# AREA II

# FACULTY

**PARAMETER H:**

**PROFESSIONALISM**

**I.4.3**

## I.4.3 performance of other tasks and assignments with or without compensation

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**MINUTES OF MEETING**

**COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT**
Name of Office

**January 21, 2026/ 11:30AM**
Date/Time

**CBDEM Conference Room**
Venue

Attendance:
(See Attendance Sheet)

**I. Call to Order**
The meeting was called to order at 11:30 AM by Dean Cheryl Dulay.

**II. Determination of Quorum**
A quorum was declared present.

**III. Prayer**
**Approval of the Minutes of the Previous Meeting**
The meeting commenced with a prayer led by Dean Cheryl Dulay.

**IV. Approval of the Minutes of the Previous Meeting**
Sir Victor Dapon moved for the approval of the minutes of the Second College Meeting held on January 21, 2026. The motion was seconded by Ma'am Helen Macailing.

**V. Agenda and Discussions**
1. Performance and Reports
   - OPCR Updates
   - CBDEM Narrative Report
2. Faculty and Academic Matters
3. Facilities, Equipment and Austerity Measures
4. ISO Accreditation
5. Student and Coach Participation in UP Entrelympics
6. SERDAC announcements and requests
7. New Sports Coordinator
8. Other Matters:

**1. Performance and Reports**
Dean Cheryl Dulay presented the Office Performance Commitment and Review (OPCR) of the college for the Second Semester, Academic Year 2025–2026, and requested an assessment. The following matters were discussed:

- **International Skills and Proficiency**. The BSA program, under the supervision of Ma'am Sandra Angela Bangcaya, will identify students who are qualified to demonstrate international skills and competencies.

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- **Exit Interviews of Graduating Students**. Sir Romiel John Basan suggested that the data gathered from exit interviews should be properly analyzed and published. He also recommended that the process be automated and that the instrument be revised to obtain the necessary data.
- **Graduate Programs**. The offering of a post-master's degree was discussed. In addition, Sir John Dave Llanto expressed interest in introducing a postdoctoral program under the Graduate Programs.
- **Relevant Trainings (75%–100%)**. Sir Basan emphasized that at least 80% of the faculty members should be affiliated with professional organizations, which may be allied or related to their profession or academic discipline.
- **Faculty Research**. Associate Professors are required to conduct research. The result showed 15 out of 15 faculty members complied, with a rating of 5.0.
- **Sintido Program**. A total of 25 out of 27 faculty members were enrolled in the Sintido program.
- **Faculty Mobility**. Only 1% of the faculty members were recorded as mobile.
- **Creation of a Localized IRR for RA 10931**. According to Sir Basan, Ma'am Bangcaya, and Sir Llanto, this was not applicable, as the college is not the policy-making body responsible for drafting the Implementing Rules and Regulations (IRR).
- **Academic Map**. One academic map was reported to be available.
- **Harmonization**. The rating for harmonization was 5.0.

The overall OPCR assessment was 4.59, equivalent to a Very Satisfactory rating. The approval of the assessment was moved by Ma'am Metche Logronio and seconded by Sir Basan.

**2. Faculty and Academic Matters**
**Presentation of Faculty Loading Summary**
Dean Cheryl Dulay presented the Faculty Loading Summary and introduced Ma'am Haironesa Akmad from the BS Agribusiness program as one of the newly hired Contract of Service (COS) faculty members, making her one of the five selected COS personnel.

Furthermore, Ma'am Allen Shane Garcia from the BS Accountancy program introduced the newly hired faculty members, namely Ma'am Baikongan Guiaman, CPA, from the Kidapawan City Campus, and Ma'am Krizza Pergura, who will serve as a COS faculty member.

During the discussion, Sir Romiel John Basan expressed concern and dissatisfaction regarding the allocation of sections across programs. He raised a question as to why some departments, such as BSBA, were given two sections and requested clarification on the basis for this decision.

In response, Ma'am Lotis D. Cubin explained that BS Agribusiness is considered a priority program, which is why it was allocated two sections.

Additionally, Sir Irving Fajarito clarified that the second section in BSBA was intended for the Human Resource Management (HRM) specialization. Although the program was not offered for the current term, the section had already been approved by top management.

**3. Facilities, Equipment and Austerity Measures**

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The following updates and concerns regarding facilities, equipment, and austerity measures were discussed:

A. The college currently has 20 units of desktop computers installed in the laboratory for instructional use.
B. A graphing board has been installed for the BS Economics program to support teaching and learning activities.
C. A purchase request for curtains for the rooms in the LED and CBDEM Building was proposed to improve the learning environment.
D. The installation and monitoring of CCTV cameras were discussed to enhance campus security.
E. Improvements in lighting facilities were also raised to ensure adequate illumination in classrooms and offices.
F. The need for additional tables was identified to support classroom and office operations.
G. Concerns regarding door maintenance and replacement were also discussed to ensure safety and functionality.

In relation to austerity measures, Dean Cheryl Dulay suggested implementing a scheduled use of air-conditioning units to reduce electricity consumption. She proposed that air-conditioning units be operated from 9:00 AM to 11:30 AM and 1:00 PM to 4:00 PM, noting that the college has been consuming a significant amount of kilowatt-hours, which has contributed to the increase in electricity expenses.

4. **ISO Accreditation**

Ma'am Mitzi Alba informed the group that the schedule for the ISO accreditation visit will follow two cycles: Cycle 1, which will run from March to September 2026, and Cycle 2, which will take place from October to December 2026.

Department Chairs were also reminded to conduct their class observations as part of the required academic monitoring.

She further explained that the full-cycle audit will be conducted for certification purposes, while the Internal Audit is scheduled on January 26–30, 2026. For CBDEM, the scheduled visit will be on January 29, 2026.

5. **Student and Coach Participation in UP Entrelympics**

Sir Basan discussed the UP Entrelympics activity and presented the different events to be conducted. He suggested that the activities be assigned to each program or department. The proposed distribution is as follows: Policy Making for BPAd, Video Presentation for BA, Innovation for JPAMS, Quiz Bowl for AgEcon, and Extemporaneous Speaking for BSA.

