AREA II

FACULTY

PARAMETER D

RANK AND TENURE

I.6

I.6 The probationary period or temporary status required before permanent status is granted to the faculty in accordance with Civil Service and institutional policies and guidelines

STRATEGIC MERIT SELECTION PLAN
for
FACULTY MEMBERS
of the
UNIVERSITY OF SOUTHERN MINDANAO

CHAPTER 5 PROBATIONARY PERIOD

Section 43. Faculty Member with permanent appointment shall undergo probationary period for a thorough assessment of performance and character. Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough investigation and assessment of capability to perform the duties of the position as enumerated in the Position Description Form (PDF).

Section 44. The probationary period shall cover the following faculty members:

a. Faculty members who are issued original appointments under permanent status and who meet all the requirements of the positions;

b. Faculty members who are temporary appointees who after meeting the eligibility requirements for a permanent appointment are reappointed (change of status to permanent).

c. Those who are reemployed under permanent status;

Section 45. The probationary period will be two (2) regular semesters.

To facilitate the review and monitoring of faculty member performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater) and the University President within five (5) days upon appointee's assumption to duty.

Section 46. The appointee's performance during the probationary period shall be reviewed as follows:

a) The department chairperson (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate intervention to improve the appointee's performance;

b) The probationers shall undergo induction program to orient him/her of his duties and responsibilities in instruction, research, extension, and resource generation.

c) The performance appraisal/ evaluation shall be done at least every six

(6) months

d) The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.

e) The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System (SPMS) and may include competency and job related critical incidents, such as habitual tardiness and continuous absence of work. Student's evaluation and his RDEP performance

shall form part of the evaluation. For RDEP performance, the probationer shall select any of the RDEP function to perform.

f) The performance evaluation report shall be reviewed by the Performance Management Team (PMT).

g) The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointee.

Section 47. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second semester. Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. On the other hand, want of capacity shall refer to the failure of the appointee during the probationary period to perform the duties and responsibilities based on the standards of work outputs agreed upon and reflected in the duly signed performance targets despite the development intervention provided by the immediate supervisor.

Section 48. The appointee shall be issued a notice of termination of service by the University President to the faculty member within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second semester of the probationary period. Such notice shall state, among other things, the reason for the termination of service and shall be supported by the following:

a) Individual Performance and Commitment Rating (IPCR)

b) Report of the immediate supervisor on the job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee;

c) Other valid documents that may support the notice of termination of service such as student evaluation, report of either RDO Director, ESO Director, BDO Director or HRDT Director

The notice of termination of service shall be executory after fifteen (15) days from receipt of the faculty member concerned unless appeal is made by the concerned probationer. If appeal is made, the PMT shall decide on the merit of the appeal.

If no notice of termination of office is given by the University President to the faculty member before the end of second semester of employment, the probationer becomes a regular faculty member of the agency concerned.

CHAPTER 6 EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

Section 49. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the University President.

Section 50. The appointment of officials or faculty members who are on official leave of absence, training or scholarship grants, shall be effective upon assumption or upon return from official leave of absence, scholarship or training.

Section 51. An appointment shall be submitted to the Civil Service Commission within thirty calendar days from date of issuance.

Section 52. An appointment issued by the University President may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.

Section 53. Other CSC rules on the submission of appointments for closed career position are hereby adopted.

CHAPTER 7 PROTEST

Section 54. Within fifteen (15) days from notice of issuance of an appointment, a next-in-rank faculty member who is competent and qualified, or a candidate with superior qualifications, who feels aggrieved by the promotion or appointment of another, may file his protest in the manner prescribed in the grievance procedure in the University under the following conditions:

a. Non-compliance with the selection process.

b. Discrimination on account of sex, civil status, disability, pregnancy, religion, ethnicity or political affiliation, and other personal attributes of the individual.

c. Other violations of the Merit Selection Plan.

CHAPTER 8 PROHIBITIONS

Section 55. No faculty member shall hold any other office or employment in the government unless otherwise allowed by law.

Section 56. A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any faculty position in USM within one year following such election.

Section 57. A faculty member shall be considered *ipso facto* resigned from his/her office upon filing of the certificate of candidacy. He/she must vacate the same at the start of the day of the filing of the certificate of candidacy with the COMELEC, even if later on disqualified or has withdrawn the certificate for candidacy.

Section 58. A faculty member who resigned from the government service during the three (3)-month period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election.

Section 59. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.

Section 60. Faculty appointments are exempted from the rule of nepotism. However, the rules of nepotism apply to designation to administrative positions.

Section 61. The University President/ Board of Regents shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved/invalidated by the Commission. However, in case an appointment is void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law, the University President may request the Commission for its withdrawal or revocation. Provided, that if a protest on the appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.

Section 62. No person who has been dismissed or perpetually excluded/disqualified from government service shall be appointed or reemployed unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission.

