AREA II

FACULTY

PARAMETER G:

SALARIES, FRINGE BENEFITS, AND INCENTIVES

I.1.3

I.1.3 Study Leave Benefit

application for sabbatical leave and has a performance of at least Very Satisfactory;

b. He/she must be a holder of a rank not lower than Associate Professor 1;

c. He/she must possess the capacity to fulfill the purpose of the assignment expressed in his/her application;

d. He/she must submit a Plan of Work to the USM Scholarship Committee and must pass the same to the Committee; and

e. He/she must not be more than 60 years old

A sabbatical leave shall be for a period of one (1) year. Failure to come up with an output shall be a ground for the grantee to repay the University of the salaries and other emoluments he/she has received during the Sabbatical leave period.

7.1.2.2. Study Leave

Faculty members may enjoy a study leave subject to Human Resource Development guidelines/policies.

7.1.2.3. Scholarship Grant (BOR Resolution No.34, s 2024)

7.1.2.3.1. General Policy

The scholarship policy is a set of rules for the management of professional development among personnel. This covers degree programs funded locally by the University only. Scholarship grants from national and international organizations shall govern by MOA between the grantees and USM and MOA from funding agencies. Seminars, symposia, conferences, and workshops are not within the coverage of these guidelines.

The members of FTDC shall administer the scholarship matters in the University. Its actions shall be recommendatory in nature.

The scholarship policy shall be the basis for personnel in the University to get involved in the capability-building and/or enhancement program.

The scholarship policy shall be observed at all levels of management to ensure smooth administration of the scholarship matters.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
email address: boardsec@usm.edu.ph

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 146th REGULAR MEETING OF THE USM GOVERNING BOARD ON 20 DECEMBER 2021 VIA ZOOM TELECONFERENCE

GRANT OF PRIVILEGES FOR SELECTED USM EMPLOYEES

Resolution No. 124
Series of 2021

Approval of the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office subject to compliance with applicable rules and regulations of the Civil Service Commission and other pertinent laws, to wit:

Name of Faculty	Request				FTDC Recommendations	Amount (₱)		Total (₱)
	Nature of Request	Academic Program	Target Institution	Duration		Fund Allocation	Salary attribution for the duration of the program and/or estimated official time spent charged to Fund 101	
1. ANGELO R. AGDUMA	Study Leave with pay (full-time); Recommendation from the University for the application of USM Scheme.	Doctor of Philosophy in Ecology	Guangxi University (GXU) in People's Republic of China	6 months	Endorsed for a Study Leave with pay for 6 months		301,878.00	301,878.00
2. GENALYN P. GALAS	Permit to study (full-time); Study leave with pay starting second semester S.Y 2021-2022	Doctor of Philosophy in Biology major in Marine Biology	Univ. Of San Carlos, Cebu City	3 years	Recommended for 3 years full-time study leave with pay		1,020,096.00	1,020,096.00
3. KEVIN J. NAPOLES	Leave of absence with pay 1st semester S.Y 2022-2023			1 sem	Leave of absence with pay for 1semester endorsed		552,349.00	552,349.00
4. ERWIN A. MALLO	Dissertation Support	Doctor of Philosophy in Peace and Development	Notre Dame University, Cotabato City.		Endorsed subject to submission of approved dissertation outline	50,000.00 50% outline 50% hardbound		50,000.00