He also mentioned that the registration fee will be charged per student participant.

6. **SERDAC announcements and requests**

Sir Basan announced the call for proposal writing and publication in SERDAC. He also informed the group that their office will temporarily use the conference room, as the renovation of their office in the CBDEM building is currently in progress.

7. ***New Sports Coordinator***

Dean Dulay designated Sir Vic Dapon as the new Sports Coordinator of the college.

8. **Other Matters:**



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a. **Graduate Programs**. Sir Llanto mentioned that the MPA program follows a non-thesis track, while the MBA program requires a feasibility study. He also added that the programs will be offered online.

b. **Extension Services**. Sir Lau Mamburan announced the submission of extension proposals, the training for Department Extension Coordinators, and the Trade Exhibit for the 40th Anniversary of USMAARDC and PICREI.
c. **Research.** Matters related to research activities were also discussed.
d. **Guidance Services**. Ma'am Analyn Gonzales mentioned that the 2nd Semester College-Based Orientation will be held on Friday, January 23, 2026, from 8:00 AM to 11:00 AM. Shifters are invited to attend. She also informed the group that the damage to the comfort room (CR) in the LED Building is currently under investigation.
e. **DCO**. According to Ma'am Lian Bagonoc, Ma'am Helen Macailing, and Ma'am Esmaira Gunsayan, courses under the same discipline should follow a common syllabus to ensure consistency in instruction. However, Ma'am Alba suggested that there should be subject alignment, citing CBMEC 2 (Operations Management) and Total Quality Management (TQM), which she stressed should be handled by the BA Department. She further explained that some subjects originally assigned to the BA Department should be returned to them, as this has affected their subject loading. Sir Llanto clarified that their department handles Operations Management only. Ma'am Bagonoc emphasized that the syllabus concern is a pressing issue, while Ma'am Macailing stated that the college will make the final decision on how to address and standardize the syllabus.

**VI. Adjournment**

The motion to adjourn the 3rd CBDEM Meeting was moved by Sir Llanto and seconded by Ma'am Macailing.

The meeting was adjourned at 1:15 PM.

Prepared by:

**LOTIS D. CUBIN, DBA**
College Secretary

Attested by:

**CHERYL Y. DULAY, DBA**
Dean, CBDEM

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Kabacan, Cotabato
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## ATTENDANCE SHEET

| | |
|---|---|
| Date: | January 21, 2026 / 11:20AM |
| Venue: | CBDEM Conference Room |
| Host Unit: | |
| [ ]Training [ ] Meeting | |
| Participants: | CBDEM Faculty |
| Coordinator: | |
| Resource Speaker/s: | |

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| No. | Name: Last Name | First Name | M.I. | Designation | Agency/ Office/ College | Sex: M | Sex: F | Type of Vulnerable Sector: IP | Solo Parent | PWD | Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | BAGONOC | LIAN | D. | FACULTY | PAd | | / | | | | |
| 2. | LUMAYA | JHON PAUL | E. | " | PAd | / | | | | | |
| 3. | PACPAN | NITA | V | " | PAd | | / | | | | |
| 4. | MAMANGUIAM | LAURENCE | T | FACULTY | PAd | / | | | | | |
| 5. | MAG-ASO | JENNET | R | Faculty | AgEcon | | / | | / | | |
| 6. | LOGROÑO | [illegible] | C | Faculty | AgEcon | | / | | | | |
| 7. | BOLTAMO | KATHLEEN IVY | Z | " | " | | / | | | | |
| 8. | Bello | Rhenalie | N. | Faculty | AgEcon | | / | | | | |
| 9. | Dimilo | Glenn | M | Faculty | AB | — | | | | | |
| 10. | Pedregosa | Jonhinca | C | faculty | AB | | / | | | | |
| 11. | CACUS | JOY | B. | Faculty | AgEcon | / | | | | | |
| 12. | DADOR | Victor | C. | Faculty | PAd | / | | | | | |
| 13. | MACALUNG | HELEN | A. | faculty | AgEcon | | / | | | | |
| 14. | GUNSALAN | EMMALOU | G | Faculty | Agbus | | / | | | | |
| 15. | Cariaga | MARY RUBY | S. | Faculty | AgEcon | | / | | | | |
| 16. | Dulay | Cherrie | U. | Faculty | AB | | / | | | | |
| 17. | Cubin | Lotis | P. | Faculty | BA | | / | | | | |
| 18. | [illegible] | AMALIA | A | FACULTY | BA | | / | | | | |
| 19. | Panaguiton | Rey | L. | Faculty | BA | / | | | | | |
| 20. | Cayabyab | carla | D | Faculty | BA | | / | | | | |
| 21. | Alba | Mitzi Aileen | M | Faculty | BA | | / | | | | |
| 22. | Marohom | Jalaloden | B | Faculty | BA | — | | | | | |
| 23. | Guiaman | Baikenyan | B | Faculty | Acctg | | / | | | | |
| 24. | Garcia | Alma Rose | C | Faculty | Acctg | | / | | | | |
| 25. | FAJARDO | IRENE | T | " | Acctg | / | | | | | |
| 26. | BASAN | Ronnel John | P | Faculty | AgEcon | / | | | | | |

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## MINUTES OF MEETING

**COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT**
Name of Office

**April 7, 2026/ 11:30AM**
Date/Time

**CBDEM Faculty Lounge**
Venue

Attendance:
(See Attendance Sheet)

**I. Call to Order**
The meeting was called to order at 11:30 AM by Dean Cheryl Dulay.

**II. Determination of Quorum**
A quorum was declared present.

**III. Prayer**
**Approval of the Minutes of the Previous Meeting**
The meeting commenced with a prayer led by Dean Cheryl Dulay.

**IV. Approval of the Minutes of the Previous Meeting**
Ma'am Helen Macailing moved for the approval of the minutes of the Third College Meeting held on March 11, 2026. The motion was seconded by Ma'am Jennet Mag-aso.