Section 63. No person who has reached the compulsory retirement age of 65 years can be appointed to any faculty position unless provided by law.

The extension of service of a person who will reach the compulsory retiremer age of 65 years may be allowed for a period of six (6) months and in meritorious circumstances may be extended for another six (6) months. The request for extension shall be made by the University President with concurrence by the Board of Regents. The same shall be filed with the Commission not later than three (3) months prior to the date of the faculty member compulsory retirement. Services rendered during the period of extension shall no longer be credited as government service.

However, for one who will complete the fifteen (15) years of service required under the GSIS Law, a maximum period of two (2) years may be allowed. Services rendered during the period of extension shall be credited as part of government service for purposes of retirement. The faculty member, may file the request of extension of service.

The request shall be submitted to the Commission with the following documents:

a) Request for extension of service signed by the University President or the employee in case of extension to complete the 15- year service required under the GSIS Law, containing the justifications for the request;

b) Certification by a licensed government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position.

c) Certified true copy of the employee's Certificate of Live Birth;

d) Clearance of no pending administrative case issued by the CSC, Office of the Ombudsman and agency concerned;

e) Service record of the employee, if the purpose of the extension is to complete the 15year service requirement under the GSIS law;

f) Certification from the GSIS on the Total Length of Service (TLS) of the employee for those who are completing the 15-year service requirement;

g) Certified true copy of the updated Plantilla of Personnel issued by the agency HRM Officer; and

h) Proof of payment of the filing fee.

The only basis for Heads of Offices to allow a faculty member to continue rendering service after his/her 65th birthday is a Commission Resolution granting the request for extension. In the absence of such resolution, the said faculty member shall not be authorized to perform the duties of the position and his/her salaries shall be the liability of the official responsible for the continued service of the employee.

During the period of extension, the faculty member on service extension shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part and parcel of an employee's compensation package subject to the existing regulations on the grant thereof, except step increments. The faculty member shall also be entitled to 15 days

vacation and 15 days sick leave annually, provided that the same are not commutative and cumulative.

Section 64. No COS faculty shall be designated to positions exercising control or supervision over other faculty members and other regular and career employees.

Section 65. No discrimination shall be exercised, threatened or promised against or in favor of any person examined or to be examined or employed by reason of his/her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability, or ethnicity.

Section 66. A person with dual citizenship shall not be appointed as a faculty member unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225. However, even if he/she has renounced his/her foreign citizenship, but continues to use his/her foreign passport in travelling after renunciation, he/she shall not be considered for faculty appointment. This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth.

Section 67. The right to be appointed to any faculty position in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

Management System ISO 9001:2008
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www.tuv.com ID 9105624057

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SERVICE RECORD
(To be accomplished by Employer)

NAME: BANGCAYA (Last) SANDRA ANGELA (First) AMOLO (Middle)

(If married woman, give also full maiden name)

BIRTH: July 27, 1986 (Date) Quirino St., Pob., Kabacan, Cotabato (Place)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates) From	To	RECORD OF APPOINTMENT Designation	Status (1)	Salary (2)	OFFICE ENTITY/DIVISION Station/Place of assignment	BRANCH (3)	L/V ABS W/O PAY Date	SEPARATION (4) Cause
01-26-09	06-30-09	Instructor I	Substitute	162,144.00	USM, Kab., Cot.	National		
07-01-09	11-22-09	-do-	-do-	181,428.00	-do-	-do-		
11-23-09	06-23-10	-do-	Permanent	181,428.00	-do-	-do-		Change status
06-24-10	05-31-11	-do-	-do-	200,712.00	-do-	-do-		Sal. Adjt. NBC # 524
06-01-11	05-31-12	-do-	-do-	219,996.00	-do-	-do-		Sal. Adjt. NBC # 530
06-01-12	11-22-12	-do-	-do-	239,280.00	-do-	-do-		Sal. Adjt. NBC # 540
11-23-12	03-24-15	-do-	-do-	241,680.00	-do-	-do-		step increment
03-25-15	12-31-15	Instructor II	-do-	257,232.00	-do-	-do-		NBC 461 6th cycle reclass
01-01-16	02-10-16	-do-	-do-	267,936.00	-do-	-do-		Sal. Adjt. NBC # 562
02-11-16	12-31-16	Instructor III	-do-	289,692.00	-do-	-do-		NBC 461 (7th cycle) Promotion
,01-01-17	12-31-17	-do-	-do-	303,480.00	-do-	-do-		Sal. Adjt. NBC # 568
01-01-18	03-25-18	-do-	-do-	317,928.00	-do-	-do-		Sal. Adjt. NBC # 572
03-26-18	12-31-18	Assistant Professor I	-do-	348,120.00	-do-	-do-		Re-class NBC 461 Cycle 7
01-01-19	06-30-19	-do-	-do-	366,372.00	-do-	-do-		Sal. Adjt. NBC # 575
07-01-19	12-31-19	Assistant Professor II	-do-	403,008.00	-do-	-do-		Reclass NBC 461 Cycle 7A
01-01-20	12-31-20	-do-	-do-	421,272.00	-do-	-do-		Sal. Adjst. NBC # 579
01-01-21	12-31-21	-do-	-do-	439,536.00	-do-	-do-		Sal. Adjst. NBC # 584
01-01-22	06-19-22	-do-	-do-	457,800.00	-do-	-do-		Sal. Adjst. NBC # 588
06-20-22	12-31-22	Assistant Professor III	-do-	498,096.00	-do-	-do-		Promotion
01-01-23	12-31-23	-do-	-do-	516,360.00	-do-	-do-		Sal. Adjst. NBC # 591-4th tranch
01-01-24	03-10-24	-do-	-do-	541,656.00	-do-	-do-		Sal. Adjst. NBC # 594
03-11-24	10-17-24	Asst. Professor IV	-do-	588,180.00	-do-	-do-		JC3 Re-class
10-18-24	12-31-24	Asso. Professor II	-do-	721,884.00	-do-	-do-		Promotion
01-01-25	12-31-25	-do-	-do-	755,604.00	-do-	-do-		Sal. Adjst. NBC # 597
01-01-26	01-13-26	-do-	-do-	792,624.00	-do-	-do-		Sal. Adjst. NBC No.601
01-14-26	Present	Asso. Professor III		879,636.00	-do-	-do-		Promotion
			X-X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X-X-X					
			Purpose: For Accreditation					

