AREA II
FACULTY

PARAMETER B: RECRUITMENT, SELECTION AND ORIENTATION

I.1 IMPLEMENTATION

IMPLEMENTATION

I.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

(OPTIONAL)

I.1.7 relevant professional experiences;
I.1.8 previous record of employment;
I.1.9 technical/special skills & abilities; and;
I.1.10 previous performance rating;

USM FACULTY MANUAL

Chapter 5

5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION

5.1. General Policy (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

Faculty Ranks	Sub-Rank
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

5.2. Faculty Recruitment, Selection, and Placement Systems and Standards

5.2.1. Qualification Standards

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

CSC MC No.1, s. 1997 as amended by MC 22., s 2016

INSTRUCTOR I TO II

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : None required

Training : None required

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

INSTRUCTOR III

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

ASSISTANT PROFESSOR I

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

ASSISTANT PROFESSOR II-IV

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

ASSOCIATE PROFESSOR I-III

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

ASSOCIATE PROFESSOR IV- V

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

PROFESSOR I

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 4 years of relevant experience

Training : 24 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

PROFESSOR II-III

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

PROFESSOR IV-VI

Education : Relevant doctorate degree

Experience : 5 year of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

5.3. Faculty Selection Board

The USM "Faculty Selection Board" herein referred to as the FSB shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.

The regular members of the FSB of the University/College are the following:

a. The Vice President for Academic Affairs as Chairman;

B.1. POLICIES ON HIRING AND SELECTION

This area outlines the university's policies and procedures for hiring and selecting faculty members to ensure transparency and merit-based recruitment.

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. **A contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. Substitute – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp

Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates.

5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs).

5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

Professor IV provided vacant positions exist and the minimum requirements are adhered to.

5.4.2 Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. Any appointment with tenure may be terminated by resignation, retirement, or removal for cause/major offense, after following the necessary procedure (The Revised Administrative Code of 1987 on the Civil Service Commission, Chapter 7, Section 47).

If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

5.4.3.1.1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, experience, and DYCAS scores) of the position, including performance rating (IPCR) of at least Very Satisfactory during the last two (2) rating periods.

5.4.3.1.2. In cases where the potential and performance of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists or if the promotion will result to a significant improvement of a particular department's faculty profile.

5.4.3.1.3. Whenever possible and through promotions, each academic department should have at least one faculty member belonging to the professorial ranks as an indicator of a strong faculty profile.

5.4.3.1.4. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. A faculty member may be disqualified from promotion if found guilty as stipulated in the 2017 RACCS.

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

5.4.3.1.7. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

5.4.3.1.8. Promotions may be considered to faculty members who obtained a significant score in the Dynamic Candidates Assessment System (DYCAS) but shall put mechanism placing premium to qualified next-in-rank.

5.4.3.1.9. In the case of professorial appointments, candidates should pass the Productivity and Results-Oriented Framework for Sustained and Impactful Scholarship (PROFESS) System as defined herein. The Linang Tao Academy shall provide support in the formulation of the professorial portfolio through an appropriate course or coaching session.

5.4.3.1.10. Non-teaching insider staff of the university may be transferred and/or promoted to a vacant faculty position of an equivalent rank or higher, provided that the personnel concerned satisfies the minimum requirements as stated in Section 6 of this Merit Selection Plan with significant DYCAS and PROFESS scores, whichever is applicable. He/she must have completed a SINTIDO course appropriate for the faculty position

5. 4.3.2. The USM Promotion Procedure are as follows:

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway.

5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non-teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

5.4.3.2.3. The HRMDO Data Analytics team shall generate DYCAS scores using the following criteria:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Competency demonstration, Learning Agility mainly data from Linang Tao L&D Management System
Aspiration	30	Motivational Factors and Behavioral Drivers mainly data from the Learning and Performance Journal
Engagement	30	Current and Future Engagement Capital as observed in the workplace mainly data from the Learning and Performance Journal
Performance of the Candidate		
IPCR Score	30	Strategic, Routine, Support Functions, Untargeted IPCR Success Indicators from the Strategic Performance Management System (SPMS)
Individual contribution to unit performance	30	Contribution to OPCR Success Indicators; contribution to university performance in AO25, crisis and disruption management; complaints and conflict resolution; sustainable development goals; licensure examination success contribution factor
Exemplary Performance	30	PROFESS Innovation Performance; Gawad USM Nomination Scores; Institutional Performance and Awards

5.4.3.2.4. The possible upward movement through ranks shall be dependent on the DYCAS scores of the evaluation year as follows:

Potential Score		Sub-rank steps					
	76-90	3	4	4	5	5	6
	61-75	3	3	4	4	5	5
	46-60	2	3	3	4	4	5
	31-45	2	2	3	3	4	4
	16-30	1	2	2	3	3	4
	0-15	0	1	2	2	3	3
		0-15	16-30	31-45	46-60	61-75	76-90
		Performance Score					

5.4.3.2.5. Candidates, who upon DYCAS evaluation reached the professorial ranks shall be subject to PROFESS accreditation on the different career pathways of his choosing: (i) Teaching and Learning, (ii) Research and Discovery, (iii) Extension and Service Engagement, (iv) Innovation and Industry Practice, (v) Institutional Leadership, (vii) Knowledge Integration.

5.4.3.2.6. Those who did not pass the PROFESS accreditation shall be considered for Associate Professor V or Professor VI, as the case maybe for Professors and University Professor items respectively.

5.4.3.2.7. The Faculty Selection Board shall rank the candidates based on the DYCAS and PROFESS scores and submit the results to the University President/ Board of Regents for decision. The ranking shall be normalized according to current salary grade, target salary grade, and DYCAS steps using the following formula:

Normalized rank = (Current SG + DYCAS steps)/Target SG

5.4.3.2.8. Candidates are informed of the results of the evaluation through the HRMDO after the appointment is made by the President or Board of Regents, as the case maybe.

5.4.3.2.9. Promotional appointments to Instructor II to Instructor III, Assistant Professor I to IV shall be done by the USM President and to be confirmed by the Board of Regents. Promotional appointments to University/ College Professor, Professor I to VI, and Associate Professor I to V shall be done by the Board of Regents.

5.4.3.2.10. All promotional appointments of positions/ranks shall be posted in conspicuous places throughout the USM to enable aggrieved parties to file

their protest within fifteen (15) days from the date of notice of the promotion.

5.5. Reclassification

5.5.1. Reclassification is a form of staffing modification and/or position classification action which is applied only when there is substantial change in the regular duties and responsibilities of the position. This may result in a change in the regular duties and responsibilities of the position attributes: position title, level and/or salary grade. A faculty member may be considered for reclassification to a higher faculty rank/sub-rank on the basis of the minimum requirements set forth by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED) or other competent authorities.

5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

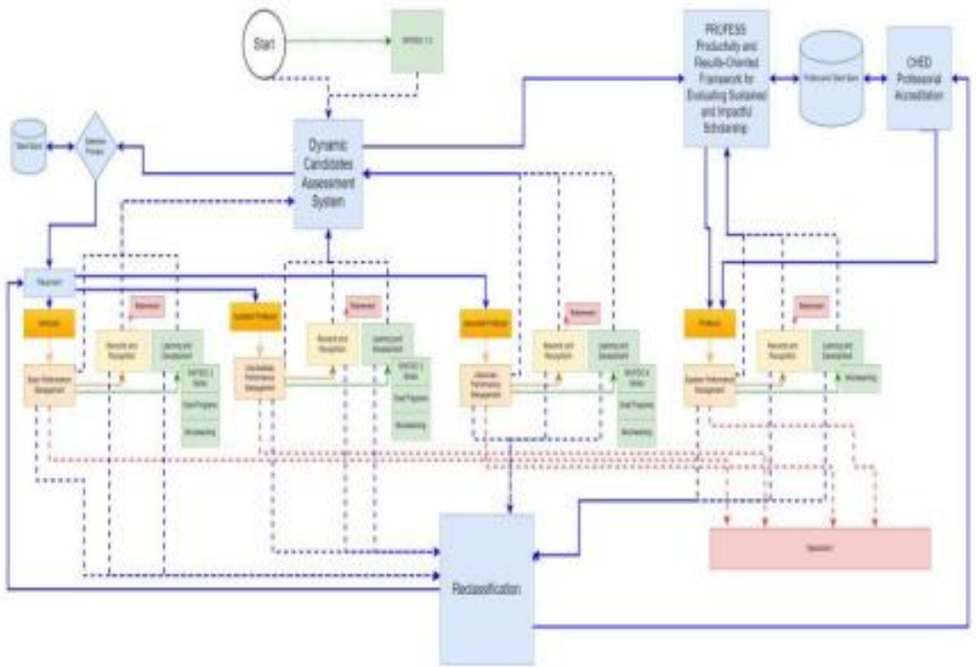
5.5.3. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for reclassification. If considered for reclassification, the effectivity date of the upgrading appointment, except those on secondment, shall be effective upon the approval of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM). In the case of secondment, the effectivity shall be upon resumption of duty at USM.

