AREA II
FACULTY

PARAMETER A – ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

1. SYSTEM INPUTS AND PROCESSES

The University places strong emphasis on ensuring that its faculty members have the appropriate academic qualifications, professional experience, and competencies needed to effectively perform their teaching and other academic responsibilities. To achieve this, the University follows established national and institutional policies, particularly the qualification standards of the Civil Service Commission (CSC), National Budget Circular (NBC) No. 461, and relevant policies of the Commission on Higher Education (CHED).

In the recruitment and appointment of faculty members, the University follows the CSC Qualification Standards, particularly CSC Memorandum Circular No. 3, s. 1997, as amended by MC No. 22, s. 2016. These standards provide the minimum qualifications for faculty positions from Instructor to Professor. Faculty members are expected to have the appropriate educational background, including at least a master's degree in their field of specialization or a related discipline, as well as the required teaching experience, training, and professional qualifications appropriate to their academic rank.

The University also implements National Budget Circular No. 461 in evaluating and promoting faculty members. Faculty advancement is based on established criteria such as educational attainment, teaching performance, research and scholarly activities, extension involvement, and other professional accomplishments. This provides faculty members with a clear and fair basis for career progression while encouraging them to continuously improve their knowledge, skills, and professional performance.

In addition, the University observes relevant CHED policies and standards in determining faculty qualifications and teaching assignments. Faculty members are assigned to courses that are appropriate to their educational background, area of specialization, and professional expertise. The University also encourages faculty members to pursue advanced degrees, attend seminars and training programs, participate in research and extension activities, and engage in other professional development opportunities. These activities help faculty members keep their knowledge and skills current and relevant to the needs of their students and academic programs.

The University maintains records and supporting documents to verify faculty qualifications and professional accomplishments. These include appointment documents, personal data sheets or curriculum vitae, academic credentials, certificates of training and seminars, professional licenses when applicable, and other relevant records. These documents are used in evaluating faculty qualifications, performance, and readiness for promotion or other professional opportunities.

Faculty performance and development needs are also regularly monitored through established evaluation mechanisms. The results of faculty evaluations help identify areas where additional training, mentoring, or professional development may be needed. The University uses these findings to provide appropriate opportunities for faculty members to strengthen their competencies and improve their performance.

Through these practices, the University is able to maintain a faculty complement that is academically qualified, professionally competent, and committed to continuous improvement. More importantly, the institution recognizes that faculty development is an ongoing process. By providing opportunities for further education, training, research, extension, and professional engagement, the University supports its faculty members in responding effectively to the changing demands of higher education and in providing quality learning experiences to students.

Overall, the University's policies and practices ensure that faculty members are properly qualified for their positions and adequately prepared to fulfill their responsibilities in instruction, research,

extension, and other academic activities. These efforts contribute to the University's goal of sustaining a competent and dedicated faculty who can effectively support the institution's mission, programs, and commitment to quality education.

A.1. Copy of Qualifications Standard.

CMO No.28, series of 2017

Section 15. Faculty

The faculty should possess the educational qualifications, professional experience, classroom teaching ability, computer literacy, scholarly research productivity, and other attributes essential for the successful conduct of the undergraduate accounting program.

15.1 Qualifications

a. All faculty teaching accounting courses should possess the following qualifications:
   1. Registered Professional Accountants in the Philippines with current PRC Identification Cards;
   2. Holder of a valid Certificate of Accreditation as Accounting Teacher from the BOA/PRC;
   3. Holder of at least a master's degree in accountancy, or other related area of studies as identified in Section 5.5 hereof;
   4. Must have earned twelve (12) units of professional education subjects or equivalent program (e.g. teaching and learning philosophies, test and measurements);
   5. Three years of relevant practical experience (in the fields of public practice, commerce and industry, or government);
   6. Member in good standing of the accredited professional organization for Certified Public Accountants; and
   7. Must be of good moral character.

b. Any tenured / full time / full load faculty who does not meet qualifications **3** and **4** above shall be required to comply with the same within a period not exceeding three (3) years from the date of the issuance of this CMO.

c. Qualifications **2** and **3** above do not apply to special lecturers or adjunct faculty.

d. Faculty teaching professional courses in management accounting should be a Registered Professional Accountants in the Philippines with current PRC Identification Cards or a professional certified by a globally recognized professional organization in management accounting or other appropriate and related fields.

