AREA II

FACULTY

PARAMETER C:

FACULTY ADEQUACY AND LOADING

I.5

I.5 Administrative arrangements are adopted when vacancies/leaves of absence occur during the term.

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

MEMORANDUM No. 3
Series of 2025

TO : **ALLEN SHANE C. GARCIA**
FROM : **SANDRA ANGELA A. BANGCAYA**
SUBJECT : **DESIGNATION AS OFFICER IN CHARGE**
DATE : **APRIL 22, 2025**

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In view of my leave of absence on April 24-25, 2025, you are hereby designated as Officer-In-Charge of the Accountancy Department on the said dates. As such, you are authorized to sign documents routinely signed by the Department Chairperson. You are also expected to perform routine duties in relation to the position.

For your reference and compliance.

SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

cc:
____
____
____

USM-CBD-F05-Rev.0.2022.12.05

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

MEMORANDUM No. 3
Series of 2026

TO : **ALLEN SHANE C. GARCIA**
FROM : **SANDRA ANGELA A. BANGCAYA**
SUBJECT : **DESIGNATION AS OFFICER IN CHARGE**
DATE : **FEBRUARY 10, 2026**

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In view of my leave of absence on February 12-13, 2026, you are hereby designated as Officer-In-Charge (OIC) of the Accountancy Department on the said dates. As such, you are authorized to sign documents routinely signed by the Department Chairperson. You are also expected to perform routine duties in relation to the position.

For your reference and compliance.

SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

cc:
CHERYL Y. DULAY, Dean, CBDEM

USM-CBD-F05-Rev.0.2022.12.05

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