AREA II

FACULTY

PARAMETER H:

PROFESSIONALISM

I.4.4

I.10.5 compliance with terms of agreement/contract (e.g., scholarships and training)

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

MEMORANDUM No. 1
Series of 2026

TO : **ALLEN SHANE C. GARCIA**
BAIKONGAN B. GUIAMAN
SANDRA ANGELA A. BANGCAYA
FROM : **SANDRA ANGELA A. BANGCAYA**
SUBJECT : **DESIGNATION AS STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) COORDINATOR OF THE ACCOUNTANCY DEPARTMENT**
DATE : **JANUARY 5, 2026**

In the best interest and to ensure the success of the operations of the Accountancy Department in the College of Business, Development Economics and Management, you are hereby designated as Student Internship Program in the Philippines (SIPP) coordinators for the Accountancy Department for the 2nd semester, SY 2025-2026.

As SIPP Coordinators, you are hereby directed and expected to perform the following functions:

1. Supervise closely the implementation of the Student Internship Program in the Philippines (SIPP) Program or Internship of the department of Accountancy, College of Business, Development Economics and Management, in the most efficient manner in accordance with the terms and conditions set forth and agreed upon by the University of Southern Mindanao (USM) and the Cooperating Agency;
2. Ensure that the student internship to be conducted is in line with the student's field of discipline/specialization and that the internship work plan is observed properly; and
3. Conduct an orientation for the students and parents/guardians on the internship requirements;
4. Conduct an orientation for the students on how to behave themselves as interns in the workplace and;
5. Provide support, supervision, and assistance to the students in the implementation of the internship program and activities.

This designation shall remain in force and in effect on immediately unless otherwise revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provision hereof are deemed revoked, amended, or superseded.

SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

Conforme:

_____
_____
_____

cc:
CHERYL Y. DULAY, CBDEM Dean

USM-CBD-F05-Rev.0.2022.12.05

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
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Special Order No. 18061

Series of 2025

TO: **PROF. SANDRA ANGELA A. BANGCAYA**

SUBJECT: **Designation as DEPARTMENT CHAIRPERSON-ACCOUNTANCY**

DATE: **Wednesday, 3 September 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your are hereby designated as **DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

As Department Chairman, you are hereby directed and expected to perform the following functions:

1. Provide formal inputs to the administration following proper consultation with the departmental peers on all recommended policy and administrative circulars which could affect the department's operations;
2. Respond to the requests of stakeholders and allied agencies/offices in the university such as the Admissions and Records Office, Office of the Director for Instruction, University Information and Communications Technology, Office of Student Affairs, Human Resource & Development Office, and other relevant offices;
3. Effectively communicate with other academic departments to insure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University;
4. Prepare the Department's Annual Report;
5. Submit the annual staffing proposals;
6. Submit the annual budget proposal and monitor the budget;
7. Implement and monitor the compliance of the department to the ISO and Accreditation standards, and procedures;
8. Facilitate departmental curriculum revisions;
9. Facilitate the deployment of material and human resources by developing class schedules and teaching assignments;
10. Schedule and preside over department meetings;
11. Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts;
12. Co-ordinate and/or participate in the faculty recruitment/faculty search/screen committees;
13. Promote a team effort within the department to addressing departmental and institutional issues;
14. Facilitate implementation of revisions in catalog copy/web sites/policies which address

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departmental curriculum issues; and
15. Conduct classroom observation, as deemed necessary, a Department Committee may be created for this purpose.

By virtue of this designation, you shall be entitled to a **six (6) unit load displacement and on Vacation/Sick Leave Status**. As such, you shall integrate in you IPCR the following success indicators:

a. percentage of syllabi updated on OBTL format;
b. number of student organizations accredited in OSA;
c. percentage of courses with updated course outcome integrated in the curriculum map;
d. percentage of faculty members involved in RDEP;
e. percentage of personnel with completed activities as planned in ILDP;
f. number of non-conformity (NCs) closed in a semester

This designation shall remain in force and in effect on **August 04, 2025 until July 31, 2026** otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

___

Copy Furnished
___ records
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___ Board Secretary

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committees;
13. Promote a team effort within the department to addressing departmental and institutional issues;
14. Facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues; and
15. Conduct classroom observation, as deemed necessary, a Department Committee may be created for this purpose.