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT

NERISSA G. DELA VIÑA, Ph.D.
Director

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SERVICE RECORD
(To be accomplished by Employer)

NAME: VILDAC (Last) JAY-R (First) GRAZA (MI)

(If married woman, give also full maiden name)

BIRTH: 09/18/1994 (Date) Kabacan, Cotabato (Place)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates) From	To	RECORD OF APPOINTMENT Designation	Status (1)	Salary (2)	OFFICE ENTITY/DIVISION Station/Place of assignment	BRANCH/V ABS (3) W/O PA Date	SEPARATION (4) Cause
12-19-17	12-31-17	Accountant III	Permanent	469,812.00	USM, Kab., Cot.	National	Original
01-01-18	12-31-18	-do-	-do-	505,188.00	-do-	-do-	Sal. Adjst. NBC # 572
01-01-19	12-31-19	-do-	-do-	543,228.00	-do-	-do-	Sal. Adjst. NBC # 575
01-01-20	12-18-20	-do-	-do-	561,492.00	-do-	-do-	Sal. Adjst. NBC # 579
12-19-20	12-31-20	-do-	-do-	570,360.00	-do-	-do-	step increment
01-01-21	07-11-21	-do-	-do-	588,624.00	-do-	-do-	Sal. Adjst. NBC # 584
07-12-21	12-31-21	Associate Professor I	-do-	588,624.00	-do-	-do-	Transfer to CBDEM
01-01-22	12-31-22	-do-	-do-	598,020.00	-do-	-do-	Sal. Adjst. NBC # 588
01-01-23	12-31-23	-do-	-do-	616,284.00	-do-	-do-	Sal. Adjst. NBC # 591-4th tranch
01-01-24	03-10-24	-do-	-do-	646,476.00	-do-	-do-	Sal. Adjst. NBC # 594
03-11-24	12-31-24	Asso. Professor II	-do-	721,884.00	-do-	-do-	JC3 Re-class
01-01-25	12-31-25	-do-	-do-	755,604.00	-do-	-do-	Sal. Adjst. NBC # 597
01-01-26	01-11-26	-do-	-do-	792,624.00	-do-	-do-	Sal. Adjst. NBC No.601
01-12-26	Present	Associate Professor IV	-do-	981,552.00	-do-	-do-	Promotion

X-X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X-X

Purpose: For Accrediation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT

October 21, 2026
(Date)

NERISSA G. DELA VIÑA, Ph.D.
Director

USM-HRD-F22

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

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www.tuv.com ID 9108634167

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

SERVICE RECORD

(To be accomplished by Employer)

NAME: GARCIA (Last) ALLEN SHANE (First) CABAÑOG (MI)

(If married woman, give also full maiden name)

BIRTH: November 08,1994 (Date) Davao City, Davao Del Sur (Place)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates) From	To	RECORD OF APPOINTMENT Designation	Status (1)	Salary (2)	OFFICE ENTITY/DIVISION Station/Place of assignment	BRANCH	LV ABS W/O PAY Date	SEPARATION (4) Cause
01-06-25	12-31-25	Assistant Professor I	Permanent	482,496.00	USM, Kab., Cot.	National		Promotion
01-01-26	Present	-do-	-do-	42,178.00	-do-	-do-		Sal.Adjt.NBC No.601
		X-X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X						
		Purpose: For Accreditation						

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT

October 21, 2026
(Date)

NERISSA G. DELA VIÑA, Ph.D.
Director