AREA II

FACULTY

PARAMETER C:

FACULTY ADEQAUCY AND LOADING

I.9

I.9 Instruction-related assignments, such as consultation, tutorial, remedial classes, expert services, etc., are in consonance with faculty workload guidelines.

Chapter 4

4. FACULTY TEACHING LOAD AND WORKING HOURS

4.1. Teaching Load/Overload

4.1.1. Teaching Load (without designation)

The normal teaching load of each regular faculty without designation in the undergraduate level in the tertiary level of the University shall be observed as follows (USM Code, Article 170, Section 7):

Number of preparations	Normal Teaching Load
3 or more	15 units
1-2	18 units

In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Any excess in the normal teaching load of a faculty member is considered an overload (USM Code, Article 170, Section 8). Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

4.1.2. Teaching Load (with designation)

The basic function of a faculty member in the academe is instruction. All regular faculty of the University shall be required to handle at least one (1) course every semester which may be complemented by any of such additional functions such as: administrative duties, research work, extension services, and production activities (USM Code, Article 86, Section 4).

The President may designate faculty members to render full-time services for any of the functional areas in administrative leadership, research, extension, resource generation and in other projects/programs as regular and or special designations. The faculty members with regular and special designations shall enjoy teaching load displacement as follows:

4.1.2.1. Faculty with regular designations (USM Code, Article 171, Section 1):

Designation	Load Displacement
Vice President	15 units
Chancellor	15 units
Director	12 units
Dean/Campus Dean	12 units
Campus Director	6 units
Chairperson	6 units

4.1.2.2. Faculty with special designations (USM Code, Article 171, Section 2):

Designation	Load Displacement
College Secretary/Associate Dean	9 units
2 or more program leaderships	9 units
Program Leader	6 unit
2 or more project leaderships	6 units
Project Leader	3 units
2 or more study leaderships	3 units
Regular College Coordinator	3 units

Faculty members with special designations who receive honorarium by virtue of special contract or external fund source shall not enjoy load displacement (USM Code, Article 171, Section 3).

Every faculty member with designated functions shall have at least three (3) units teaching load. If the accumulated teaching load displacement arising from regular and/or special designations is in excess of the normal teaching load, such faculty member shall still be assigned (3) units of teaching load (USM Code, Article 171, Section 4) in undergraduate courses.

4.1.2.3. Faculty with multiple designations:

In case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest, and also provided, that the load-credits are only for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice-President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.

4.1.2.4. Faculty with approved research/extension/resource generation designations:

A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or teaching assignments equivalent, provided that where a faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units (USM RDE Manual 2023, 2.1. b)

One (1) program (with at least 2 projects)	9 units
One (1) project (with at least 2 studies)	6 units
One (1) study	3 units

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load credit of three (3) units per 30 students, but not to exceed 12 units provided that the load-credits shall be prorated, if the number of students involved is less than 30, and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

Vice Presidents	15 units
College Deans, Directors	12 units
Head of Non-Academic Units	9 units
Medical Technologist/ Nutritionist Dietitian	6 units
College Guidance Coordinator	6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less)
Laboratory In-charge	3 units

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer, and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.

the same shall be converted equivalent service credits, based on existing guidelines.

4.1.4.2. Beyond the Official Time

This applies to teaching assignments conducted beyond the official working hours.

4.1.4.2.1. Request Course

Faculty members may accept a maximum of two (2) requested courses beyond their approved workload, provided that the classes are conducted outside of official working hours and do not conflict with their existing schedules. The rate for requested courses shall adhere to the guidelines outlined in BOR Resolution No. 40, series of 2009

4.1.4.2.2. Graduate School Load

Faculty members may teach up to three (3) additional graduate courses beyond their regular workload, provided these courses are scheduled outside of their official working hours or during the graduate school schedule and do not conflict with their existing teaching commitments. Compensation for these extra teaching duties shall be based on the revised honorarium computation scheme for graduate school per BOR Resolution No. 34, series of 2020.

