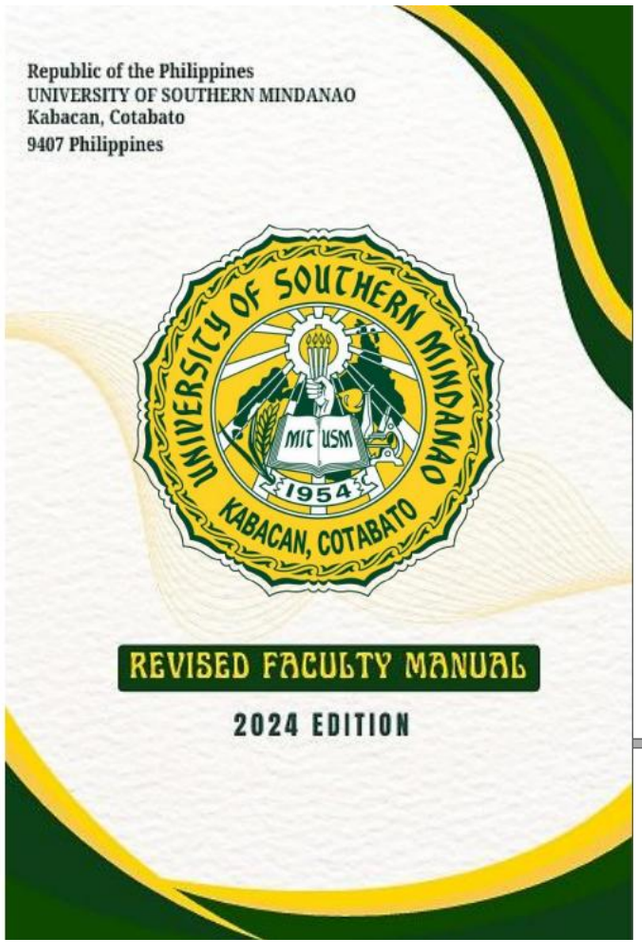
Section 1. No class schedule may be changed without prior recommendation from the Department Chair, and the Dean and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Article 183. Make-up Classes

Section 1. Make-up classes shall be held for class hours lost due to fortuitous events, such as typhoons or other unavoidable circumstances or University activities. Similar make-up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule and venue of in-person make-up classes shall be conducted within the University. Online make-up classes may also be conducted in lieu of in-person make up classes. All make-up classes shall be subject to the recommendation of the Dean of the academic unit, and approval of the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 2. Faculty members whose absences are justifiable and approved, may also conduct make-up classes provided, they have secured recommendation from the Dean of the Academic Unit, with approval from the Vice President for Academic Affairs or its counterpart, as the case may be.

Section 3. There shall also be a consultation time on the daily schedule of each faculty member equivalent to at least one (1) hour a day in consideration that most, if not all, of the students can possibly avail of the faculty members consultation time.



8.2.4. Leaves and Special Details

University policy provides that no more than the equivalent of fifteen percent (15%) of the faculty may be allowed to go on leave of absence with pay at any given semester. A policy that leaves and special detail taken during the semester which shall amount to losing twenty percent (20%) of class meetings shall not be allowed. Fast-tracking of class meetings for the reason that the faculty members are leaving for abroad is discouraged. Finally, leaves or special detail that start while the semester is ongoing and end after the next semester has started are not allowed. Faculty members should synchronize their leaves or special detail with the semestral schedule.

8.2.5. Attendance to seminars/workshops/conference/trainings

Attendance of faculty to seminars, workshops, conferences, trainings, fora, and conventions shall be upon the recommendation of the Dean and approved by the concerned Vice President.

The number of participants shall be upon the discretion of the concerned Vice-President especially if the registration shall be borne by the University.

Participant/s shall conduct echo seminar within 8 weeks after the attendance of the activity.