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5. ARLENE P. RIOGELON	Permit to study (full-time); Study leave with pay starting 2nd semester S.Y 2021-2022	Ph.D in Plant Breeding	University of the Philippines Los Baños	3 years	Recommended for 3 years study leave with pay		1,390,608.00	1,390,608.00
6. AILEEN P. SARMIENTO	Request to avail USM Scheme	Ph.D in International Hospitality Management	Lyceum University Philippines.		Recommended for USM Scheme Scholarship	12,000.00/ semester		108,000.00
7. JIGZCEL DIVINE F. BASOY	Permit to study (full-time);Study leave with pay starting 2nd sem.S.Y. 2021-2022	Ph.D in Human Nutrition	University of the Philippines Los Baños	3 years	Recommended for 3 years study leave with pay and USM Scheme Scholarship		1,811,268.00	1,811,268.00
8. SAMBAY P. MLA	Permit to Study; USM Scheme starting 1st semester S.Y. 2021-2022	Doctor of Philosophy in Education major in Applied Linguistics	USM, Kabacan, Cotabato		Recommended for permit to study and USM Scheme Scholarship	12,000.00/ semester		108,000.00
9. ELLEN JOY M. FARALA	USM Scheme starting 1st semester S.Y. 2021-2022	Doctor of Philosophy in Education	Notre Dame of Dadiangas University, General Santos City.		Endorsed for USM Scheme Scholarship	12,000.00/ semester		108,000.00
10. DYANE RHEA B. BANA-AY	Dissertation support	Doctor of Philosophy in Education	Notre Dame of Dadiangas University (NDDU), General Santos City.		Endorsed Dissertation Support subject to submission of dissertation outline	50,000.00 50% outline 50% hardbound		50,000.00
11. SHERYL P. ORTIZA	Request for extension of study leave with pay 2nd semester S.Y. 2021 -2022	PhD in Agricultural Engineering	Central Luzon State University	1 sem	Endorsed for extension in study leave		198,794.00	198,794.00
12. JUSTFER JOHN D. AGUILAR	Permit to Study; USM Scheme Scholarship	Ph.D in Development Education	Central Luzon State University		Recommended for Permit to study and USM Scheme Scholarship will be granted on 2nd sem of 2021-2022	12,000.00/ semester		108,000.00
13. JOY P. AGUILAR	Permit to Study;USM Scheme Scholarship	Ph.D in Development Education	Central Luzon State University		Recommended for Permit to study and USM Scheme Scholarship will be	12,000.00/ semester		108,000.00

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BOARD OF REGENTS

					granted on 2nd sem of 2021-2022			
14. GILBERT B. GUITA	Permit to Study; USM Scheme scholarship	Doctor of Philosophy in Education major in Mathematics	USM Kabacan, Cotabato.		Recommended for Permit to study and USM Scheme Scholarship will be granted on 2nd sem of 2021-2022 subject to revised the request letter	12,000.00/ semester		108,000.00
15. MA. KARYSA F. GARCIA	Permit to Study; Thesis support	Master in Business Administration	University of Southeastern Philippines, Davao City.		Recommended for Permit to study and Thesis support	30,000.00 50% outline 50% hardbound		30,000.00
16. ABARING, ZILPAH	Permit to Study; USM Scheme starting this S.Y. 2021-2022	Doctor of Philosophy in Education major in English Language and Literature	Adventist University of the Philippines, Silang Cavite		Recommended for Permit to study and USM Scheme Scholarship	12,000.00/ semester		108,000.00
GRAND TOTAL:								**Php6,156,893.00**

APPROVED

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CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD
Vice-Chair, USM Board of Regents
SUC President IV

Republic of the Philippines
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BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 150th REGULAR MEETING OF THE USM GOVERNING BOARD ON 28 DECEMBER 2022 AT THE USM COMMERCIAL BUILDING and VIA ZOOM TELECONFERENCE

GRANT OF PRIVILEGES TO SELECTED USM EMPLOYEES

Resolution No. 163
Series of 2022

Approval of the grant of privileges/benefits to the following USM employees certified as eligible by the Director of the Human Resource Management and Development Office, subject to compliance with applicable rules and regulations of the Civil Service Commission and other pertinent laws, to wit:

Republic of the Philippines
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BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 150th REGULAR MEETING OF THE USM GOVERNING BOARD ON 28 DECEMBER 2022 AT THE USM COMMERCIAL BUILDING and VIA ZOOM TELECONFERENCE