By virtue of this designation, you shall be entitled to a **six (6) unit load displacement and on Vacation/Sick Leave Status**. As such, you shall integrate in you IPCR the following success indicators:

a. percentage of syllabi updated on OBTL format;
b. number of student organizations accredited in OSA;
c. percentage of courses with updated course outcome integrated in the curriculum map;
d. percentage of faculty members involved in RDEP;
e. percentage of personnel with completed activities as planned in ILDP;
f. number of non-conformity (NCs) closed in a semester

This designation shall remain in force on **March 04, 2025 and in effect until April 30, 2026** otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV
By Authority of the President:

NERISSA G. DELA VIÑA, PhD.
HRMDO Director

Conforme:

_____

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"UNITY IN DIVERSITY AND
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Special Order No. 2435C
Series of 2026

TO: DR. ALLEN SHANE C. GARCIA

SUBJECT: **Designation as OIC, DEPARTMENT CHAIRPERSON - ACCOUNTANCY**
DATE: **Monday, 9 March 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your are hereby designated as **OIC, DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

As OIC, Department Chairperson, you are hereby directed and expected to perform the following functions:

1. Provide formal inputs to the administration following proper consultation with the departmental peers on all recommended policy and administrative circulars which could affect the department's operations;
2. Respond to the requests of stakeholders and allied agencies/offices in the university such as the Admissions and Records Office, Office of the Director for Instruction, University Information and Communications Technology, Office of Student Affairs, Human Resource & Development Office, and other relevant offices;
3. Effectively communicate with other academic departments to insure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University;
4. Prepare the Department's Annual Report;
5. Submit the annual staffing proposals;
6. Submit the annual budget proposal and monitor the budget;
7. Implement and monitor the compliance of the department to the ISO and Accreditation standards, and procedures;
8. Facilitate departmental curriculum revisions;
9. Facilitate the deployment of material and human resources by developing class schedules and teaching assignments;
10. Schedule and preside over department meetings;
11. Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts;
12. Co-ordinate and/or participate in the faculty recruitment/faculty search/screen

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Special Order No. 598G
Series of 2024

TO: **PROF. SANDRA ANGELA A. BANGCAYA**

SUBJECT: **Designation as CHAIRPERSON - ACCOUNTANCY DEPARTMENT**

DATE: **Wednesday, July 10, 2024**

Taking cognizance of your educational preparation and most of all your interest to lead the department that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, your are hereby designated as **CHAIRPERSON - ACCOUNTANCY DEPARTMENT** in addition to your plantilla position.

As **Department Chairperson,** you are hereby directed and expected to perform the following functions:

1. Recommend for approval textbooks and syllabi for use in their respective curricular programs;
2. Supervise projects and co-curricular activities of students in the department and such other matters which may be assigned to the department by the Head of the academic unit from time to time as the purposes of the University may demand;
3. Recommend student specialization in a specific disicipline in the department for approval by the Dean concerned;
4. Recommend to higher authorities of the University through the Curriculum Review and Development Office of the institution, revision and abolition of courses and curricula in the department;
5. Supervise other academic as well as administrative matters in the department;
6. Perform other functions as may be assigned by the Dean concerned; and,
7. To perform such other duties as may be assigned to you by the President or higher authorities.

By virtue of this designation, you shall be entitled to a **load displacement of six (6) units and on Vacation-Sick-Leave Status until July 31, 2025.**

University of Southern Mindanao
Kabacan, Cotabato
Philippines

College of Business, Development Economics and Management (CBDEM)
College of Human Ecology and Food Sciences (CHEFS)

PROJECT MANAGEMENT TEAM (PMT)
January to December 2025

Project Title: Crafting the Future: Protecting Heritage by Promoting Locally-made Products (UniK Project 3)

Project and Component Leaders with Special Order (SO):

Project Leader : **ANALYN A. GONZALES**
Component Leaders : **JAY-R G. VILDAC**
: **APPLE U. URETA**
: **AVEGALE S. ROY**

Proposed Tasks for Project & Activity Leaders:
1. Facilitate the conduct of pre-implementation, implementation, and post implementation activities.
2. Submit quarterly progress reports.
3. Prepare and submit training designs and training completion reports.
4. Deliver oral presentations during midyear and year-end in-house reviews.
5. Prepare and submit midyear and year-end narrative reports.

Resource Persons : **MELCHIE G. PALAPAR**
: **LOTIS D. CUBIN**
: **SANDRA ANGELA A. BANGCAYA**
: **ALLEN SHANE C. GARCIA**
: **CHERYL Y. DULAY**
: **ANALYN A. GONZALES**
: **APPLE U. URETA**
: **AVEGALE S. ROY**

Proposed Tasks for Resource Persons:
1. Design simplified PowerPoint slides, practical handouts, and community-friendly activity sheets.
2. Deliver interactive lectures, lead hands-on demonstrations, and guide local participants through practical exercises.
3. Review participant work (e.g., sample products, cost sheets, business plans) and provide constructive, encouraging feedback.
4. Submit all presentation slides and reference materials for official documentation.
5. Provide mentorship and practical advice to help community members apply learning to their local enterprises.

