UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

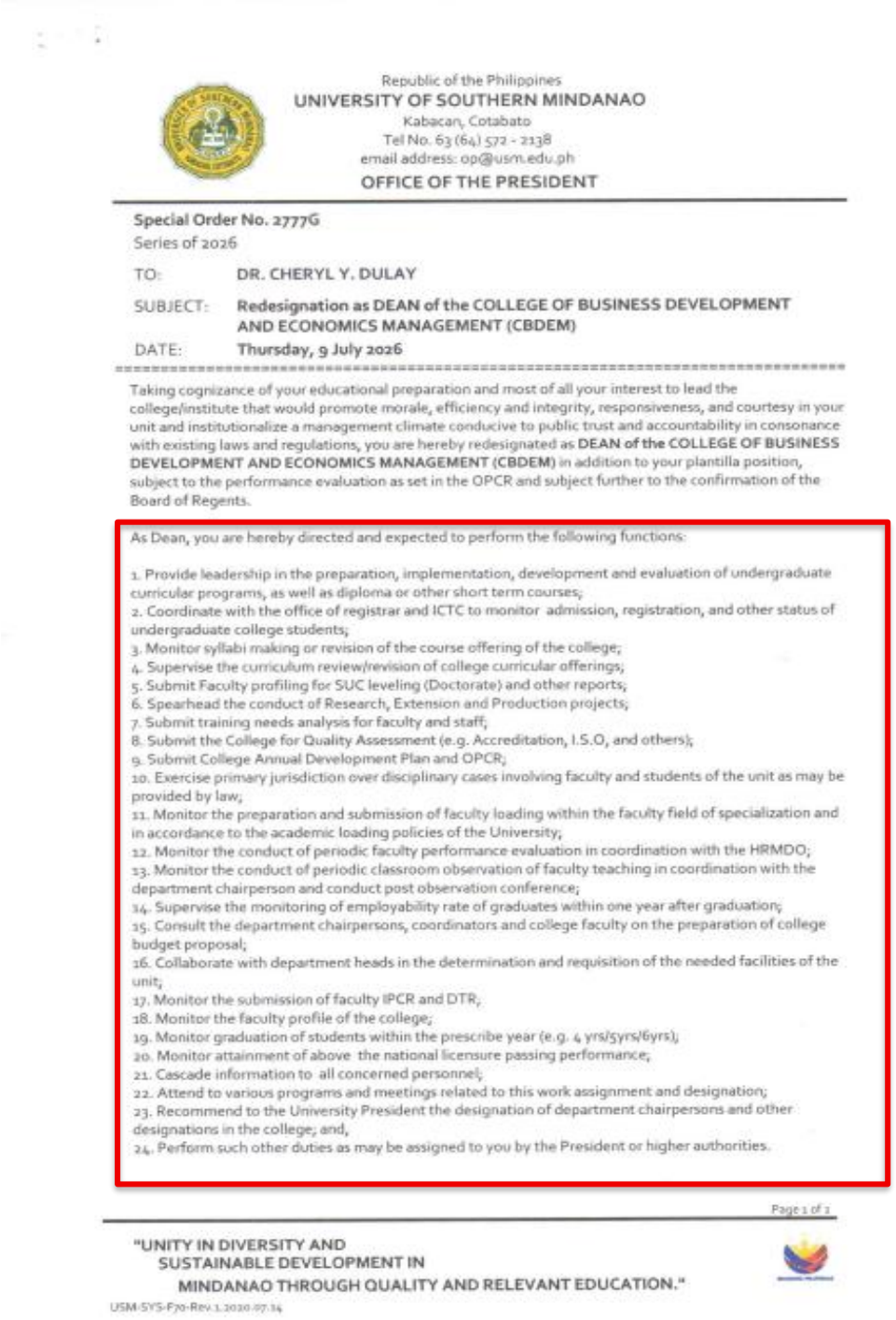
AREA I

VISION, MISSION, GOALS AND OBJECTIVES

I.4. The faculty and staff perform their jobs/functions in consonance with the VMGO

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To effectively perform their job functions in alignment with the Vision, Mission, Goals, and Objectives (VMGO) of the college, it's crucial to integrate these guiding principles into daily operations, decision-making, and personal responsibilities.



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

Special Order No. 2777G
Series of 2026

TO: **DR. CHERYL Y. DULAY**

SUBJECT: **Redesignation as DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)**

DATE: **Thursday, 9 July 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the college/institute 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, you are hereby redesignated as **DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)** in addition to your plantilla position, subject to the performance evaluation as set in the OPCR and subject further to the confirmation of the Board of Regents.