15.2 Teaching Load

a. The regular teaching load of full-time academic teaching personnel shall be determined by the higher education institution but shall in no case exceed 24 units per term.

b. Faculty should not be assigned to teach more than three or occasionally, four different courses in any one term. Neither should there be too much variety in the courses assigned in any one year.

c. De-loading from regular teaching may be allowed for administrative, research, or professional assignments without reduction in compensation.

d. The teaching load of part-time or special lecturers teaching in more than one educational institutions shall in no case exceed 24 units per term in the aggregate. For this purpose, the HEIs should establish a monitoring system to

successfully passed this probationary period should be made permanent.

e. After due process, faculty members who do not meet minimum standards of competence and performance, or who are found guilty of unprofessional conduct or of violating school regulations should be separated from service.

2. IMPLEMENTATION

The implementation of the University's policies on faculty qualifications is reflected in the profile of the Bachelor of Science in Management Accounting (BSMA) faculty. The program is supported by qualified and committed educators whose academic preparation, professional credentials, teaching experience, and areas of specialization are aligned with the requirements of the program.

The core faculty members hold academic ranks ranging from Assistant Professor to Associate Professor and possess master's or doctoral degrees. One faculty member has completed the academic requirements for a master's degree and is currently completing the master's thesis. All core faculty members are Certified Public Accountants (CPAs), demonstrating their professional competence and qualification to handle major courses in the program. Their areas of specialization include Management Advisory Services, Intermediate Accounting, Advanced Financial Accounting, and Taxation ensuring that courses are handled by faculty members with appropriate expertise.

The faculty complement includes both experienced and early-career educators, with teaching experience ranging from developing professionals to faculty members with more than 15 years of service. All core faculty members hold permanent appointments, providing stability and continuity in program delivery.

The program is also supported by part-time faculty members with relevant industry expertise. These include practicing lawyers, government employee, and professionals with expertise in accounting software. Their involvement provides students with opportunities to gain practical insights and perspectives from various professional and industry settings. The General Education

faculty likewise meet the required academic and professional qualifications and contribute to the interdisciplinary development of students.

Faculty members actively engage in the four major functions of the University, namely instruction, research, extension, and professional development. They prepare syllabi and instructional materials aligned with CHED and institutional standards and employ appropriate and innovative teaching strategies to enhance student learning. They also participate in research activities related to Accounting and Business, academic forums, conferences, and other professional activities.

Through extension initiatives, faculty members share their knowledge and expertise with the community through activities such as basic bookkeeping, proper financial recording, and other financial literacy-related activities. Their participation in seminars, workshops, training programs, conferences, and other professional development activities demonstrates their commitment to continuous learning and professional growth.

The University also provides opportunities for scholarships, grants, and faculty development programs, supporting faculty members in pursuing advanced studies and continuing professional development. These institutional initiatives contribute to the enhancement of faculty competencies and ensure that the faculty remain responsive to developments in the accounting profession and higher education.

Overall, the qualifications, professional credentials, teaching experience, industry engagement, research and extension involvement, and commitment to continuous professional development of the faculty provide a strong foundation for the effective delivery, continuous improvement, and sustained development of the BSMA program.

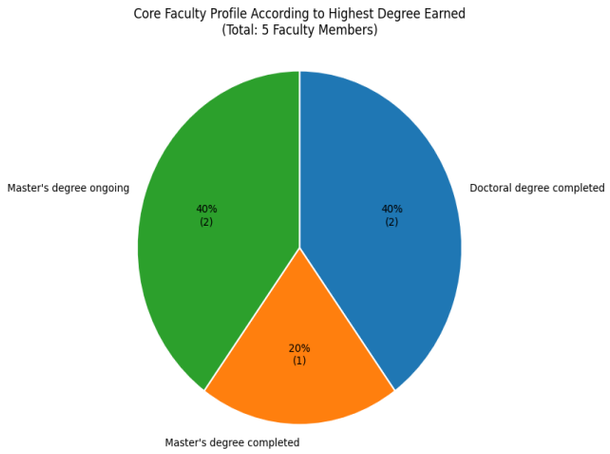
- **Faculty Profile Matrix Involved in the Program (Core Faculty)**