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Mobile Number: 09604220433
email address: eso@usm.edu.ph

Management System ISO 9001:2015

OFFICE OF THE DIRECTOR FOR EXTENSION SERVICES

November 10,2025

PROF. ALLEN SHANE C. GARCIA
CBDEM Faculty
College of Business, Development Economics and Management
This University

Dear Prof. Garcia,

Greetings of peace and development!

The Extension Services Office is implementing a banner initiative titled the **HERO Project**. One of its key components is **"The Entrepreneur's Toolkit: Financial Foundations, Strategic Positioning, and Ethical Excellence"** a community- led initiative by the local community supported by the university's extension services and assisted by the LGU of Magpet through capacity- building activities **on November 14, 2025, from 8:00 AM- 3:00 PM.**

This collaborative effort will involve faculty from the **College of Business Development Economics Management** who will share relevant knowledge and expertise aligned with the university's thrusts in instruction, research, and extension.

In this regard, we would like to invite you to serve as a **Resource Person** on the topic **"A Foundation for Financial Clarity."** Your role will include preparing for your topic and coordinating with the **Component Leader** by providing the following: a short biography and a PowerPoint presentation.

We believe your expertise and commitment to public service will greatly contribute to the success and sustainability of this initiative, while also fostering stronger linkages between the university and the communities we serve.

We look forward to your favorable response and to working with you on this meaningful endeavor.

Thank you, and more power!

Sincerely yours,

AVEGALE S. ROY
Project Leader

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

Noted by:

GLYN G. MAGBANUA,PhD
Director, ESO

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OFFICE OF THE DIRECTOR FOR EXTENSION SERVICES

November 11, 2025

PROF. SANDRA ANGELA A. BANGCAYA
CBDEM Faculty
College of Business, Development Economics and Management
This University

Dear Prof. Bangcaya,

Greetings of peace and development!

The Extension Services Office is implementing a banner initiative titled the **HERO Project**. One of its key components is **"The Entrepreneur's Toolkit: Financial Foundations, Strategic Positioning, and Ethical Excellence"**—a community-led initiative by the local community supported by university's extension services and assisted by the LGU of Magpet through capacity-building activities **on November 14, 2025, from 8:00 AM- 3:00 PM.**

This collaborative effort will involve faculty from the **College of Business Development Economics Management** who will share relevant knowledge and expertise aligned with the university's thrusts in instruction, research, and extension.

In this regard, we would like to invite you to serve as a **Resource Person** on the topic **"Pricing and Costing: Maximizing Profitability."** Your role will include preparing for your topic and coordinating with the **Component Leader** by providing the following: short biography and a PowerPoint presentation.

We believe your expertise and commitment to public service will greatly contribute to the success and sustainability of this initiative, while also fostering stronger linkages between the university and the communities we serve.

We look forward to your favorable response and to working with you on this meaningful endeavor.

Thank you, and more power!