Name of Faculty	Request					Amount (₱)	Total (₱)
	Nature of Request	Academic Program	Target Institution	Duration	FTDC and UAC Recommendations	Salary entitlement for the duration of the program and/or estimated official time spent charged to Fund 101	
Study Leave with Pay							
1. JAN CLYDEN B. TENORIO	Request for study leave with pay starting 1st semester of A.Y. 2022-2023	Doctor of Philosophy in Tropical Medicine program	Khon Kaen University in Thailand	4 years	Recommended for 4 years of study leave with pay starting 1st sem of A.Y. 2022-2023	1,325,184.00	1,325,184.00
Extension of Study							
1. JUPITER G. PILONGO	Request for 1sem Extension of study leave with pay this 2nd sem S.Y. 2022-2023	Doctor of Philosophy in Mathematics	University of the Philippines, Diliman	1 sem	Endorsed the request for 1 semester extension of study leave with pay starting 2nd sem S.Y. 2022-2023	205,926.00 (extension) 1,370,570.00 (prior obligation)	1,576,496.72
2. JOY SHARON B. GAMIDO	Request for 1sem Extension of study leave with pay starting 2nd semester of S.Y. 2022-2023	Doctor of Philosophy in Agricultural Engineering	Central Luzon State University, Muñoz, Nueva Ecija	1 sem	Endorsed the request for 1 semester extension of study leave with pay starting 2nd sem S.Y. 2022-2023.	200,750.00 (for extension) 1,710,717.44 (prior obligation)	1,911,467.44
3. JOHN ARIES G. TABORA	Request for 1sem Extension of study leave with pay starting 2nd semester of S.Y. 2022-2023	Doctor of Philosophy in Research major in Environmental Science	University of the Philippines, Los Baños	1 sem	Endorsed the request for 1 semester extension of study leave with pay starting 2nd sem S.Y. 2022-2023	351,798 .00 (for extension)	351,798.00
4. AVEGALE S. ROY	Request for 1sem Extension of study leave with pay starting 2nd semester of S.Y. 2022-2023	Doctor of Management major in Tourism and Hospitality Management (DM-THM)	Central Philippine University, Lopez Jaina Street, Jaro Iloilo City	1 sem	Endorsed the request for 1 semester extension of study leave with pay starting 2nd sem S.Y. 2022-2023	261,048.00 (for extension) 1,469,056.13 (prior obligation)	1,730,104.13
Permit to Study							
1. SHIRL MAE M. BEBIT	Request for Permit to study and USM Scheme Application	Doctor of Management major in Tourism and Hospitality Management (DM-THM)	Central Philippine University, Lopez Jaina Street, Jaro Iloilo City	3 years	Endorsed the request for Permit to study starting 2nd semester of A.Y. 2022-2023.	257,518.83	257,518.83
2. KARIZZA JANE B. PEJANER	Request for Permit to study	Doctor of Philosophy in Science Education major in Physics	University of the Philippines Open University	3 years	Endorsed the request for Permit to study at University of the Philippines Open University.	169,412.72	169,412.72
GRAND TOTAL:							7,321,981.64

APPROVED

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CERTIFIED TRUE AND CORRECT:

JENNIFER E. SINCO
Board Secretary V

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD
Vice-Chair, USM Board of Regents
SUC President IV

"UNITY IN DIVERSITY AND

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE 138TH REGULAR MEETING OF THE USM GOVERNING BOARD ON 20 NOVEMBER 2019 AT THE CHED CENTRAL OFFICE, CP GARCIA AVENUE, UP DILIMAN, QUEZON CITY.

GRANT OF PRIVILEGES/BENEFITS TO SELECTED USM EMPLOYEES

Resolution No. 119
Series of 2019

Approving the granting of privileges/benefits to the following employees subject to the availability of funds and compliance with the existing rules and regulations relative hereof:

Name	Request	Amount	Duration	Total (P)
1. Ms. Lorelyn Joy N. Turnos	Graduate Study Support Dissertation Support	12, 000/semester	2 semester	24,000.00 50,000.00
2. Ms. April Rose B. Flores	Dissertation Support			50,000.00
3. Ms. Vanessa Jane C. Lim	Dissertation Support			50,000.00
4. Mr. Matt Edison G. Alcantara	Dissertation Support			50,000.00
5. Mr. Jonathan D. Remblas	Dissertation Support			50,000.00
6. Ms. Ashley Coleen S. Ortiz	Graduate Study Support	12,000/semester	4 semesters and 1 summer	60,000.00
7. Engr. Kathleen Mae B. Alucija	Extension of study leave with pay for one term	Salary for one term charged to Fund 101	January to April 2020	
8. Marcar U. Juaneza	Graduate Study Support	12,000/semester	4 semesters and 1 summer	60,000.00
9. Mr. Erwin A. Mallo	Graduate study support	12,000/semester	4 semesters and 1 summer	60,000.00
10. Ms. Queenie G. Llera	Endorsement on the application of leave of absence (May-		May-August 2019	