4.1.4.2.3. Limited Practice of Profession/Private Business

Faculty members are permitted to engage in limited practice of profession/ private business beyond official working hours, subject to adherence to guidelines outlined in Section 136, Rule XII of the CSC Revised Omnibus Rules on Appointments and Other Human Resource Actions as amended (2018). This includes obtaining written permission from the head of the institution annually, ensuring that such activities do not interfere with teaching responsibilities, and prohibiting from the use of government resources for private endeavors.

4.2. Working Hours

Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch (USM Code, Article 84, Section 1).

Any deviation from the provisions of the preceding section such as the flexible working hours shall be subject to the approval of the University President taking into account the applicable laws and regulations (USM Code, Article 84, Section 2).

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
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email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 2325B
Series of 2026

TO: DR. JAY-R G. VILDAC

SUBJECT: **Designation as DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)**

DATE: **Tuesday, 24 February 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the unit 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 designation as **DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)**.

As **Director,** you shall perform the following function:

1. Develop and manage financial forecasts, create annual budgets, and track financial performance against targets;
2. Prepare accurate financial statements, ensure regulatory compliance, and provide regular management reports with insights into financial performance;
3. Oversee bookkeeping, implement internal controls, reconcile accounts, and manage audits;
4. Monitor and forecast cash flow, manage receivables and payables, and optimize working capital;
5. Assess financial risks, create mitigation strategies, and monitor key financial ratios;
6. Ensure compliance with tax laws and financial regulations, and manage audits;
7. Supervise the financial team, conduct performance reviews, provide training, and collaborate with other departments;
8. Create and enforce financial policies, standardize procedures, and ensure alignment with organizational objectives;
9. Prepare financial reports for executives, engage with external auditors, and communicate financial results to stakeholders; and
10. Implement financial systems, automate processes, benchmark performance, and identify cost-saving opportunities.

Furthermore, by virtue of this designation, you shall be entitled to a load displacement of **twelve (12) units, Vacation/Sick Leave Status and receive a RETE of FIFTEEN THOUSAND PESOS (₱15,000.00) per month as reimbursible pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.

This designation shall remain in force and in effect on **April 01, 2026 until March 31, 2027,** otherwise revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President

Conforme:

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___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

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

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:_____

Republic of the Philippines
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Management System ISO 9001:2015

Special Order No. 18061

Series of 2025

TO: **PROF. SANDRA ANGELA A. BANGCAYA**

SUBJECT: **Designation as DEPARTMENT CHAIRPERSON-ACCOUNTANCY**

DATE: **Wednesday, 3 September 2025**

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 **DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

As Department Chairman, 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 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

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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 and in effect on **August 04, 2025 until July 31, 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:

____

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___ File
___ COA file
___ Board Secretary

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Special Order No. 1292D
Series of 2025

TO:
- *Vice Chairperson*
- *Member*
- *Member*
- *Member*

MR. JAY-R G. VILDAC - *Member*

SUBJECT: **Designation as Vice Chairperson and Members of the University Fiscal Delivery Unit-Regional Management Team (FDU-RMT)**

DATE: **Monday, 31 March 2025**

As Chairperson, you are hereby designated as Vice Chairperson and members of the University Fiscal Delivery Unit-Regional Management Team (FDU-RMT) in addition to your appointive positions effective immediately.

As such, you are expected to meet with the DBM counterpart every quarter for updates, progress, problems and issues concerning university programs, projects and overall university operations and you shall exercise the duties and functions inherent in your designated position to the best of your ability. You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

By virtue of this designation, you shall be entitled to receive additional pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:

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Kabacan, Cotabato
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Special Order No. 1156C
Series of 2025

TO: **PROF. JAY-R G. VILDAC**

SUBJECT: **Designation as COMPONENT LEADER 3 ENTITLED: UniK 2025: THE KASUNAYAN PROGRAM**
DATE: **Wednesday, 12 March 2025**

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In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby designated as **COMPONENT LEADER 3 ENTITLED: UniK 2025: THE KASUNAYAN PROGRAM,** being implemented by the University of Southern Mindanao, in addition to your appointive position.