**V. Agenda and Discussions (Special College Meeting)**
1. **Updates:**
   A. Trimester (for information only)
   B. 1st Year Enrollment Status
   C. Uniform Collection
   D. 45th Annual In-House Review Winners
   E. ISO Concerns
2. **Presentation** of the following programs:
   A. **Doctor of Rural Development**
   B. **Master of Public Administration**
   C. **BSBA major in Human Resource Management**
3. Other Matters:

**1. Updates**

**A. Trimester Implementation (for information only)**
Dean Cheryl Y. Dulay presented updates regarding the proposed trimester implementation beginning Academic Year 2026–2027. The following information was discussed:

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- The proposed trimester scheme will begin in June 2026.
- A normal teaching load under the trimester system will consist of 12 units. One semester will run for three months and ten days. A 3-unit subject will be equivalent to 4.5 hours, with 2 hours allotted per meeting and an additional 0.5 hour every Friday.
- A memorandum regarding the implementation of the trimester system will be released by the Office of the Vice President for Academic Affairs (VPAA).
- A sample trimester offering and class schedule for the BSBA program were also presented to the faculty. It was explained that the proposed schedule aims to reduce the number of course preparations while maximizing faculty workload efficiency.

The proposed trimester calendar, including enrollment schedules, midterm examinations, final examinations, and teacher leave vacation schedules, was likewise presented for information and faculty awareness.

During the discussion, Ma'am Mag-aso questioned why the administration appeared to be in a hurry in implementing the trimester system. Meanwhile, Ma'am Macailing mentioned that the OJT would cover one semester, while Ma'am Nerissa Dela Viña expressed that she was not in favor of the proposal.

**B. First Year Enrollment Status**
The enrollment status of first-year students for various colleges and programs in the university was presented by Dean Dulay.

The following updates were highlighted:

- The university continues to experience significant enrollment across various undergraduate programs.
- The College of Business, Development Economics and Management (CBDEM) was allotted a total of **430 student slots**.
- The **Bachelor of Public Administration (BPA)** was allocated **30 students per section**, with **1 section** and **50 available slots**.
- The **BS in Accountancy (BSA)** was allocated **66 students per section**, with **2 sections** and **80 available slots**.
- The **BS in Agribusiness** was allocated **30 students per section**, with **2 sections** and **100 available slots**.
- The **BS in Agricultural Economics** was allocated **40 students per section**, with **1 section** and **50 available slots**.
- The **BS in Economics** was allocated **40 students per section**, with **1 section** and **50 available slots**.
- The Bachelor of Science in Business Administration (BSBA) program was allocated separate slots for the Human Resource Management and Marketing Management specializations, with **45 students per section** and **50 available slots** each.
- The BSBA major in Marketing Management still has available slots for incoming students.

Faculty members were encouraged to assist in information dissemination and student recruitment initiatives to help increase enrollment in the college.

During the discussion, Sir Jay-r Vildac mentioned that last year there were initially only 61 enrolled students instead of the expected 80 due to a system glitch.

Meanwhile, it was also discussed that the BSBA program in Libungan had already been presented and that all available slots had been filled. Ma'am Mitzi Aileen Alba explained that the BSBA program in Libungan did not pass the Regional Quality Assessment Team (RQAT) evaluation due to the absence of permanent faculty members.

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According to Ma'am Jennet Mag-aso, several students transferred from the Libungan Campus to the Main Campus. She also emphasized the need to review and comply with the required faculty profile qualifications.

Ma'am Mag-aso further stressed the importance of maintaining quality education and suggested that Ma'am Lotis Cubin could be assigned to the Libungan Campus every Monday and Wednesday.

Sir Romiel John Basan also emphasized that competent and qualified faculty members should be assigned to the Libungan Campus since CBDEM may be affected by the situation. He further suggested considering the offering of other academic programs.

In response, Dean Dulay clarified that the matter had already been settled and that only core faculty members were needed for compliance.

**C. Uniform Collection**

Updates regarding the collection and distribution of faculty uniforms were presented by Ma'am Macailing. According to her, only 17 faculty members had already paid for their uniforms.

The designs for the Monday (white) and Tuesday (blue) uniforms were also presented during the meeting. Dean Dulay emphasized the importance of having a uniform for the faculty and expressed her appreciation for the ongoing collection efforts.

**D. 45th Annual In-House Review Winners**

Dean Cheryl Y. Dulay acknowledged and congratulated the faculty members who participated and won during the 45th Annual In-House Review in the areas of Extension and Development, Basic and Social Research, and Applied Research.

The accomplishments of the college during the activity were recognized, and the participants were commended for bringing honor and recognition to CBDEM.

Regarding Phase 3 of the CBDEM Delicacies Project, Sir Roy Gacus mentioned that the project had already started its pre-implementation activities. He also reported that the Memorandum of Agreement (MOA) for the signatures of the Local Government Unit (LGU) of Kabacan and the community partners was already being processed. Furthermore, the MOA had already been signed by the USM President.

**E. ISO Concerns**

Ma'am Mag-aso discussed several ISO-related concerns, including grading procedures, classroom management, monitoring tools, and syllabus preparation. She also reminded faculty members regarding compliance with institutional quality assurance requirements.

Department Chairs were encouraged to ensure that academic documents, course files, and class observations are updated and properly documented in preparation for future ISO audits and monitoring activities. Faculty members were likewise instructed to submit soft copies of the required documents to Dean Dulay.

**2. Presentation of Programs**

**A. Doctor of Rural Development**

The proposed offering of the **Doctor of Rural Development (DRD), Non-Thesis Professional Track** program was presented by Sir Romiel P. Basan to the faculty members. The proposal aims to expand the graduate program offerings of the College of Business,

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Development Economics and Management (CBDEM) in response to the evolving needs of rural development and nation-building.

Sir Basan explained that the DRD program is designed as a practice-oriented doctoral program intended to enhance advanced competencies in rural development among professionals and development practitioners. The program is also aligned with institutional goals and current development challenges while adhering to the policies, standards, and guidelines of higher education.