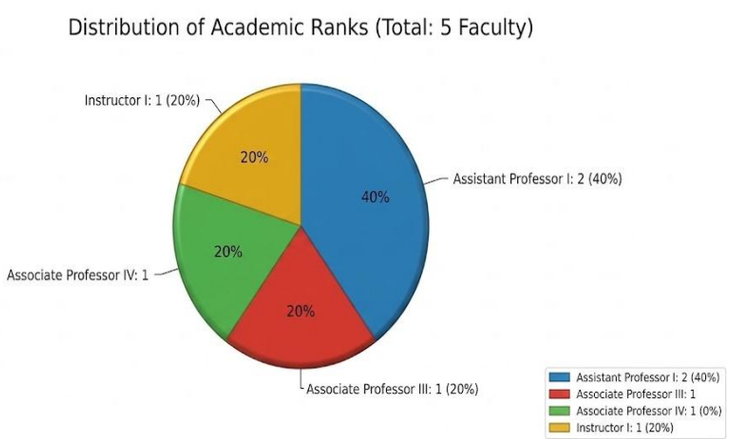
Faculty	Academic Rank	Educational Attainment	School Graduates From	Field of Specialization	Licensure Examinations Passed	Length of teaching Experience	Status of Appointment (Permanent, Temporary, Contractual)	Subjects Handled
1. Sandra Angela A. BAngcaya, CPA, MBA,LPT	Associate Professor III	Master in Business Administration Bachelor of Science in Accountancy	University of Mindanao Ateneo de Davao Univerity	Advanced Financial Accounting Financial Accounting and REporting	-Certified Public Accountant -Licensure Examination for Teachers	16 years	Permanent	-Financial Accounting and Reporting -Partnership and Corporation Accounting -Cost Accounting and Control -Accounting for Special Transactions -Internship
2. Jay-r G. Vildac, CPA, DBA	Associate Professor IV	Doctor of Business Administration	Ateneo de Davao University (DBA)	Intermediate Accounting Financial Accounting	Certified Public Accountant	6 years	Permanent	- Intermediate Accounting 3

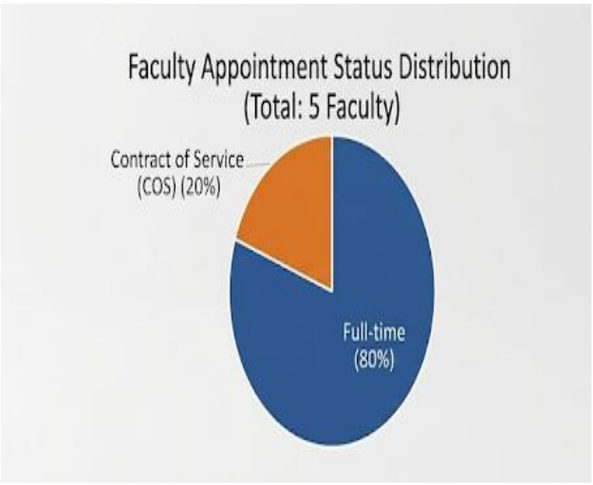
		Master in Business Administration Bachelor of Science in Accountancy	Notredame of Dadiangas University University of Southern Mindanao	and REporting				-Conceptual Framework and Accounting Standards -Internship
3. Allen Shane C. Garcia, CPA, DBM	Assistant Professor I	Doctor in Business Management Master in Business Administration Bachelor of Science in Accountancy	University of the Immaculate Conception Notre Dame of Dadiangas University University of Southern Mindanao	Intermediate Accounting Taxation Advanced Financial Accounting and REporting	Certified Public Accountant	9 years	Permanent	-Intermediate Accounting 1, -Intermediate Accounting 2. -Accounting for Business Combination -Strategic Cost Management -Valuation Concepts and Methods -Business Taxation -Internship
4. Baikongan B. Guaiman, CPA, LPT	Assistant Professor I	Master in Accountancy-CAR	Univesrity of Mindanao	Advanced Financial Accounting Taxation Management Advisory Services	Certified Public Accounantant	13 years	Permanent	-Strategic Cost Management -Financial Management -Income Taxation -Intermediate Accounting 3 -Internship
5. Julhaina C. Cambang	Instructor I	Master in Business Administration (on-going)	Ateneo de Davao University	Financial Accounting and Reporting Taxation	Certified Internal Audit Specialist	2 years	Contract of Service	-Basic Financial Accounting and Reporting -Income Taxation