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

1. Provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
2. Coordinate with the office of registrar and ICTC to monitor admission, registration, and other status of undergraduate college students;
3. Monitor syllabi making or revision of the course offering of the college;
4. Supervise the curriculum review/revision of college curricular offerings;
5. Submit Faculty profiling for SUC leveling (Doctorate) and other reports;
6. Spearhead the conduct of Research, Extension and Production projects;
7. Submit training needs analysis for faculty and staff;
8. Submit the College for Quality Assessment (e.g. Accreditation, I.S.O, and others);
9. Submit College Annual Development Plan and OPCR;
10. Exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as may be provided by law;
11. Monitor the preparation and submission of faculty loading within the faculty field of specialization and in accordance to the academic loading policies of the University;
12. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMDO;
13. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the department chairperson and conduct post observation conference;
14. Supervise the monitoring of employability rate of graduates within one year after graduation;
15. Consult the department chairpersons, coordinators and college faculty on the preparation of college budget proposal;
16. Collaborate with department heads in the determination and requisition of the needed facilities of the unit;
17. Monitor the submission of faculty IPCR and DTR;
18. Monitor the faculty profile of the college;
19. Monitor graduation of students within the prescribe year (e.g. 4 yrs/5yrs/6yrs);
20. Monitor attainment of above the national licensure passing performance;
21. Cascade information to all concerned personnel;
22. Attend to various programs and meetings related to this work assignment and designation;
23. Recommend to the University President the designation of department chairpersons and other designations in the college; and,
24. Perform such other duties as may be assigned to you by the President or higher authorities.

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"UNITY IN DIVERSITY AND
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USM-SYS-F30-Rev.1.2020.07.14

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Furthermore, you shall be entitled to a **load displacement of twelve (12) units, on Vacation/Sick Leave status and receive a monthly RETE amounting to FIFTEEN THOUSAND PESOS (₱15,000.00) as reimbursible pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.As such, you shall indicate in your IPCR twelve target success indicators relevant to your functions.

a. number of curricular programs undergoing evaluation by stakeholders;
b. percentage of syllabi approved in the College;
c. percentage of curriculum reviewed;
d. Timeliness of submission of faculty loading;
e. number of faculty observed;
f. number of tracer studies conducted;
g. percentage of faculty engaged in RDEP;
h. quality of plan /policies drafted for the Unit;
i. number of procedure/process enrolled/drafted;
j. number of personnel with ILDP;
k. compliance of CARS/NC closed;
l. percentage of personnel with IPCR/Performance reports;
m. number of networks built and maintained to help improve in administration.

This designation shall take effect on **August 01, 2026 until July 31, 2027** otherwise 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

Conforme:

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___ File
___ COA file
___ Board Secretary

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Special Order No. 1806l
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:

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

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

UNIVERSITY OF SOUTHERN MINDANAO
College of Business Development Economics and Management
Kabacan, Cotabato
Philippines

OFFICE OF THE DEAN

Special Order No. 2
Series of 2025

TO: **ALLEN SHANE C. GARCIA**

DATE: **AUGUST 4, 2025**

SUBJECT: **DESIGNATION AS COLLEGE SOCIO-CULTURAL COORDINATOR**

In the interest of strengthening the delivery of college services and ensuring the effective implementation of the goals and objectives of the **College of Business, Development, Economics and Management (CBDEM)**, you are hereby designated as **College Socio-Cultural Coordinator**, effective immediately until revoked or amended by appropriate authority.

As **College Socio-Cultural Coordinator**, you shall perform the following duties and responsibilities:

1. Plan, organize, and coordinate socio-cultural programs, events, and activities of the College.
2. Promote student participation in university-wide cultural, artistic, literary, and performing arts activities.
3. Coordinate with student organizations, faculty advisers, and the Office of Student Affairs in the implementation of socio-cultural programs.
4. Ensure that all socio-cultural activities comply with University policies and guidelines.
5. Perform such other duties and responsibilities as may be assigned by the Dean in support of the College's mission and objectives.

You are expected to carry out these responsibilities with professionalism, commitment, and dedication in promoting a vibrant and inclusive college community.
This Special Order shall take effect immediately upon issuance and shall remain in force until otherwise revoked.

Issued this **4th day of August 2025** at the University of Southern Mindanao, Kabacan, Cotabato.