It was further discussed that the program is envisioned to be inclusive and accessible to technical personnel, rank-and-file employees, and development practitioners to promote professional advancement and capacity building. The identified feeder program for the DRD is the **Master of Science in Rural Extension and Development (MSRED).**

Faculty members shared recommendations and suggestions regarding curriculum enhancement and possible partnerships for implementation. During the deliberation, the proposal received strong support from the CBDEM Academic Council, with 23 faculty members expressing their approval and endorsement of the program. The motion for endorsement was moved by Sir Lawrence Arjay Mamburan and seconded by Sir Jalaloden Marohom.

**B. Master of Public Administration**

The proposed offering of the online **Master of Public Administration (MPA)** program was also presented. As Officer-in-Charge, Sir Mamburan explained that the MPA program will offer both thesis and professional non-thesis tracks through the Open Distance and e-Learning (ODeL) modality to accommodate working professionals.

During the discussion, Ma'am Mitzi Aileen Alba inquired about the identified feeder program and raised concerns regarding the inclusion of the Bachelor of Science in Business Administration (BSBA) program, stating that the matter was still under discussion. She also emphasized the relationship between the BA Department and the Public Administration program and requested a separate meeting with the Public Administration faculty members.

In response, Sir Mamburan clarified that the program is anchored not only on leadership but also on finance, administration, development, and innovation contexts.

Ma'am Alba further expressed concern regarding the non-involvement of BA faculty members in the program. She believed that BA faculty members could also teach in the program since BSBA was identified as one of its feeder programs. Furthermore, she admitted that it was already late when she previously sought permission from the BA faculty during the earlier offering of the MPA program.

Sir Mamburan then appealed for understanding from the faculty members, emphasizing that the proposal was still undergoing deliberation and processing. However, Sir Jay-R Vildac pointed out that the proposal already required endorsement and should not merely be presented for information, adding that the discussion and presentation provided were already more than enough.

**C. BSBA Major in Human Resource Management**

The proposed offering of the **BSBA major in Human Resource Management** was presented by Ma'am Mitzi Aileen M. Alba. She explained that the program is intended to expand the graduate and undergraduate academic offerings of the College of Business, Development Economics and Management (CBDEM) in response to the increasing demand for business and human resource professionals.

It was also clarified that the Human Resource Management specialization had already received approval from the BOR for implementation. According to Ma'am Alba, the

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program was previously approved in 2018; however, a new endorsement is needed due to the implementation of the revised curriculum.

Furthermore, Ma'am Alba requested the endorsement of the **Master in Business Administration (MBA)** program, which offers both thesis and non-thesis tracks. She explained that the program is designed to provide advanced managerial, analytical, and strategic competencies relevant to the evolving business landscape while ensuring flexibility and accessibility for both fresh graduates and working professionals.

During the discussion, Ma'am Alba identified the faculty members who may handle courses in the program. She requested Sir Vildac and Ma'am Allen Shane Garcia to teach in Accounting, while Sir Basan was identified for Managerial Economics. Ma'am Dela Viña and Sir Marohom were also identified to handle Human Resource Management (HRM) courses.

Sir Vildac then moved for the endorsement of the **MBA Thesis and Non-Thesis Tracks** as well as the **BSBA major in Human Resource Management**, and the motion was seconded by Sir Marohom.

Ma'am Alba further explained that the program identifies the **Bachelor of Science in Business Administration (BSBA)** as its primary feeder program and is likewise open to graduates from related disciplines and industry practitioners. The proposal was formally presented for endorsement to the CBDEM Academic Council for approval and implementation beginning the First Semester of Academic Year 2026–2027.

**3. Other Matters**

**A. Students In-house Review on May 19, 2026**

Sir Roy Gacus discussed the proposed categories and themes for the College In-House Review, which include Basic Research, Applied Research, Development, and Extension.

Sir Romiel John Basan emphasized that the research topics should be aligned with the approved research agenda of the college. This statement was supported and agreed upon by Sir Jay-R G. Vildac, Ma'am Jennet Mag-aso, and Ma'am Kathleen Bolotaolo.

However, Sir Jalaloden B. Marohom suggested that the categories should instead be classified into Basic Research, Applied Research, Extension/Innovation, and Social Research.

In response, Sir Roy Gacus mentioned that a meeting with the DRC will be conducted to finalize the categories and themes. He also added that the college is still waiting for the official guidelines for the conduct of the College In-House Review.

**B. AVR Rental and other facilities**

Sir Vildac mentioned that the rental of the AVR and other facilities had already been approved by RGES since these facilities are frequently utilized. He further explained that an endorsement from the URGMC is still needed before the proposal can be forwarded to the Administrative Council.

Meanwhile, Dean Dulay suggested that the facilities should first be improved and enhanced prior to their implementation for rental purposes. However, Sir Basan pointed out that the facilities are already being utilized and may already be rented out.

Thereafter, Sir Marohom moved for the endorsement of the rental fees for the LED AVR, Covered Court, and other facilities intended for outside users. The motion was seconded by Ma'am Dela Viña.

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**C. Kaliline and Unilympics**

Ma'am Garcia, the Socio-Cultural Coordinator, discussed that a University-wide meeting had already been conducted regarding the upcoming Kaliline celebration. She announced that the schedule of the activity will be on May 6–8, 2026. However, due to the ongoing fuel crisis, concerns were raised regarding the availability of funds and resources.

She further mentioned that coordination had already been made with the Local Student Governments (LSGs) of the different colleges regarding possible solicitation and donation drives. It was also clarified that collection from students is not required.

According to Ma'am Garcia, the previous year's target collection reached only 80%, which has continued to decline. Despite these concerns, the university still plans to pursue the Kaliline celebration, although several costly activities such as hip-hop competitions and Battle of the Bands may be removed from the program. The possibility of postponing or moving the activity to the First Semester was also discussed.