Policies on attendance of faculty members are provided in the Faculty Manual

8.3. Discipline

8.3.1. Tardiness

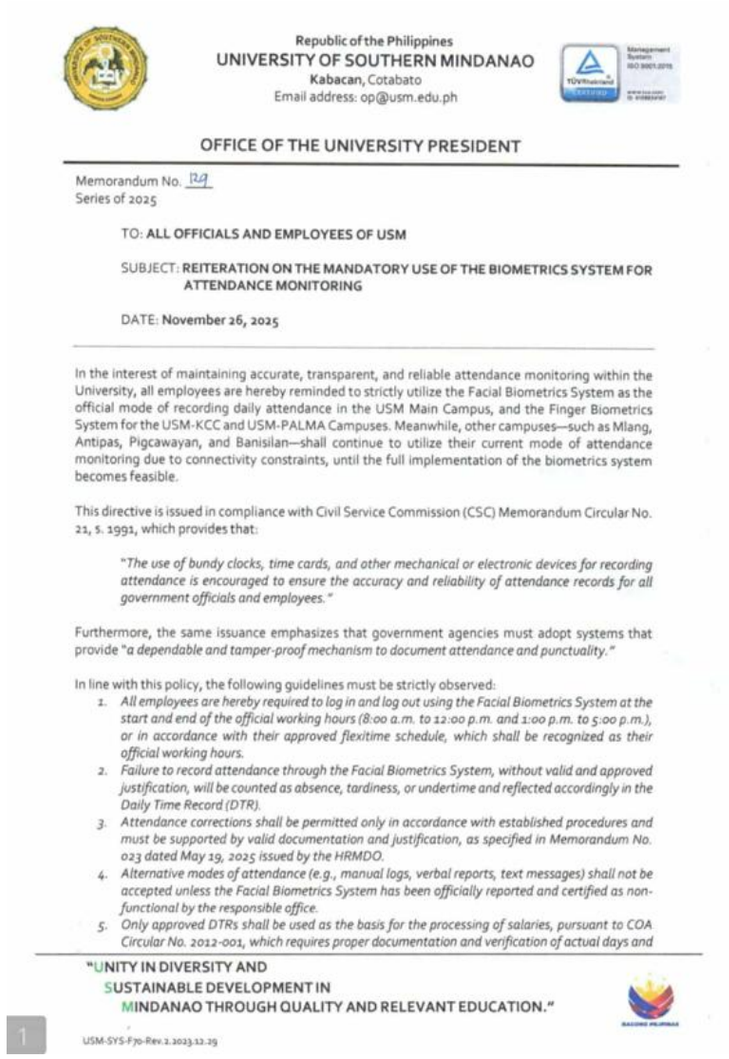
Tardiness means the failure of a faculty member to attend his class on time, te within the first fifteen (15) minutes of the class. If he arrives after 15 minutes, he shall be considered absent

A faculty member shall be deducted based on the actual number of minutes late. Deduction shall be made only at every 60 minutes of tardiness. However, if the accumulated number of minutes tardy does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute

8.3.2. Absenteeism

Academic heads shall officially notify their respective faculty each time they incur absences equivalent to 10% or above of the total number of days in a semester as reflected on the Faculty Absences report furnished by the HRMO. This information shall serve as warning letter to the member concerned. The Vice President of the Academic Affairs gives the final warning letter to the faculty concerned at the end of the semester and prescribes the corresponding penalty.

Policies on attendance of faculty members are provided in the Faculty Manual



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

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No. 129
Series of 2025

TO: **ALL OFFICIALS AND EMPLOYEES OF USM**

SUBJECT: **REITERATION ON THE MANDATORY USE OF THE BIOMETRICS SYSTEM FOR ATTENDANCE MONITORING**

DATE: **November 26, 2025**

In the interest of maintaining accurate, transparent, and reliable attendance monitoring within the University, all employees are hereby reminded to strictly utilize the Facial Biometrics System as the official mode of recording daily attendance in the USM Main Campus, and the Finger Biometrics System for the USM-KCC and USM-PALMA Campuses. Meanwhile, other campuses—such as Mlang, Antipas, Pigcawayan, and Banisilan—shall continue to utilize their current mode of attendance monitoring due to connectivity constraints, until the full implementation of the biometrics system becomes feasible.

This directive is issued in compliance with Civil Service Commission (CSC) Memorandum Circular No. 21, s. 1991, which provides that:

> *"The use of bundy clocks, time cards, and other mechanical or electronic devices for recording attendance is encouraged to ensure the accuracy and reliability of attendance records for all government officials and employees."*

Furthermore, the same issuance emphasizes that government agencies must adopt systems that provide "*a dependable and tamper-proof mechanism to document attendance and punctuality.*"

In line with this policy, the following guidelines must be strictly observed:

1. *All employees are hereby required to log in and log out using the Facial Biometrics System at the start and end of the official working hours (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.), or in accordance with their approved flexitime schedule, which shall be recognized as their official working hours.*
2. *Failure to record attendance through the Facial Biometrics System, without valid and approved justification, will be counted as absence, tardiness, or undertime and reflected accordingly in the Daily Time Record (DTR).*
3. *Attendance corrections shall be permitted only in accordance with established procedures and must be supported by valid documentation and justification, as specified in Memorandum No. 023 dated May 19, 2025 issued by the HRMDO.*
4. *Alternative modes of attendance (e.g., manual logs, verbal reports, text messages) shall not be accepted unless the Facial Biometrics System has been officially reported and certified as non-functional by the responsible office.*
5. *Only approved DTRs shall be used as the basis for the processing of salaries, pursuant to COA Circular No. 2012-001, which requires proper documentation and verification of actual days and*

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

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USM-SYS-F70-Rev.2.2023.12.29

Memo on mandatory use of biometrics for attendance.