# AREA II

# FACULTY

**PARAMETER F:**

**PROFESSIONAL PERFORMAMNCE AND SCHOLARLY WORKS**

**I.1.10**

# I.1.10 Fringe benefit housing privilege

Republic of the Philippines
**UNIVERSITY OF SOUTHERN MINDANAO**
Kabacan, Cotabato
usmhousing@usm.edu.ph

**UNIVERSITY HOUSING COMMITTEE**

**MEMORANDUM No. 19**
Series of 2026

TO : **USM PERMANENT FACULTY AND STAFF**

SUBJECT : **Application for Housing Units**

DATE : **July 28, 2026**

To ensure equal opportunity, all permanent faculty and staff members who wish to apply for university housing are hereby directed to submit a formal application to the Housing Administrator for evaluation and appropriate action.

Submission of application requirements signifies interest only and does not indicate the availability of housing units, nor does it assure approval or assignment. All applicants shall likewise be subject to a background investigation as part of the evaluation process. Applications shall be evaluated by the Housing Committee in accordance with approved housing policies, guidelines, and established criteria.

Interested applicants are required to submit the following documents:

1. **Duly Filled- out Application Form;**
2. **Copy of Service Record;**
3. **Certificate of No Home Ownership/ Certificate of No Residency within the Poblacion, Kabacan, Cotabato from the Office of the Punong Barangay or Affidavit of No Residency;**
4. **List of intended Occupants;**
5. **Copy of Latest payslip; and**
6. **Any additional documents as may be required by the Housing Committee.**

All documents must be complete and accurate and submitted not later than August 15, 2026. Incomplete submissions shall not be processed.

To access the application form, please refer to this link: https://tinyurl.com/ycxyw3f7 . Please be advised that access is restricted to USM email accounts only.

For all inquiries, clarifications, and submission concerns, please direct your communication to the official Housing email address: usmhousing@usm.edu.ph

For guidance and information.

**GUENIELYN L. DURENDES**
Chair, Housing Committee

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

USM-SYS-F71-Rev.2.2023.12.29

**UNIVERSITY OF SOUTHERN MINDANAO**
**Kabacan, Cotabato**
**Philippines**

## USM HOUSING APPLICATION FORM

**PERSONAL INFORMATION** | Date applied: (mm/dd/yr)

LAST NAME FIRST NAME MIDDLE NAME SUFFIX

Permanent Address: House No. and Street: Barangay: Municipality: Province: Region:

Sex ☐ Male ☐ Female

Are you a person with disability (PWD)? ☐ Yes ☐ No

Contact No:
Email:

Civil Status ☐ Single ☐ Married ☐ Widow/er ☐ Divorced ☐ Separated

Status of Employment: ☐ Permanent

Name of Spouse:
Last name: First name: Middle name:

Family size:

| List down the names of the family members who will stay with you | Relationship with the family members |
|---|---|
| Last name First name MI<br>1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. | |

Designation:
☐ Vice President
☐ Deans
☐ Directors
☐ University Physicians
☐ Dentist
☐ Department Head
☐ Project Head
☐ Faculty
☐ Staff
☐ Other: _____

Number of years in Service:

Both are USM Employees?
☐ Yes ☐ No

**REQUIREMENTS:**

A.) Duly filled-out Housing Application Form
B.) Service Record
C.) Certificate of No Home Ownership/Certificate of No Residency within the Poblacion, Kabacan, Cotabato from the USM Security Services Office, or Affidavit of No Residency within the Poblacion, Kabacan, Cotabato
D.) List of intended occupants
E.) Copy of latest payslip to be submitted at the BDC Office.

**NOTE: Incomplete documents/requirements will not be entertained.**

# USM DATA TRACKING SYSTEM

| | | | | | | |
|---|---|---|---|---|---|---|
| 26081124VEH1U | | [redacted] | APPLICATION FOR HOUSING THROUGH USM | COMMUNICATION LETTER (INTERNAL) | | AUGUST 11, 2026 04:18 |
| 260810GPTKDMX | | [redacted] | APPLICATION FOR A UNIVERSITY HOUSING UNIT... | COMMUNICATION LETTER (INTERNAL) | | AUGUST 10, 2026 10:38 |
| 260806A8HUTD0 | | [redacted] | APPLICATION LETTER FOR A HOUSING UNIT AT USM | COMMUNICATION LETTER (INTERNAL) | | AUGUST 06, 2026 09:38 |
| 260727X40963E | | [redacted] | LETTER OF INTENT FOR UNIVERSITY HOUSING APPLICATION | COMMUNICATION LETTER (INTERNAL) | | JULY 27, 2026 04:13 |
| 260722YWLZNJD | | [redacted] | LETTER OF INTENT TO APPLY FOR A HOUSING UNIT AT UNIVERSITY HOUSING | COMMUNICATION LETTER (INTERNAL) | | JULY 22, 2026 10:36 |
| 260713LZ7BS1N | | [redacted] | APPLICATION FOR A HOUSING UNIT... | COMMUNICATION LETTER (INTERNAL) | | JULY 13, 2026 03:55 |
| 260709L5CDPEB | | [redacted] | LETTER REQUEST FOR EXTENSION OF HOUSING USUFRUCT, ASSISTANCE IN HOUSING APPLICATION AND CONNECTIVITY OF UTILITIES | COMMUNICATION LETTER (EXTERNAL) | LETTER REQUEST FOR EXTENSION OF HOUSING USUFRUCT, ASSISTANCE IN HOUSING APPLICATION AND CONNECTIVITY OF UTILITIES | JULY 09, 2026 05:39 |
| 26070896V2APO | | [redacted] | LETTER OF NOTIFICATION TO VACATE ASSIGNED UNIVERSITY HOUSING EFFECTIVE JULY 16, 2026 | COMMUNICATION LETTER (INTERNAL) | | JULY 08, 2026 01:18 |

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Sec. 2. [illegible] subject to the policies and guidelines to be adopted by the University.

**Article 104. Housing and Land Use Privileges** USM CODE

Sec. 1. The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its academic and non-teaching personnel at very low and affordable rental charges, exclusive of light and water rental charges. The administration shall implement this provision by tapping both public and private sources of funding.

Sec. 2. In the absence of an available unit of government cottage or housing facility, a bonafide employee of the University may, upon permission of the University President or his duly authorized representative, build a temporary residential house using light materials at his own expense at a designated area in the campus duly reserved for the purpose. Such structure, however, can be removed or demolished anytime upon appropriate prior notice by the school administration to pave way for the implementation of a development project intended to be established in the said area.

Sec. 3. The University shall formulate and implement policies, rules and regulations on housing and land use privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University.

Sec. 4. A Housing and Land Use Regulatory Committee shall be constituted by the University, to be headed by a Chairman, who shall also act as the Housing Administrator, to enforce policies, rules and regulations promulgated by the University for the administration of all housing facilities of the University.

**Article 105. Legal Services**

Sec. 1. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its official or employees who is charged in an administrative, civil and/or criminal proceedings by parties other than the University or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of their official duties and functions and/or in defense of University policies and regulations.

**Article 106. Retirement Privileges**

Sec. 1. In addition to the benefits granted under existing laws, retired members of the academic and non-academic staff shall be afforded the privilege to participate in major University programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations.

Sec. 2. Subject to the provisions of applicable law and regulations, a retired faculty member with the rank of full professor may be appointed Professor Emeritus, provided that the following requirements concur:

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