Sir Dapon mentioned that the Unilympics will be held on May 18–20, 2026. He also stated that Unit 3 is composed of IMEAS, CHEFS, CBDEM, and PALMA.

**VI. Adjournment**

There being no other matters to discuss, the motion to adjourn the meeting was moved by Sir Dapon and duly seconded by Ma'am AMg-aso.

The meeting was adjourned at 1:30 PM.

Prepared by:

**LOTIS D. CUBIN, DBA**
College Secretary

Attested by:

**CHERYL Y. DULAY, DBA**
Dean, CBDEM

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Kabacan, Cotabato

Philippines

Management System ISO 9001:2008

## ATTENDANCE SHEET

| | |
|---|---|
| Date: | April 7, 2026, 11:20 |
| Venue: | CBDEM Faculty Lounge |
| Company Name: | |
| ○Training ○Meeting | |
| Participants: | CBDEM Faculty |
| Coordinator: | |
| Resource Speaker: | |

| No. | Name | Office | Signature |
|---|---|---|---|
| 1. | Garcia, Allen Shane | Acctg | |
| 2. | Cambang, Julhaina | Acctg | |
| 3. | Guiaman, Bonikenyan | Acctg | |
| 4. | Perquia, Kirra | Acctg | |
| 5. | Cayabyab, Carla D. | BA | |
| 6. | Bagame, Lian | PAD | |
| 7. | Mit-arum, Helen | Ag Econ | |
| 8. | CUBIN, LOTIS D. | BA | |
| 9. | Palamian, Wrillian Brandt C. | Acctg | |
| 10. | [illegible] | [illegible] | |
| 11. | Reyo, Renalie | Ag Econ | |
| 12. | GACUS, MARY | Agribus | |
| 13. | Joan Silador | PAD | |
| 14. | JHON DALE E. LUMIOG | PAD | |
| 15. | Mary Rapacon | PAD | |
| 16. | Ingkiriwa, Natalie Ane | Agribus | |
| 17. | MAMBUAYAM, UNIVERSE ANDAY T. | PAD | |
| 18. | Dembe, Glenn M | Agribus | |
| 19. | Fajardo, Ruel | Agribus | |
| 20. | Calabroso, Jonhina | Agribus | |
| 21. | Akmad, Hainerah A. | Agribus | |
| 22. | Allen, Mitzi Aitren M | PAD | |
| 23. | DAGUIS, ULCASH C. | PAd | |
| 24. | BULOMALO, KATHLEEN IVY | Agribus | |
| 25. | GONZALES, ANNALYN A | PAD | |
| 26. | GUINGAYAN, ETHELRED G | Agribus | |
| 27. | Panaguiton, Rey | BA | |
| 28. | Remill John Bonis | Ag Eco | |
| 29. | Sandra Angela Dangcayan | Acctg | |
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Philippines

## MINUTES OF MEETING

**COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT**
Name of Office

**May 26, 2026/ 10:30AM**
Date/Time

**LED AVR**
Venue

Attendance:
(See Attendance Sheet)

**I. Call to Order**
The meeting was called to order at 10:30 AM by Dean Cheryl Dulay.

**II. Determination of Quorum**
A quorum was declared present.

**III. Prayer**
**Approval of the Minutes of the Previous Meeting**
The meeting commenced with a prayer led by Ma'am Allen Shane Garcia.

**IV. Approval of the Minutes of the Previous Meeting**
Sir Laurence Arjay Mamburam moved for the approval of the minutes of the Special College Meeting held on April 7, 2026. The motion was seconded by Ma'am Baikongan Guiaman.

**V. Agenda and Discussions**
1. Presentation of Candidates for Graduation
    a. BSAccountancy
    b. BSAgribusiness
    c. BSAgricultural Economics
    d. BSBusiness Administration
    e. BPublic Administration
2. Other Matters:
    a. Extension Update
    b. Request of 2 BSMA students for an additional semester
    c. Presentation of Tentative List of Honor students
    d. Thesis examining committee appointment
    e. Thesis clarification and Manuscript grading system
    f. ISO maintenance and 7s

The agenda and other matters were moved for adoption by Ma'am Sandra Angela Bangcaya and seconded by Ma'am Metchie Logronio.



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Philippines

MINUTES OF MEETING

**1. Presentation of Candidates for Graduation**

**a. BSAccountancy**

Ma'am Bangcaya reported that there were 71 out of 73 candidates from BSMA and 16 candidates from BSA. She also reported that the name of Paula Dominique Garmino had already been corrected to include the missing letter "i." Pagayon and Gayosa still had pending grades in OJT and the manuscript.

Ma'am Metchie Logronio moved for the endorsement of the BSMA and BSA candidates for graduation, subject to the submission and completion of the remaining requirements. The motion was seconded by Ma'am Helen Macailing.

**b. BSAgribusiness**

Sir Glenn Demillo reported that 56 out of 58 candidates had satisfactorily completed the requirements. Two candidates, Agamado, Jr. and Dofredo, had no middle names indicated.

Sir Jalaloden Marohom moved for the endorsement of the BS Agribusiness candidates for graduation, subject to the resolution of other concerns and compliance with the remaining requirements. The motion was seconded by Ma'am Nerissa Dela Viña.

**c. BSAgricultural Economics**

Ma'am Helen Macailing reported that there were 33 out of 34 candidates in BS Agricultural Economics. She noted that Fontanilla and Ding initially had no addresses indicated but subsequently submitted their addresses. Dait had no middle name indicated and had already submitted the hardbound manuscript, except for the OJT requirement.

Ma'am Lian Bagonoc moved for the endorsement of the BS Agricultural Economics candidates for graduation. The motion was seconded by Ma'am Kathleen Ivy Bolotaolo.

**d. BSBusiness Administration**

Ma'am Analyn Gonzales presented 82 candidates. She reported that Morin's surname had been changed to Dela Rosa and that Tangalin was no longer included in the list.

Ma'am Kathleen Ivy Bolotaolo moved for the endorsement of the BS Business Administration candidates for graduation, subject to the completion of all graduation requirements. The motion was seconded by Ma'am Rhenalie Bello.

