AREA II

FACULTY

PARAMETER E:

FACULTY DEVELOPMENT

I.4

I.4 Selection of deserving faculty to be granted scholarship, fellowships, seminars, conference and/or training grants is done objectively

Chapter 6

6. FACULTY LEARNING AND DEVELOPMENT

6.1. General Policy

These programs encompass training with foreign and local scholarships, training grants, on-the-job experiential learning, coaching, mentoring, and other HRD interventions. The goal is to cultivate a gritty, agile, competent, high-potential, high-performing, and highly valued workforce aligned with the university's strategic goals. This system, known as the Linang Tao Learning and Development Management System (Linang Tao LDMS), applies to all faculty members. Temporary and co-terminus employees in mission-critical positions are also included due to the critical nature of their competency development for their tasks. Competency gaps for these employees must be identified and documented through needs analysis. Non-permanent personnel may participate in in-house L&D programs if their tasks are crucial to agency and project deliverables. Additionally, candidates for recruitment or graduating university students may avail of pre-entry L&D programs to facilitate a smooth transition into the workforce.

6.2. Policies

- USM promotes and upholds the value of equality and impartiality in Learning and Development by instituting the Equal Opportunity Principle (EOP).
- USM establishes local and international linkages to encourage teaching and non-teaching personnel to pursue relevant local and foreign-assisted training, scholarships, seminars, conferences, workshops, or related HRD programs.
- USM develops, reviews, and updates competency standards for its human resources, aligned with its strategic goals. These standards will form the basis for crafting L&D plans.
- The selection of participants for L&D programs shall be based on relevance, actual and forecasted needs for specialization, enhancement of competence, performance of learning service providers, and alignment with organizational priorities and strategic goals.
- L&D interventions are considered relevant if they address individual performance and competency gaps, vertical articulation in the case of faculty, the unit's L&D trajectory, and policy and industry trends.
- Preference is given to candidates with permanent appointments. Non-permanent personnel may be considered for short-term and in-house L&D programs subject to specific guidelines.
- Unit heads and the HRMDO ensure that each employee has access to at least one L&D intervention per year.

- Recipients of the Gawad USM award are given priority in L&D interventions.
- USM crafts guidelines for accrediting, managing, and evaluating learning service providers to ensure efficient and effective L&D services aligned with the university's strategic goals.
- USM strives to provide L&D opportunities through the 70:20:10 model, where 70% of learning occurs on the job, 20% through interaction and collaboration, and 10% through formal learning interventions such as classroom training and digital curricula.
- The impact of L&D initiatives is continuously measured using key performance indicators (KPIs), focusing on alignment with mandated functions and priorities, learning excellence (behavior and performance change), and operational excellence (investment and resource utilization).
- The L&D curriculum includes enhancing personnel potential and performance, serving as input to the Dynamic Candidates Assessment System (DYCAS), which is central to recruitment, selection, and placement at USM.
- Coaching, mentoring, and other L&D activities are considered in the selection of Gawad USM awardees andl form part of the success indicators for supervisors and leaders under the Strategic Performance Management System (SPMS).
- USM integrates the L&D platform into the Yamang Tao Human Resource Information System to allow individuals to plan and monitor their L&D targets.
- USM establishes a digital learning management system to allow employees to undergo competency enhancement while on the job.
- USM establishes mechanisms for industry or community immersions, secondments, sabbatical leaves, post-doctoral fellowships, faculty exchange programs, and other off-campus L&D interventions in partnership with international bodies, government agencies, and non-government organizations.
    - All faculty or staff participating in or receiving training/scholarships or fellowship grants must execute a contract with USM, submit a completion report, and furnish the HRMDO with proof of completion for their personnel file.
    - All personnel must record their L&D activities in their enhanced daily time record (EDTR) learning journals. Personnel on study leave shall register their graduate studies and activities online for HRMDO monitoring, though these entries need not comply with the 40-hour workweek rule.

The Faculty Training and Development Committee (FTDC) is responsible for the planning and monitoring of scholarship and the learning and development of the Faculty members.

The UFTDC is composed of:

- Vice-President for Academic Affairs as Chairperson
- Vice-President for Administration and Finance as Vice Chairperson
- Director for Instruction as member
- President of the USM Faculty Association, Incorporated (USMFAI) as member
- Director, Human Resource Management and Development Office (HRMDO) as member
- Dean of the college/institute supervising the candidate as provisional member
- Chairperson of the department supervising the candidate as provisional member

The UFTDC shall:

- Develop, adopt and implement a judicious screening process and criteria in selecting nominees/ candidates to ensure equitable distribution of scholarship and training and development opportunities among faculty members
- Periodically review existing policies, processes, guidelines, and procedures relevant to the committee functions and concerning to learning and development and other human resource development programs of the university and recommend improvements herein.
- Ensure that all faculty members, regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, receive at least one (1) Learning and Development intervention annually.
- Review and approve the list of needs-based faculty training programs prepared by the HRMDO or other units of the university performing L&D functions.
    - Develop the faculty competency framework.
    - Prescribe the competency standards as the basis for the curriculum development of the System Initiative for Nurturing Teaching and Learning Innovation and Development of Knowledge (SINTIDO) courses or other courses through the LinangTao Academy.
    - Prescribe the selection criteria for participation to short-term trainings, seminars, microlearning courses as basis for the HRMDO or other units to evaluate and recommend to the University President the most qualified nominees and recipients, except if concerned recipient(s) had been explicitly identified by the University President in the exigency of the service and/or direct identification of trainees/recipients by the inviting parties.
    - Prescribe the selection criteria for graduate study permits, study load credits, scholarships, thesis support, and subsidies.
    - Evaluate and deliberate on the qualifications of candidates/ nominees to:
        i. USM scheme including graduate study support, thesis support, study permits, study load credits, etc.

ii. Foreign scholarships and trainings
iii. Secondment to international bodies or government agencies
iv. Industry or community immersions v. Post-doctoral or research fellowships vi. Faculty exchange program
v. Sabbatical leave
vi. Microlearning

- Review the quarterly monitoring report of the HRMDO pertaining to the L&D activities of the university and recommend measures for its enhanced implementation.
- Prescribe guidelines on non-formal experiential and social learning to provide a holistic L&D experience.
- Review the effectiveness and efficiency of L&D activities and recommend enhancement thereof.
- Recommend budget allocation and expenditures of the faculty and staff development fund in coordination with the SSDC to ensure equitable distribution among faculty and non-teaching personnel.
- Other functions that the President may designate.

6.2.1. Qualification of Learners

To qualify for the Learning and Development programs/interventions, learners must meet the hereunder basic qualifications set forth by the FTDC, ensuring equitable access and distribution of opportunities across all faculty members.

L&D Intervention	Basic Qualifications of Learner
	provided, that the study load credits does not necessitates hiring additional faculty.
Secondment	• Permanent status of at least Assistant Professor I or equivalent; • Justification from department chairperson that the schedule and duration does not adversely affect the workload; • Compensation package by the host can cover the salary and benefits of the personnel in secondment; • At least 0.5 average unit expected competency improvement after secondment; • Very Satisfactory IPCR in the rating period immediately prior the application; • Relevance of services to the academic program or strategic direction of the university.
Industry or community immersion	• Permanent status of at least Associate Professor I or equivalent; • Justification from department chairperson that the schedule and duration does not adversely affect the workload; • The expected benefits because of the innovation can cover the investment cost in the long run; • Very Satisfactory IPCR in the rating period immediately prior the application; • Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC/ USSDC; • Relevance of services to the academic program or strategic direction of the university.

Post-doctoral fellowship	• Permanent status of at least Assistant Professor I or equivalent; • Justification from department chairperson that the schedule and duration does not adversely affect the workload; • Very Satisfactory IPCR in the rating period immediately prior the application; • Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC.
Sabbatical Leave	• Has rendered continuous service in USM as permanent for not less seven (7) consecutive years immediately preceding the application; • A holder of rank of Professor I or its equivalent; • Justification from department chairperson that the schedule and duration does not adversely affect the workload; • The expected benefits because of the generation of intellectual products can cover the investment cost in the long run. This includes the potential of learning that peers can avail in the future; • Outstanding IPCR in the rating period immediately prior the application
Faculty Exchange	• A holder of rank of Associate Professor I or its equivalent; • The counterpart exchange faculty is known expert of a field the university is currently deficient or currently developing; • Outstanding IPCR in the rating period immediately prior the application
Microlearning courses	• Permanent status; • Very Satisfactory IPCR in the rating period immediately prior the application; • Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC.

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

April 28, 2026

JONALD L. PIMENTEL, Ph.D
SUC President IV

Dear Sir:

Greeting of peace!

I would like to ask your approval to allow the faculty members of the Accountancy Department namely SANDRA ANGELA A. BANGCAYA, JAY-R G. VILDAC, ALLEN SHANE C. GARCIA, and BAIKONGAN B. GUIAMAN to attend the 33rd Accounting Teachers' Conference on June 9-11, 2026, at the Ateneo de Davao University, Roxas Avenue, Poblacion District, Davao City with the theme "Accounting Teachers in Mission: Leading with Impact" The conference is hosted by the National Association of Certified Public Accountants in Education (NACPAE).

The convention will provide relevant knowledge to the teachers in these times of change and emerging trends in accounting education. The conference will include prevalent topics such as transformative communication approach for accounting educators, industry roadmaps for accounting-related programs and the role of accounting teachers in driving personal and professional change. This conference will also give opportunities for them to establish linkages with other faculty members of colleges and universities across the Philippines with teambuilding activities.

I am hoping for your kind consideration and approval of this request. Attached are the invitation, change of venue announcement, program and other details for the event.