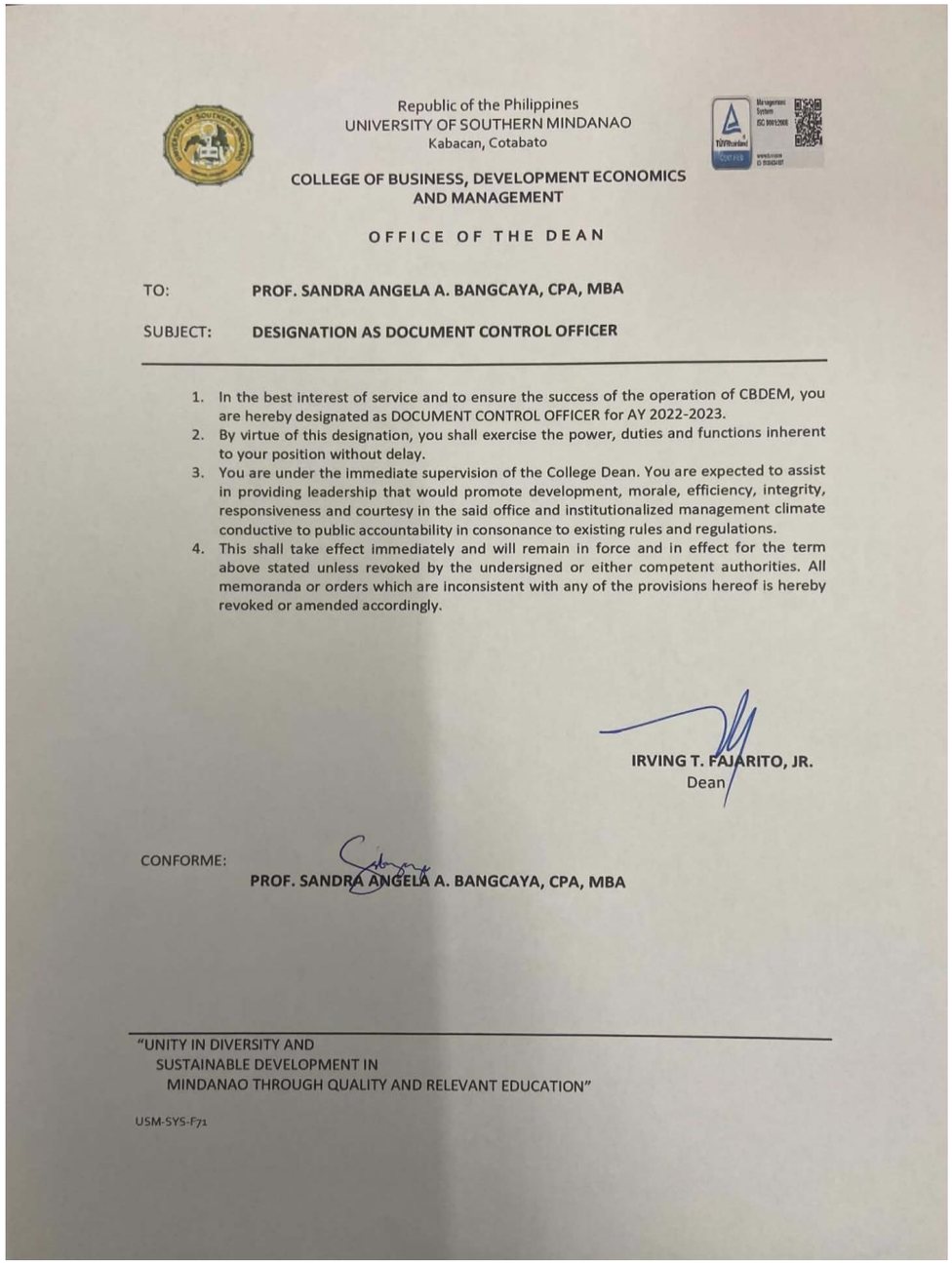
Sincerely yours,

AVEGALE S. ROY
HERO Project Leader

Noted by:

GLYN G. MAGBANUA, PhD
Director, ESO

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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

OFFICE OF THE DEAN

TO: **PROF. SANDRA ANGELA A. BANGCAYA, CPA, MBA**

SUBJECT: **DESIGNATION AS DOCUMENT CONTROL OFFICER**

1. In the best interest of service and to ensure the success of the operation of CBDEM, you are hereby designated as DOCUMENT CONTROL OFFICER for AY 2022-2023.
2. By virtue of this designation, you shall exercise the power, duties and functions inherent to your position without delay.
3. You are under the immediate supervision of the College Dean. You are expected to assist in providing leadership that would promote development, morale, efficiency, integrity, responsiveness and courtesy in the said office and institutionalized management climate conductive to public accountability in consonance to existing rules and regulations.
4. This shall take effect immediately and will remain in force and in effect for the term above stated unless revoked by the undersigned or either competent authorities. All memoranda or orders which are inconsistent with any of the provisions hereof is hereby revoked or amended accordingly.

IRVING T. FAJARITO, JR.
Dean

CONFORME:
PROF. SANDRA ANGELA A. BANGCAYA, CPA, MBA

"UNITY IN DIVERSITY AND
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USM-SYS-F71

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Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT

Special Order No. 242
Series of 2021

TO: **PROF. SANDRA ANGELA A. BANGCAYA** - *Admission Officer-BS Accountancy*
PROF. JALALODEN B. MAROHOM - *Admission Officer-BS Business Administration*

SUBJECT: **Designation as ADMISSION OFFICERS of the College of Business Development Economics and Management (CBDEM)**

DATE:

In the exigency of the service and for the best interest of the University, you are hereby designated as ADMISSION OFFICERS, in addition to your appointive position effective January 4, 2021.
As such, you shall exercise the following duties and functions:

1. Evaluate academic credentials for admission;
2. Process applications for admission;
3. Issue admission slips;
4. Endorse admitted students to ARO through Admission and Testing Department for final screening; and,

This designation shall remain in force and in effect on January 4, 2021 or until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

FRANCISCO GIL N. GARCIA, RPAE, PhD
SUC President IV

By Authority of the President:

WILLIE JONES B. SALILING, ABE, EnP
HRMDO Director

Conforme:

___

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___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

CERTIFIED TRUE COPY:

MARGIE N. BUTUAN-GALANG
Chief Administrative Officer