AREA II

FACULTY

PARAMETER B: RECRUITMENT, SELECTION AND ORIENTATION

I.6

I.6. The institutions conducts orientation for newly hired faculty on its institutional vision and mission, CSC, PRC, DBM, and administration policies or their duties, responsibilities, benefits and other academic concerns.

Vision

Quality and relevant education for its clientele to be globally competitive, culture-sensitive and morally responsive human resources for sustainable development.

Mission

Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.

Core Values

Goodness
Responsiveness
Excellence
Assertion of RIGHT and
Truth

University Quality Policy Statement

The University of Southern Mindanao, as a premier university, is committed to provide quality instruction, research development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

Human Resource Management and Development Office
2nd Floor, Administration Building, USM
Kabacan, North Cotabato 9407
(0985-3308-782), hrmd@usm.edu.ph

"The Mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." (William Ward)

UNIVERSITY OF SOUTHERN MINDANAO

S.Y. 2025-2026



ORIENTATION-SEMINAR FOR NEW FACULTY MEMBERS

September 12, 2025
8:00 AM - 5:00 PM
@ CCD - AVR

This serve as an invitation

USM Hymn

USM beloved
School so brave and true,
Shines her love for truth and beauty
May she ever live to serve.
USM beloved
To thy name we sing
Faithful shall we be to thee,
All one body, we.
Loyal shall we ever be,
Alma Mater, dear
let her spirit guide us
Towards life's highest goal.

Refrain:
We pledge to thee our love and loyalty
in our hearts for aye!(2x)
USM beloved
Fount of knowledge great,
Flows her love for highest goodness,
We shall cherish evermore.
Be our inspiration,
live within each heart.
As in life we'll do our part;
With thy spirit, serve
God and land and fellowmen
Truth and freedom bring
Hear our voices ringing
Hail, our USM!

(Repeat Refrain)

Master of Ceremony: Jean P. Saramosing

PROGRAMME

Part I	
8:00—8:30 AM	Registration
Part II	
8:30—9:00 AM	Opening Program
National Anthem - *AVR* **Bagong Pilipinas Hymn** - *AVR* **Cotabato Hymn** - *AVR* **Kabacan Hymn** - *AVR*	
Invocation **Christian Prayer : from the participants** **Muslim Prayer: from the participants**	
Words of Welcome **Leorence C. Tandog, PhD** *VP for Academic Affairs*	
Presentation of New COS Faculty Members **Nerissa G. Dela Viña, PhD** *Director, HRMDO*	
Part III—SESSIONS	
9:00-9:30 AM (30 mins.)	***USM Vision, Mission , Core Values and USM Quality Policy Statement*** **Lawrence Anthony U. Dollente, PhD** *Director, UQAO*
9:30-10:00 AM (30 mins.)	*Encoding of Grades & ICTC Concerns* **Prof. Eugene G. Ranjo** *Director, UICTO*
10:00-11:00 AM (1hour)	*Linangtao Academy* **Willie Jones B. Saliling, ABE, EnP** *President, USMAFAI*
Snacks will be served anytime	
11:00-12:00 NN (1hour)	*Office of Legal Services* *Republic Act No. 11313 of the Safe Spaces Act* **Atty. Sunny Rye M. Nogalo** *Director, Legal Office*
LUNCH BREAK	
1:00-2:30 PM (1hour 30 minutes)	*HR Related Policies/ Leave Privileges/Working Hours/Dress Code/ Deliverables* **Nerissa G. Dela Viña, PhD** *Director, HRMDO*
2:30-3:15 PM (45 mins.)	*Academic Policies and Academic Load* **Leonard M. Paleta, PhD** *Director for Instruction*
Snacks will be served anytime	
3:15-4:00 PM (45 mins.)	*Learning and Development Opportunities* **Mr. Marlon L. Marquez** *Admin Officer V / L&D Head*
4:00-4:10 PM	*Closing Remarks* **Nerissa G. Dela Viña, PhD** *Director, HRMDO*
4:10-4:15 PM	*Evaluation & Announcements* *Singing of USM Hymn*

ORIENTATION and SEMINAR FOR NEW FACULTY MEMBERS (Contract of Service)

Rationale:

Orientation is important because it lays a foundation for the new employee's entire career with the department. First impressions are important since they establish the bases for the deliverables from their end. Without orientation, a new employee sometimes feels uncomfortable in his/her new position and takes longer to optimize his/her full potential.

Orientation is important because it:

- Provides the new employee with concise and accurate information to make him/her more comfortable in the job;
- Encourages employee's confidence and help the new employee adapt faster to the job;
- Contributes to a more effective, efficient and productive workforce;
- Improves employee retention; and
- Promotes communication between the administrators and the new employee.

Objective:

1. To orient new faculty members on the policies, roles and responsibilities both to their students and the University.

Expected Output:

1. A more productive and effective faculty member.

Venue:	USM Commercial Bldg.
Schedule:	Tuesday, August 15, 2023
Time:	7:00 am – 5:00 pm
Speakers:	USM personnel
Attendees:	128 New faculty members 12 resource persons 2 secretariat 8 support staff

TOPICS and RESOURCE PERSONS:

1. USM History	- Prof. Vilma M. Santos
2. USM Vision, Mission and Core Values	- Dr. Lawrence Anthony U. Dollente
3. Introduction of USM Admin Council and Members of the Board of Regents	- Ms. Jennifer E. Sinco
4. Academic Policies & Academic Load	- Dr. Elsa A. Gonzaga
5. Office of Legal Services	-Atty. Mario M. Bello Jr.
6. HR Related Policies	
-Performance Mgt.System	- Dr. Nerissa G. Dela Viña
-Leave Privileges/Working Hours/ Dress Code/Deliverables	–Dr. Tessie E. Lerios
-SINTIDO Bootcamp	-Engr. Willie Jones B. Saliling
-Learning & Dev't Oppurtunities	-Mr. Marlon L. Marquez
7. Compensation and Benefits	- Ms. Quenielyn L. Durendes
6. Research & Extension for New Faculty	-Dr. Ma.Teodora N. Cabasan
8. Library Services	- Prof. Susan S. Martinez
9. Security Mgt. Services	-Prof. Orlando B. Forro

BUDGETARY REQUIREMENT:

Snacks (AM) (75X150)	Php. 11,250.00
(PM)(75x150)	Php. 11,250.00
Lunch (165x150)	Php. 24, 750.00
TOTAL	**Php 47,250.00**

Prepared by:

MS. RHEA ANN P. ANTONIO
HRMD Staff