**BPublic Administration**

Sir Jhon Dave Llanto reported that 72 candidates were listed in the ARO record, while the actual count was 73. The following deficiencies were noted: Campomanes had no OJT and had not submitted the manuscript for hardbound; Guiamalon, Pancho, and Redo had not completed Thesis I; Lavega had no OJT; Tibay had completed OJT but had delivered her baby; Uyas had not completed Thesis I and II and had no OJT; Nawal was absent during OJT; and Tabara had an insufficient number of OJT hours. Sedo had already submitted the completion form.

Campomanes and Tabara were subsequently removed from the list of candidates for graduation. Thus, 64 out of 73 candidates were considered eligible, while nine candidates could not proceed at that time.

Ma'am Lian Bagonoc, Ma'am Metchie Logronio, Ma'am Alba, and Sir Gacus discussed the deficiencies of the nine students and explored possible measures that might enable them to complete the requirements and participate in the graduation.

Sir Jalaloden Marohom moved for the endorsement of the B Public Administration candidates for graduation. The motion was seconded by Sir Irving Fajarito, Jr.

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**2. Other Matters**

**a. Extension Update**

Sir Mamburam reported that, for the 2027 cycle, two extension proposals had been approved for funding by URDEC: CBDEM Allies, with a budget of Php 40,000, and the Level Up Project, with a budget of Php 50,000.

He further reported that other extension proposals included AgBus, although funding was limited; BA's Goatnegosyo; and PA's SK project. He also reported that he had visited the Department of Trade and Industry (DTI) the previous week to discuss a partnership with SME beneficiaries. A Memorandum of Agreement (MOA) with DTI and DAR was scheduled for signing on Friday.

DTI had also pursued the CBDEM Allies project for the current year as another extension activity. For Phase I, the target was to conduct two to three activities toward the end of the year, with no funding or only a minimal budget. Each department in the College was expected to have proponents, and 70% of the faculty were expected to be involved.

**b. Request of 2 BSMA students for an additional semester**

Ma'am Bangcaya presented the case of two BSMA students, Madalogdog and Jimenez, who had already spent six years at the University and needed to enroll during the summer. She appealed for permission for the students to enroll in the First Semester of SY 2026–2027.

Sir Fajarito, Jr. noted that the residency policy must be observed and that six years is the normal period of residency. Ma'am Dela Viña stated that the period for clemency had already ended, although the students were still appealing. Ma'am Macailing likewise expressed that the applicable policy should be followed. Ma'am Alba cited a similar case involving a BA student, Tangalin, who had a Leave of Absence (LOA), noting that the situation was attributable to the student. Sir Fajarito, Jr advised the group to await the decision of upper-level management.

**c. Presentation of Tentative List of Honor Students**

Ma'am Logronio presented the tentative list of honor students: 23 from BSBA, including one Magna Cum Laude; 8 from BPA, all Cum Laude; 9 from BSMA, all Cum Laude; 16 from BSA, all Cum Laude; 1 from BS Agricultural Economics, Cum Laude; and 8 from BS Agribusiness, all Cum Laude.

**d. Thesis Examining Committee Appointment**

Ma'am Macailing stated that once the thesis panel has approved the thesis title, the adviser should not change it without proper consultation, as the title has already been approved. Sir Gacus added that the assigned thesis panel should be maintained from the outline presentation through the manuscript evaluation. Ma'am Mary Rodelyn Cariaga raised a concern regarding why students who feel pressured would opt to change their adviser without first consulting their original adviser.

**e. Thesis clarification and Manuscript grading system**

Ma'am Logronio clarified that for the thesis outline and manuscript, the absence of a softbound or hardbound copy would result in no grade or an IP. Ma'am Dela Viña noted that



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MINUTES OF MEETING

some thesis titles had not yet been finalized for checking. Ma'am Kathleen Ivy Bolotaolo stated that an IP may be given when there is evidence of effort, while a student who has made no effort may receive a failing grade.

**f. ISO Maintenance and 7s**

Ma'am Cariaga reported continuing concerns regarding the performance of the janitorial staff. Ma'am Nerissa G. Dela Viña stated that their performance should be evaluated and that the Dean may recommend non-renewal or non-hiring if performance is found to be inefficient.

Ma'am Logronio noted that the existing evaluation instrument might not be appropriate for janitorial personnel. Sir Dapon suggested considering a manpower agency, while Sir Mamburam also suggested evaluating security and housekeeping personnel and, when necessary, considering replacement while retaining personnel temporarily for further assessment.

Ma'am Dela Viña explained that staffing costs had already been computed and that, due to budget constraints, approximately 20% to 30% of personnel could potentially be affected.

**VI. Adjournment**

There being no other matters to discuss, Ma'am Niña Parpan moved for the adjournment of the meeting, and the motion was seconded by Ma'am Macailing. The meeting was adjourned at 1:10 PM.

Prepared by:

**LOTIS D. CUBIN, DBA**
College Secretary

Attested by:

**CHERYL Y. DULAY, DBA**
Dean, CBDEM

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Kabacan, Cotabato

Philippines

## ATTENDANCE SHEET

| | |
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| Date: | May 2026 10:30 Am |
| Venue: | LED AVR |
| Company Name: | |
| OTraining OMeeting | |
| Participants: | CBIDEM Faculty |
| Coordinator: | |
| Resource Speaker: | |