5.5.4. The manner reclassification shall conform to the process as stipulated in the Joint Circular 3 series of 2022 of DBM and CHED.

5.6. Faculty Career Journey Map

The Faculty Career Journey Map illustrates how a faculty navigates his/her career from Instructor to Professor. It included activities and processes of performance management, rewards and recognition, learning and development, recruitment, selection, placement, and talent bank through the Dynamic Candidates Assessment System. Using this framework, the Faculty Merit Selection Plan shall be developed that is complementary with the new CHED-DBM guidelines on Reclassification.

Faculty Career Journey Map



5.7. Other Personnel Actions

Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by existing Civil Service laws, rules and regulations and other pertinent policies prescribed by the University

POSITION AND OFFICE _____
CANDIDATE'S NAME: _____

Assessment of Candidate 's Potential	
A1 ASPIRATION ASSESSMENT *(30 pts)* 27.40	
A1.1 **Motivational Drivers** *(15 pts)*	
Immersion Factor *(2.5 pts)*	2.1
Activity Factor *(2.5 pts)*	2.2
Flexibility Factor *(2.5 pts)*	2.2
Power Factor *(2.5 pts)*	2.1
Interest Factor *(2.5 pts)*	2.2
Autonomy Factor *(2.5 pts)*	2.2
A1.2 **Behavioral Indicators** *(15 pts)*	
Using Initiative and Taking Responsibility *(7.5 pts)*	7.2
Achieving objectives and pursuing self-development *(7.5 pts)*	7.2
A2 ABILITY ASSESSMENT *(30 pts)* 25	
A2.1 **Competency Demonstration** *(15 pts)*	
Core (5pts)	4.3
Leadership (5pts)	4.2
Technical (5pts)	4.2
A2.2 **Learning Ability (15pts)**	
Learning Curve Index (5pts)	4.1
Adaptability Index (5pts)	4.1
Training Effectiveness (5pts)	4.1
A3 ENGAGEMENT ASSESSMENT (30 pts)	
Current Engagement Capital (15 pts)	
Future Engagement Capital (15 pts)	
A4 PERFORMANCE ASSESSMENT (90 pts)	
A4.1 IPCR (30 pts)	
Contribution to Organization Outcomes (strategic) (15 pts)	
Performance Score on Routine Functions (15 pts)	
A4.2 Performance Contribution (30 pts)	
Contribution to Agency (15 pts)	
Contribution to Unit (15 pts)	
A4.3 Individual Exemplary Performance (30 pts)	
Awards Received (15 pts)	
Quality Assurance Participation (5 pts)	
Contribution to Agency/Unit Awards (10 pts)	

EVALUATOR: _____

USM HRMDO
July 24, 2024 ·

Be part of the CTI family!
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WE ARE HIRING!

Contract of Service (COS)

- AUTOMOTIVE INSTRUCTOR (1)
- DRAFTING INSTRUCTOR (1)
- ELECTRICAL INSTRUCTOR (2)

APPLY NOW!

JOB DESCRIPTION:

- Graduate of 4-year Technical Education related course
- Strong understanding of the specialization
- Demonstrate ability to teach
- Excellent communication and interpersonal skills
- Has good moral character