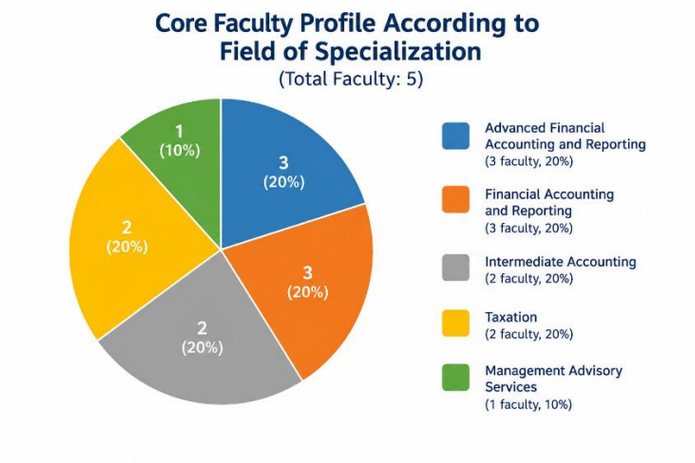
Graph showing the core faculty profile according to:

- highest degree earned
- academic rank
- status of appointment
- field of specialization


Core Faculty Profile According to Highest Degree Earned
(Total: 5 Faculty Members)
Master's degree ongoing
40%
(2)
Doctoral degree completed
40%
(2)
20%
(1)
Master's degree completed


Distribution of Academic Ranks (Total: 5 Faculty)
Instructor I: 1 (20%)
20%
Assistant Professor I: 2 (40%)
40%
20%
Associate Professor IV: 1
20%
Associate Professor III: 1 (20%)
Assistant Professor I: 2 (40%)
Associate Professor III: 1
Associate Professor IV: 1 (0%)
Instructor I: 1 (20%)


Faculty Appointment Status Distribution
(Total: 5 Faculty)
Contract of Service
(COS) (20%)
Full-time
(80%)

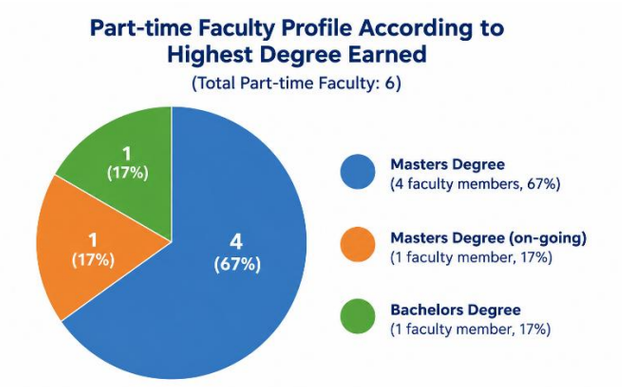


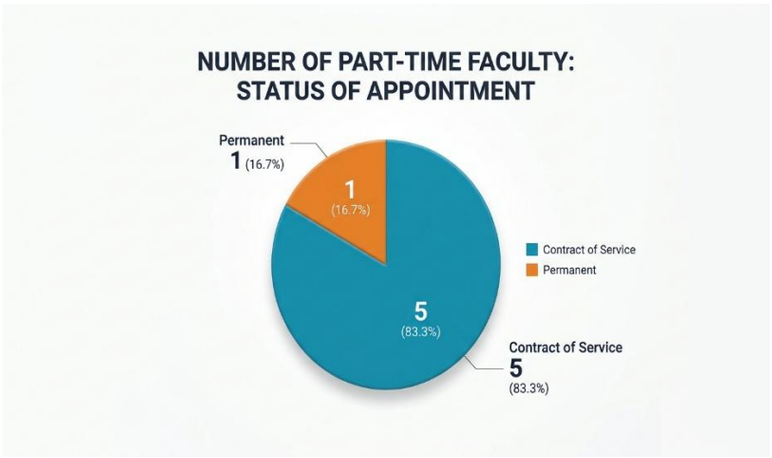
- **Faculty Profile Matrix Involve in the Program (Part-time Faculty)**