| No. | Name | Office | Signature |
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| 1. | CABIN, LOTUS P. | BA | |
| 2. | Pabrigan, Lorilen Duarte | Acctg | |
| 3. | [illegible] | BA | |
| 4. | Bella, Rhenalie | BAEcon | |
| 5. | GALAS, ROY | Agribus | |
| 6. | JOAN SILADOR | | |
| 7. | VHON DAVE E. LUMAYAG | PAd | |
| 8. | Niña Parman | PAd | |
| 9. | Logronio, Nathalie Ann | Agribus | |
| 10. | [illegible] | PAD | |
| 11. | Fajardo, Ruth | Econ | |
| 12. | Calabroso, Jonalina | AB | |
| 13. | Alawad, Haiyanah K. | Agribus | |
| 14. | Campaylo, Carla | BSA | |
| 15. | Ello, Mitzi Aileen M | BA | |
| 16. | MACALUNG, HELEN | AgEcon | |
| 17. | PATON, Victor C. | PAd | |
| 18. | BALOTADO, KATHLEEN ICY | AgEcon | |
| 19. | GOMEZ, MALYN G. | BA | |
| 20. | GUINGAYAN, ESMAINE | Agbus | |
| 21. | Panaguiton, Rey | BA | |
| 22. | Guiaman, Bonkongan | Acctg | |
| 23. | Pergunia, Krizza | Acctg | |
| 24. | Dagonay, Lan | PAD | |
| 25. | Kornel Seth Bsm | AgEcon | |
| 26. | Sandra Angela Bongcay | Acctg | |
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## MINUTES OF MEETING

**College of Business, Development Economics and Management – Accountancy Department Meeting**
Name of Office
January 8, 2026/3:00PM-5:00PM
Date/Time

Accountancy Department Office-CBDEM
Venue

Attendance:

Present:

1. Sandra Angela A. Bangcaya
2. Julhaina G. Cambang
3. Lorckan Dredd C. Pelarion
4. Allen Shane C. Garcia
5. Baikongan B. Guiaman
6. Jay-R G. Vildac

1. Call to Order
   The meeting was called to order by the department chairperson, Prof. Sandra Angela A. Bangcaya, at 3:10 PM

2. Adoption of the Agenda
   No agenda was adopted from the previous meeting.

3. Confirmation of Minutes of the Previous Meeting
   No confirmation was done on the minutes of the previous meeting.

4. Matters Arising from the Minutes
   No matters arose from the minutes of the previous meeting.

5. New Business
   The Department Chairperson, Sandra Angela A. Bangcaya, presided over the meeting. The meeting adopted the following Agenda:
   A. Department designations
   B. Faculty workload
   C. Preparation of syllabus
   D. Preparation of monitoring of delivery of instruction
   E. Preparation of table of specification (TOS) for examinations
   F. Computation of Grades



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MINUTES OF MEETING

G. Level 1 Accreditation Revisit for BS Management Accounting
H. Other Matters

The following are the highlights of the meeting:

5.1 Department Designations

5.1.1 Prof. Bangcaya presented the designation for 2nd sem, SY 2022-2023.

| | |
|---|---|
| Research Coordinator | SANDRA ANGELA A. BANGCAYA<br>ALLEN SHANE C. GARCIA |
| Extension Coordinator | ALLEN SHANE C. GARCIA |
| Curriculum Coordinator | JAY-R G. VILDAC |
| Department ISO Coordinator | BAIKONGAN B. GUIAMAN |
| OJT Coordinator | SANDRA ANGELA A. BANGCAYA<br>ALLEN SHANE C. GARCIA<br>BAIKONGAN B. GUIAMAN |
| JPIA Society Adviser | SANDRA ANGELA A. BANGCAYA |
| CPALE Coordinator | JAY-R G. VILDAC |

5.2 Faculty Workload

5.2.1 Prof. Bangcaya presented the summary of workload. The faculty members individually informed of their assigned courses/subjects beforehand. The faculty members were tasked to prepare their individual faulty time and location based on the summary of workload.

5.3 Preparation of Syllabus

5.3.1 Prof. Bangcaya announced that the syllabus should be revised for charges in topics, course number, and other changes. Prof. Vildac added that old syllabi are already encoded, and soft copies can be edited.

5.4 Preparation of Monitoring of Delivery of Instruction

5.4.1 Prof. Bangcaya announced that the monitoring of delivery of instruction should be accomplished throughout the semester and should be submitted at the end of the semester or anytime when there is an ISO Audit.

5.5 Preparation of Table of Specification

5.5.1 Prof. Bangcaya announced that the table of specification should be prepared for assessments. Ms. Guiaman clarified if all of assessments should have a TOS. Prof. Bangcaya reiterated that TOS should be prepared for midterm

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and final examination and should be submitted 1 week before the exam. Item Analysis for the said exams should also be submitted.

5.6 Computation of Grades

5.6.1 Ms. Bangcaya reminded that faculty members that the suggested computation of grades is 20% Class Participation, 40% Long Quizzes, and 40% Exam. Ms. Guiaman clarified what are the class participation activities. Ms. Bangcaya provided examples of activities including but not limited to reporting, board works, recitation, and assignments.

5.7 Level 1 Accreditation Visit for BS Management Accounting

5.7.1 Prof. Bangcaya announced that the Level 1 Accreditation Visit for BS Management Accounting will be on August 2026. The instrument is the same as the Preliminary Survey Visit but the documents should be updated to include recent documents.

5.8 Other matters

5.8.1 Ms. Bangcaya announced the department is looking for a Student Assistant to serve as office clerk. Faculty members are tasked to find a student with enrolled 15 units or less to apply.

5.8.2 Ms. Garcia announced the faculty members that this semester, the department will have enrolled students research manuscript and student research outline. Research advisees for each faculty members will be distributed after end of open enrollment.

5.8.3 Ms. Bangcaya also welcomed Ms. Guiaman, a faculty transfer from USM KCC.

6. Adjournment

The department chairperson ended the meeting at 4:30 PM.