As such, you are expected to perform the following duties and responsibilities of the **Component Leader 3 entitled: "Establishing Financial Foundation: Mastering Enterprise Budgeting for Success"**:

1. Oversee the conduct of interview among the partner beneficiaries;
2. Implements research project on schedule and with appropriate fund utilization;
3. Facilitate signing of Memorandum of Agreement (MOA);
4. Conduct pre-implementation, implementation and post-implementation activities;
5. Conduct cost and return analysis sessions;
6. Enhance beneficiaries' knowledge and skills in enterprise budgeting; and
7. Prepares and submit project progress reports and documentation.

By virtue of the designation, you be entitled to **receive an honorarium of Php 5,000.00 for the whole duration of the project.**

CERTIFIED TRUE COPY:
MARGIE N. SUTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:_____

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OFFICE OF THE DIRECTOR FOR EXTENSION SERVICES

November 10,2025

PROF. ALLEN SHANE C. GARCIA
CBDEM Faculty
College of Business, Development Economics and Management
This University

Dear Prof. Garcia,

Greetings of peace and development!

The Extension Services Office is implementing a banner initiative titled the **HERO Project**. One of its key components is **"The Entrepreneur's Toolkit: Financial Foundations, Strategic Positioning, and Ethical Excellence"** a community- led initiative by the local community supported by the university's extension services and assisted by the LGU of Magpet through capacity- building activities **on November 14, 2025, from 8:00 AM- 3:00 PM.**

This collaborative effort will involve faculty from the **College of Business Development Economics Management** who will share relevant knowledge and expertise aligned with the university's thrusts in instruction, research, and extension.

In this regard, we would like to invite you to serve as a **Resource Person** on the topic **"A Foundation for Financial Clarity."** Your role will include preparing for your topic and coordinating with the **Component Leader** by providing the following: a short biography and a PowerPoint presentation.

We believe your expertise and commitment to public service will greatly contribute to the success and sustainability of this initiative, while also fostering stronger linkages between the university and the communities we serve.

We look forward to your favorable response and to working with you on this meaningful endeavor.

Thank you, and more power!

Sincerely yours,

AVEGALE S. ROY
Project Leader

CERTIFIED TRUE COPY:
MARGIE M. UTUAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:

Noted by:

GLYN G. MAGBANUA,PhD
Director, ESO

**"UNITY IN DIVERSITY AND
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BAGONG PILIPINAS

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OFFICE OF THE DIRECTOR FOR EXTENSION SERVICES

November 11, 2025

PROF. SANDRA ANGELA A. BANGCAYA
CBDEM Faculty
College of Business, Development Economics and Management
This University

Dear Prof. Bangcaya,

Greetings of peace and development!

The Extension Services Office is implementing a banner initiative titled the **HERO Project**. One of its key components is **"The Entrepreneur's Toolkit: Financial Foundations, Strategic Positioning, and Ethical Excellence"**—a community-led initiative by the local community supported by university's extension services and assisted by the LGU of Magpet through capacity-building activities **on November 14, 2025, from 8:00 AM- 3:00 PM.**

This collaborative effort will involve faculty from the **College of Business Development Economics Management** who will share relevant knowledge and expertise aligned with the university's thrusts in instruction, research, and extension.

In this regard, we would like to invite you to serve as a **Resource Person** on the topic **"Pricing and Costing: Maximizing Profitability."** Your role will include preparing for your topic and coordinating with the **Component Leader** by providing the following: short biography and a PowerPoint presentation.

We believe your expertise and commitment to public service will greatly contribute to the success and sustainability of this initiative, while also fostering stronger linkages between the university and the communities we serve.

We look forward to your favorable response and to working with you on this meaningful endeavor.

Thank you, and more power!

Sincerely yours,

AVEGALE S. ROY
HERO Project Leader

Noted by:

GLYN G. MAGBANUA, PhD
Director, ESO