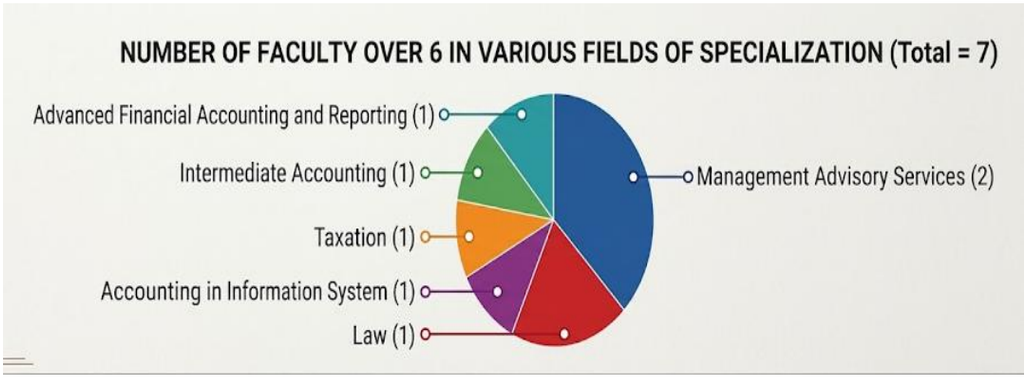
Faculty	Academic Rank	Educational Attainment	School Graduates From	Field of Specialization	Licensure Examinations Passed	Length of teaching Experience	Status of Appointment (Permanent, Temporary, Contractual)	Subjects Handled
1. Jared Virgil A. Bangcaya	Part-time Faculty	Bachelor of Laws- on going Master in Business Administration Bachelor of Science in Accountancy	University of Southern Mindanao Notre Dame of Dadiangas University Ateneo de Davao University	Management Advisory Services	Certified Public Accountant	14	Permanent (USM Internal auditor)	Methods of Valuation
2. Atty Gregorio Torres	Part-time Faculty	Bachelor of Laws	Misamis University	Law	Lawyer	17	Contract of service	Law on Obligations and Contracts Business Laws and Regulation Regulatory Framework and Legal Issues in Business Speacial laws and Other

								Relevant Regulations
3. Michael P. Omambat	Part-time	Master in Business Administration-APEX Bachelor of Science in Accountancy	Ateneo de Davao University University of Southern Mindanao	Advanced Financial Accounting	Certified Public Accountant	6 years	Contract of Service	Accounting for Government and Non-profit Organizations
4. Von Zerick M. Casero	Part-time	Master in Business Administration Bachelor of Science in Accountancy	Notre Dame of dadiangas University University of Southern Mindanao	Management Advisory Services	Certified Public Accountant	5 years	Contract of Service	Valuation Methods
5. Neil Anthony Morala	Part-time	Master in Management major in Busines Management Bachelor of Science In Accountancy	Saint Joseph Institute of Science and Technology (SJIT) University of Southern MIndanao	Taxation Intermediate Accounting	Certified Public Accountant	2 years	Contract of Service	Strategic Tax Management Intermediate Accounting 2
6. Lady Enginee H. Alocelja	Part-time	Bachelor of Science in Accountancy	University of Southern Mindanao	Accounting Information System	Cerified Public Accountant	2 years	Contract of Service	Accounting in Information System

Graphical Presentations







- *Faculty who have prepared instructional materials and indicate if it is approved by the University/College Instructional Materials Committee.*

Name of Faculty	Instructional Materials Developed (Print/Model/Electronic)	Title
1. Sandra Angela A. Bangcaya	Print Module Print Module Print Module	✓ Basic Accounting ✓ Accounting for Servicing and Merchandising Entities ✓ Accounting for Partnerhip and Corporation
2. Jay-r G. Vildac	Print Module	✓ Practical Guide on Writing Project Feasibility Study