Prepared by:

**SANDRA ANGELA A. BANGCAYA**
Dept. Chairman, Accountancy

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Kabacan, Cotabato
Philippines

## ATTENDANCE SHEET

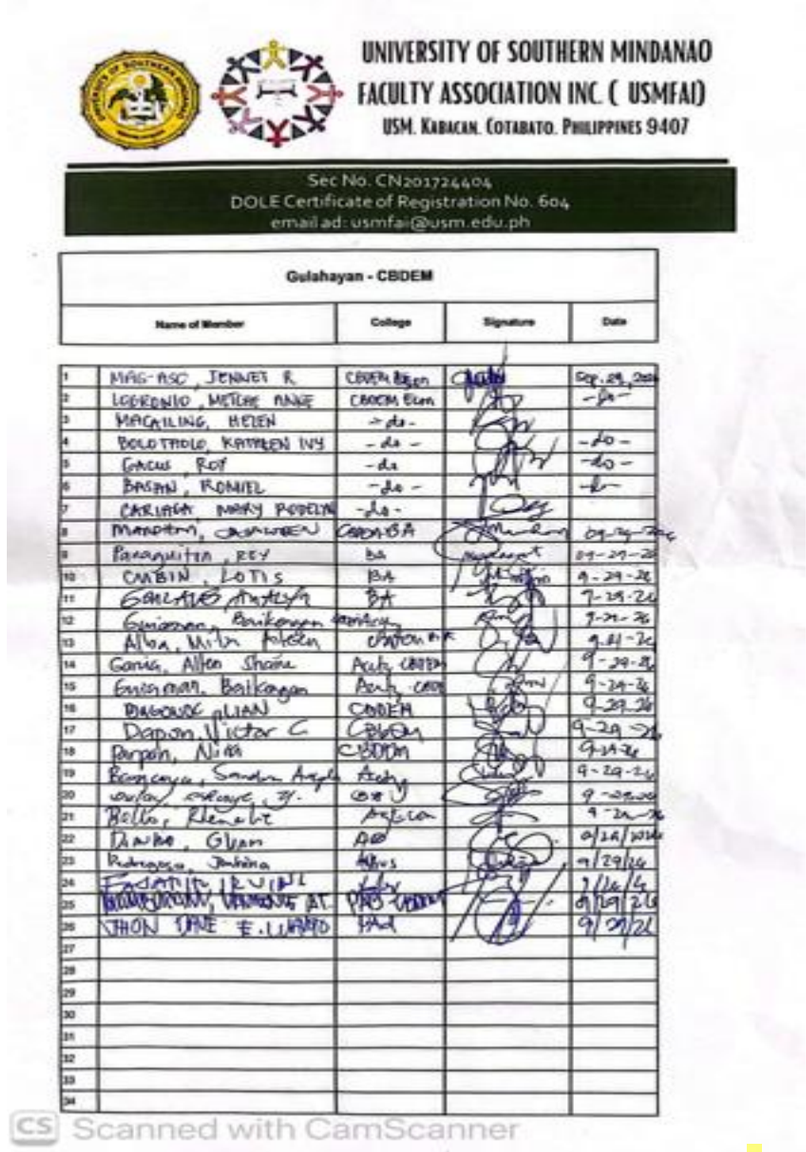
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| Date: | September 28, 2026 |
| Venue: | |
| Host Unit: | |
| [ ]Training [ ] Meeting | Civil Service Day |
| Participants: | |
| Coordinator: | CADTEM |
| Resource Speaker/s: | |

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| No. | Name: Last Name | First Name | M.I. | Designation | Agency/ Office/ College | Sex: M | Sex: F | Type of Vulnerable Sector: IP | Type of Vulnerable Sector: Solo Parent | Type of Vulnerable Sector: PWD | Signature |
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| 4. | PANAGUITON | REY | L | | CADTEM-UA | / | | | | | |
| 5. | CAYABYAB | CARLA | B | | | | / | | | | |
| 6. | CARIAGA | RODELYN | | | | | / | | | | |
| 7. | Mamburam | Laurince | | | CADTEM | / | | | | | |
| 8. | Bolotnolo | Kathleen Ivy | Z | | " | / | / | | | | |
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UNIVERSITY OF SOUTHERN MINDANAO
FACULTY ASSOCIATION INC. ( USMFAI)
USM, Kabacan, Cotabato, Philippines 9407

Sec No. CN201724404
DOLE Certificate of Registration No. 604
email ad: usmfai@usm.edu.ph

**Gulahayan - CBDEM**

| | Name of Member | College | Signature | Date |
|---|---|---|---|---|
| 1 | MAG-ASO, JENNET R. | CBDEM Dean | | Sep. 29, 2024 |
| 2 | LORENIO, METHE ANNE | CBDEM Dean | | -do- |
| 3 | MAGALLING, HELEN | -do- | | |
| 4 | BOLOTAOLO, KATHLEEN IVY | -do- | | -do- |
| 5 | GACUS, ROY | -do- | | -do- |
| 6 | BACHAN, RONIEL | -do- | | -do- |
| 7 | CARIAGA, MARY ROSELIN | -do- | | |
| 8 | MANDIGMA, JASMIREN | CBDEM/BA | | 09-29-2024 |
| 9 | Panaguiton, Rey | BA | | 09-29-24 |
| 10 | CABIN, LOTIS | BA | | 9-29-24 |
| 11 | GONZALES, Analyn | BA | | 9-29-24 |
| 12 | Guiamad, Baikagan | Secretary | | 9-29-24 |
| 13 | Alloa, Milin Fatalen | CBDEM Dean | | 9-29-24 |
| 14 | Garia, Allen Shaira | Acty, CBDEM | | 9-29-24 |
| 15 | Guiamad, Baikagan | Acty, CBDEM | | 9-29-24 |
| 16 | DIAGONE, LIAN | CBDEM | | 9-29-24 |
| 17 | Dapon, Victor C | CBDEM | | 9-29-24 |
| 18 | Dapon, Nida | CBDEM | | 9-29-24 |
| 19 | Remocaya, Sandra Angel | Acty | | 9-29-24 |
| 20 | [illegible] | [illegible] | | 9-29-24 |
| 21 | Bello, Rhenalyn | Acty | | 9-29-24 |
| 22 | Danda, Gleam | AO | | 9/29/2024 |
| 23 | Rubrigsa, Jenina | Admin | | 9/29/24 |
| 24 | [illegible] | [illegible] | | 9/16/24 |
| 25 | [illegible] | [illegible] | | 9/29/24 |
| 26 | JHON JAKE E. LIBRADO | FAC | | 9/29/24 |
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