CHERYL Y. DULAY
Dean

"UNITY IN DIVERSITY AND
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USM-CBD-F03-Rev.0.2022.12.05

CERTIFIED TRUE COPY:
MARGIE N. [illegible]UAN-GALANG
Chief Administrative Officer
University of Southern Mindanao
Date:_____

Key Areas	Duties and Functions of Faculty and Staff	University of Southern Mindanao VMGO
Vision	- Faculty and staff contribute to shaping the vision by imparting knowledge and skills that help students realize their potential. - Faculty members are responsible for fostering a learning environment that supports the university's goal of becoming a center of excellence.	Vision of USM: Quality and relevant education for its clientele to be globally competitive, culture-sensitive and morally responsive human resources for sustainable development.
Mission	- Faculty are tasked with delivering high-quality instruction, facilitating research, and offering support to students. - Staff support the mission by managing day-to-day university operations, ensuring resources are available for teaching and learning, and promoting an inclusive environment.	Mission of USM: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.
Quality Education	- Faculty members deliver lectures, manage courses, supervise student research, and provide mentorship. - Staff ensure smooth administrative processes to support academic delivery (e.g., scheduling, resource allocation, etc.).	Mission of USM: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines. Core Values: G- Goodness R-Responsiveness E-Excellence A-Assertion of Right and Truth
Research and Innovation	- Faculty are directly responsible for conducting research, publishing findings, and applying their work to real-world problems. - Staff may assist with research logistics, data management, and grant applications.	Mission of USM: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines. Core Values: G- Goodness

		R-Responsiveness E-Excellence A-Assertion of Right and Truth
Community Development and Outreach	- Faculty integrate community outreach into their curriculum, organize projects, and conduct extension services that directly benefit the community. - Staff may organize and manage outreach programs, ensuring they run smoothly.	Core Values: G- Goodness R-Responsiveness E-Excellence A-Assertion of Right and Truth
Cultural Awareness and Inclusion	- Faculty members should incorporate diverse perspectives into teaching, research, and community service. - Staff support a culture of inclusivity by ensuring equal access to resources and services for all students and community members.	Objectives The Department of Accountancy aims to produce Accountancy and Management Accounting graduates who can: 1. Develop professionally competent and socially responsible graduates equipped with theoretical knowledge, sound principles & techniques to serve the needs of the increasingly complex, rapidly changing global business environment and aware of the profound magnitude of their role in nation building and in the stewardship of business resources. 2. Provide adequate training to prepare graduates for the CPA licensure examination or other related certifications for a career as professional accountants in public practice, commerce and industry, government, and academe and for entrepreneurship. 3. Produce competent professional accountants with appropriate values, ethics, and attitudes capable of making a positive contribution over their

		lifetimes to the profession and society; and 4. Develop the qualities that enhance the students' professional and research competence to undertake theoretical and empirical research in the various disciplines of accounting that will advance the frontiers of knowledge in these fields that will promote the development of the nation.
Sustainability	- Faculty are expected to incorporate sustainability principles in their teaching and research. - Staff help implement sustainability programs in campus operations (e.g., waste management, green initiatives).	Objectives The Department of Accountancy aims to produce Accountancy and Management Accounting graduates who can: 1. Develop professionally competent and socially responsible graduates equipped with theoretical knowledge, sound principles & techniques to serve the needs of the increasingly complex, rapidly changing global business environment and aware of the profound magnitude of their role in nation building and in the stewardship of business resources. 2. Provide adequate training to prepare graduates for the CPA licensure examination or other related certifications for a career as professional accountants in public practice, commerce and industry, government, and academe and for entrepreneurship. 3. Produce competent professional accountants with appropriate values, ethics, and attitudes capable of making a

		positive contribution over their lifetimes to the profession and society; and 4. Develop the qualities that enhance the students' professional and research competence to undertake theoretical and empirical research in the various disciplines of accounting that will advance the frontiers of knowledge in these fields that will promote the development of the nation.
Professional Development	- Faculty engage in continuous professional development to enhance teaching effectiveness and research capabilities. - Staff undergo training to improve their skills in administrative and support functions.	Mission of USM: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines. Core Values: G- Goodness R-Responsiveness E-Excellence A-Assertion of Right and Truth
Social Responsibility	- Faculty members serve as role models in promoting ethical conduct and social responsibility in both their academic and community activities. - Staff contribute by adhering to ethical standards in their roles and assisting in programs that promote social good.	Mission of USM: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines. Values: G- Goodness R-Responsiveness E-Excellence A-Assertion of Right and Truth

Comparison:

1. Vision Alignment: Faculty and staff contribute to the university's vision by enhancing education, research, and community development.
2. Mission Fulfillment: Faculty are primarily responsible for delivering education and research, while staff ensure operational efficiency and provide support for the mission.
3. Goals and Objectives: Both faculty and staff play crucial roles in delivering quality education, fostering research, engaging in community development, and promoting sustainability. Their roles are interdependent, with faculty leading in academic and research excellence, while staff ensure operational success and inclusivity.