Sincerely yours,

SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

APPROVED
Subject to first availability of the College/Unit

Noted by:

CHERYL Y. DULAY
Dean, CBDEM

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

USM-CBD-F05-Rev.0.2022.12.05

Republic of the Philippines
Kabacan, Cotabato
UNIVERSITY OF SOUTHERN MINDANAO
Tel. No. 064-572-2138
email address: op@usm.edu.ph

March 24, 2025

CERTIFICATION OF PARTICIPATION IN A CONFERENCE/SEMINAR/ SPEAKING ENGAGEMENTS

This is to certify that ALLEN SHANE C. GARCIA, faculty member of University of Southern Mindanao, has been granted permission to join and actively participate in the **OBE Training for Philippine Accounting Teachers Part 2: F2F (Foundations for Formators): Cultivating Transformative Accounting Educators (VisMin Leg),** scheduled to take place on April 4-5, 2025, 8:00 AM – 5:30 PM at the University of Mindanao, Davao City.

The faculty member's attendance at this conference/seminar aligns with the University's commitment to fostering academic growth, research, and professional development. This event is a great opportunity for the faculty to enhance his/her knowledge, network, and contribution to the field.

During their participation in the conference/seminar, ALLEN SHANE C. GARCIA shall therefore, engage in various sessions, workshops, and discussions related to their field of expertise to share and exchange ideas, staying updated with the latest research and industry trends, and building collaborative partnerships with other scholars and professionals.

The University fully supports and encourages its faculty's active involvement in such academic gatherings, as it ultimately enriches the teaching and research environment on our campus. This experience shall create a positive impact on the quality of education and research that ALLEN SHANE C. GARCIA offers to our students and colleagues upon their return.

Necessary reports and feedback shall be submitted to the Human Resource Management & Development Office upon the completion of such seminar/conference.

Approved by:

JONALD L. PIMENTEL, PHD
SUC President IV

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

USM-SYS-F70-Rev.1.2020.07.14

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

September 15, 2025

JONALD L. PIMENTEL, PhD
SUC President IV
This University

Subject: Request for Permit to Travel Abroad

Sir,

Greetings!

As part of my personal tradition, I always make it a point to travel abroad at least once a year to broaden my personal and professional horizons. However, since I became a member of the Board of Trustees of the National Association of CPAs in Education (NACPAE), I have strategically timed my annual personal trips to coincide with the NACPAE International Conference. This approach allows me to efficiently combine my personal travel plans with my participation in the conference, making the most of both experiences while ensuring that my university responsibilities are fully managed and unaffected.

In line with the forgoing, I am respectfully writing to seek a permit to travel abroad for a personal trip to Cambodia, which includes attending the upcoming International Conference of the National Association of CPAs in Education (NACPAE), combined with a two-day layover in Singapore.

I will be attending the conference in my capacity as a member of the Board of Trustees of the association. Kindly allow me to clarify that my participation is purely on a personal basis, and I will not be representing the university nor using its name in any official capacity during the event. Please also be informed that all expenses for this trip, including airfare and accommodation, will be fully shouldered by the association.

The conference is scheduled from October 25 to November 2. Additionally, I will have a personal layover for two days in Singapore as part of my travel itinerary. I assure you that I will make all necessary arrangements to ensure that my university responsibilities will not be affected during this period.

I would be very grateful for your kind consideration and approval of this travel permit.

Thank you very much for your time and understanding.

Respectfully yours,

Jay-R G. Vildac, DBA, CPA

Prof. B. Bretana
Ms. J. Sinco
please handle issuance of TA.

CERTIFIED TRUE COPY
MARGIE H. BATUAM-BALDOZ
Chief Administrative Officer
University of Southern Mindanao
Date:

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

TRAVEL ORDER

T.O. # 298123
Date: May 6, 2026

NAME: ALLEN SHANE C. GARCIA
DESIGNATION: Faculty member
DEPARTURE: June 8, 2026
RETURN DATE: June 11, 2026
PURPOSE: To attend the 33rd ACCOUNTING TEACHERS' CONFERENCE on June 9-11, 2026, at the Ateneo de Davao University, Roxas Avenue, Poblacion District, Davao City.

Remarks:
/ Per diem and expenses allowed
_____ Official time only
_____ Vehicle can be provided if available
/ Take a public utility vehicle

ITINERARY OF TRAVEL

Date	Place/s to be visited	Departure	Arrival	Means of Transportation	Transportation Cost	Per Diem	Total
June 8, 2026	Kabacan - Davao City	1:00 pm	5:00 pm	Van	400	1,440	1,840
June 9, 2026	Davao City – Seminar Registration	8:00 am	5:30 pm			1,800	1,800 8,400
June 10, 2026	Davao City – Seminar	8:00 am	5:30 pm			1,800	1,800
June 11, 2026	Davao City – Seminar	8:00 am	1:00 pm			900	900
	Terminal-Kabacan	4:00 pm	9:00 pm	Van	400		400
				TOTAL			15,140

I certify that: (1) I have reviewed the itinerary
(2) the travel is necessary to the service,
(3) the period covered is reasonable, and
(4) the expenses claimed are proper.

FUND 05
SANDRA ANGELA A. BANGCAYA
Immediate Supervisor

Prepared by:
ALLEN SHANE C. GARCIA

Approved by:
LEORENCE C. TANDOG

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

CONTROLLED
By: _____

USM-SYS-F37-Rev.1.2020.03.02