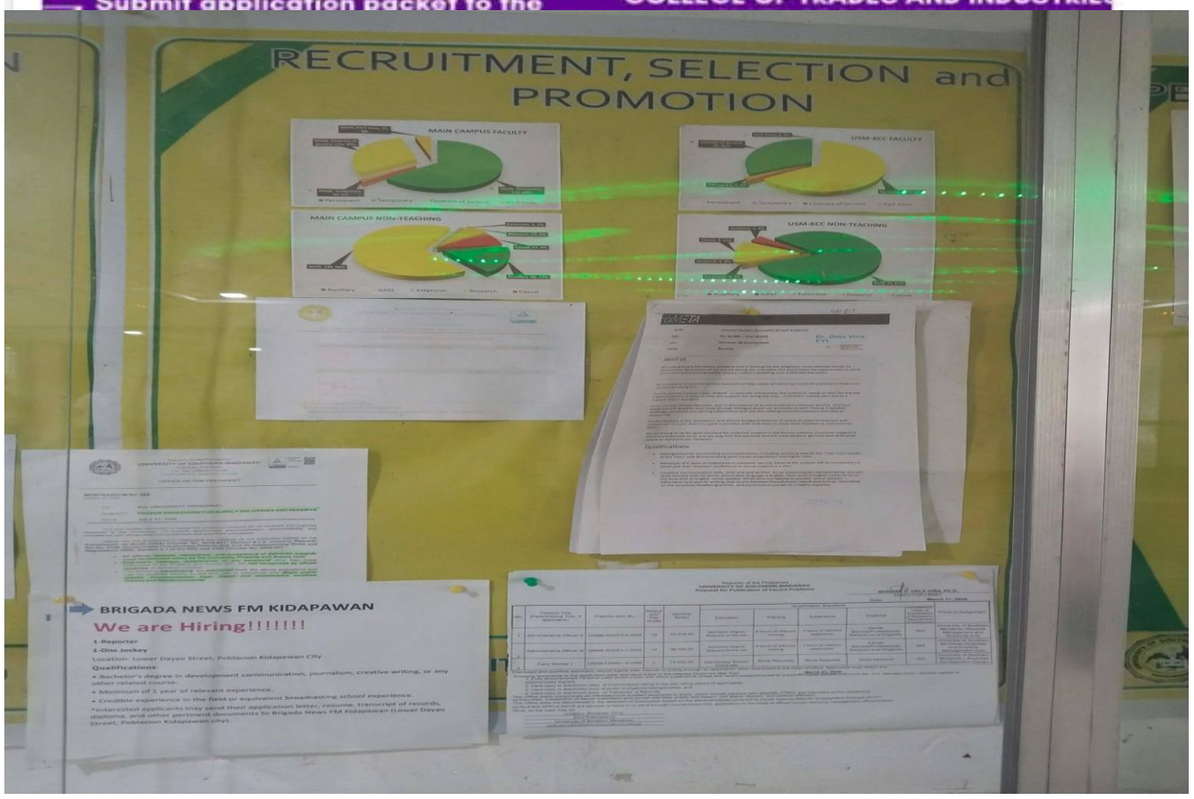
REQUIREMENTS:

- Updated personal data sheet
- Transcript of Records
- Diploma
- Application letter should be addressed to:

FRANCISCO GIL N. GARCIA, PhD
SUC President IV
University of Southern Mindanao
Kabacan, Cotabato

Thru: MANUEL J. TAYONG, PhD
College Dean
College of Trades and Industries
University of Southern Mindanao
Kabacan, Cotabato

Submit application packet to the COLLEGE OF TRADES AND INDUSTRIES



URGENT HIRING ‼️ ‼️ ‼️ ... See more



USM HRMDO
July 3, 2025 ·

The following programs are in need of Instructor I - SG 12 (₱32,245) :

1 - Agribusiness (CBDEM)
1 - Hospitality Management (PALMA)
1 - Pharmacy (CHS)

Qualifications:
- At least with relevant master's degree in each field of specialization
- With updated PRC License for Pharmacy
- Preferably with relevant teaching, research, or industry experience in the field of specialization.

Your application dossier should include:
* Personal Data Sheet (PDS) – CSC Form
* Copy of Transcript of Records
* Application Letter indicating willingness to join the Sintido 1.0 Boot Camp. This should be addressed to:

JONALD L. PIMENTEL, PhD
SUC President IV
University of Southern Mindanao
Kabacan, Cotabato

Thru: NERISSA G. DELA VIÑA, PhD
HRMDO Director

Send your application to recruitment@usm.edu.ph or submit to USM Records Office at USM Administration Building

DEADLINE for submission until July 11, 2025 **See less**

USM HRMDO
October 29, 2025 ·

The College of Trades and Industries (CTI)
is in need of 1 COS Instructor for 2nd semester 2025-2026

Qualifications:
* BSIE/BTTE/BTVTED graduate, major in Automotive Technology
* Preferably with Masteral / Masteral Units
* LET passer
* NC II holder
* With Driver's license (Professional)

Your application dossier should include:
- Personal Data Sheet (PDS) – CSC Form revised 2025
- Copy of PRC License
- Copy of Transcript of Records, Diploma, NCII Certificate

Application Letter should be addressed to:

JONALD L. PIMENTEL, PhD
SUC President IV
University of Southern Mindanao
Kabacan, Cotabato

Thru: NERISSA G. DELA VIÑA, PhD
HRMDO Director
Email your application to: op@usm.edu.ph
recruitment@usm.edu.ph

Or submit personally to: USM Records and Archiving Office at USM Administration Building (lobby) until November 11, 2025 **See less**