Republic of the Philippines
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BOARD OF REGENTS

11. Ms. Ivy M. Pasquin	Attendance to a short course training titled "Plant Breeder's Rights for Food Security and Economic Development" at Wageningen International Congress Center, Netherlands		June 15, 2020 to June 26, 2020	
12. Ms. Meriam M. Rubio	Deloading of 6 units		2nd sem SY 2019-2020	
13. Prof. Ronald Z. Pascual	Authority to travel to NITAC, Akashi City, Hyogo, Japan		Between November 15-December 31, 2019	
Grand Total				P 454,000.00

APPROVED

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

CERTIFIED TRUE AND CORRECT:

LAWRENCE ANTHONY U. DOLLENTE
Acting Board Secretary

ATTESTED BY:

FRANCISCO GIL N. GARCIA, PhD
Vice-Chair, USM Board of Regents
SUC President IV

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME : (Last) (First) (Middle)

3. DATE OF FILING _____ 4. POSITION _____ 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☐ Abroad (Specify) _____

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR _____

INCLUSIVE DATES _____

6.D COMMUTATION
- ☐ Not Requested
- ☐ Requested

_____
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

NERISSA G. DELA VIÑA
HRMDO, Director

7.B RECOMMENDATION
- ☐ For approval
- ☐ For disapproval due to _____

_____
(Authorized Officer)

7.C APPROVED FOR:
_____ days with pay

7.D DISAPPROVED DUE TO:

USM DATA TRACKING SYSTEM

TRACKING #	REFERENCE #	REQUISITIONER	DESCRIPTION	TYPE	PURPOSE	DATE REGISTERED
260930QOTX809		CASS/ TUML [redacted] UL	ENDORSEMENT TO TAKE A STUDY LEAVE FROM JANUARY 2027-SEPTEMBER 2027	COMMUNICATION LETTER (INTERNAL)		SEPTEMBER 30, 2026 04:07
260909JPDBZOK		SAND [redacted] LAN	REALIGNMENT AND TURNOVER OF STUDY LEADERSHIP FOR LOCALLY FUNDED RESEARCH AND EXTENSION PROJECTS DUEV TO STUDY LEAVE	COMMUNICATION LETTER (INTERNAL)		SEPTEMBER 09, 2026 04:06
260909OJRL425		SAND [redacted] LAN	NOTICE OF STUDY LEAVE AND ENDORSEMENT OF TEACHING LOAD TRANSITION	COMMUNICATION LETTER (INTERNAL)		SEPTEMBER 09, 2026 04:03
2609096H0DFAN		CALIB [redacted] RIA LUZ D./MA [redacted] ALVADOR	ENDORSEMENT LETTER FOR DEFFERAL OF APPROVED FULL-TIME STUDY LEAVE	COMMUNICATION LETTER (INTERNAL)		SEPTEMBER 09, 2026 11:56
2609033LS8F7Y		CSM/ [redacted] GAIL HILAR [redacted] N	RESPECTFULLY REQUEST TO DEFER MY STUDY LEAVE...	COMMUNICATION LETTER (INTERNAL)		SEPTEMBER 03, 2026 02:43
2608116K4JCQY		CED/J [redacted] ILLARE	REINSTATEMENT TO THE UNIVERSITY EFFECTIVE JULY 1, 2026 FOLLOWING COMPLETION OF MY APPROVED STUDY LEAVE	COMMUNICATION LETTER (INTERNAL)		AUGUST 11, 2026 11:09
260806NEUL0AP		CASS/ [redacted] Z D. CALIB	2ND ENDORSEMENT OF PROF. KHRISTINE JOY B. GARCIA-ARELLANO FOR AN ACADEMIC STUDY LEAVE FOR 2ND SEM 2026-2027	COMMUNICATION LETTER (INTERNAL)		AUGUST 06, 2026 03:13