➢ *Faculty who have conducted and/or are conducting research/es relevant to the Program*

Name of Faculty	Title of Research	Duration of Implementation	Funding Source	Status (On-Going/Completed)
1. Jay-r G. Vildaca	✓ Predictors of Financial Well-being of Sole-proprietorships in Food Realated Businessin SOCCSKSARGEN, Philippines ✓ Happiness Index: What Makes Life Happy?	1 year 1 year	Personal Personal	Completed Completed
2. Allen Shane C. Garcia	The E-readiness of Small and Medium Enterprises in SOCCSKSARGEN- An explanatory Sequential Approach	1 year	Commission on Higher Education	Completed

➢ Consolidate names of faculty who are actively involved in Extension activities relevant to the Program

Name of Faculty	Extension Activity/Project	Location	Time frame	Funding Source	Number of Clientele Served	Status (On-Going/ Completed)
1. Sandra Angela A. Bangcaya	-KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project -Capacity Building, Demonstration, and Enterprise Development of Maguindanaon Delicacies (CBDEM–Delicacies)	Kabacan, Tulunan, Mlang Cuyapon, Kabacan, Cotabato	July 1, 2024 to December 31, 2025 2024-2026	Fund101 Extension Service Office Fund101 Extension Service Office	23 15	Completed On-going

	-Harenessing Efforts for Recovery Operations (HERO) in Rebuilding Lives of OBO-MANOBO tribe in Bongolonan Magpet, Cotabato	Magpet, Cotabato	Jan-Dec 2025	Fund101 Extension Service Office	18	Completed
	-Crafting the Future: Protecting Heritage by Promoting Locally-made Products (UNIK Project 3)	Makilala, Cotabato	Jan-Dec 2025	Fund101 Extension Service Office	23	Completed
2. Jay-r G. Vildac	-KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project	Kabacan, Tulunan, Mlang	July 1, 2024 to December 31, 2025	Fund101 Extension Service Office	23	Completed
	-Capacity Building, Demonstration, and Enterprise Development of Maguindanaon Delicacies (CBDEM–Delicacies)	Cuyapon, Kabacan, Cotabato	2024-2026	Fund101 Extension Service Office	15	On-going
	-Harenessing Efforts for Recovery Operations (HERO) in Rebuilding Lives of OBO-MANOBO tribe in Bongolonan Magpet, Cotabato	Magpet, Cotabato	Jan-Dec 2025	Fund101 Extension Service Office	18	Completed

	-Crafting the Future: Protecting Heritage by Promoting Locally-made Products (UNIK Project 3)	Makilala, Cotabato	Jan-Dec 2025	Fund101 Extension Service Office	23	Completed
3. Julhaina C. Cambang	-KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project -Capacity Building, Demonstration, and Enterprise Development of Maguindanaon Delicacies (CBDEM–Delicacies)	Kabacan, Tulunan, Mlang Cuyapon, Kabacan, Cotabato	July 1, 2024 to December 31, 2025 2024-2026	Fund101 Extension Service Office Fund101 Extension Service Office	23 15	Completed On-going
4. Allen Shane C. Garcia	-Harenessing Efforts for Recovery Operations (HERO) in Rebuilding Lives of OBO-MANOBO tribe in Bongolonan Magpet, Cotabato -Crafting the Future: Protecting Heritage by Promoting Locally-made Products (UNIK Project 3)	Magpet, Cotabato Makilala, Cotabato	Jan-Dec 2025 Jan-Dec 2025	Fund101 Extension Service Office Fund101 Extension Service Office	18 23	Completed Completed

- Consolidate names of faculty who are handling production projects

Name of Faculty	Production Activity/Project	Volume or Area of Production	Average Annual generated Income
Sandra Angela A. Bangcaya	Workbook Production and Sales	300-400	35,000-45,000

- scholarship awards/grants received by the faculty involved in the Program

Faculty Grantee/Recipient	Scholarship Award/Grant	Granting Agency	Level (Int'l, Nat'l, Reg'l, Local)	Inclusive Dates
1. Allen Shane C. Garcia	Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP)	Commission on Higher Education (CHED)	National	March 2021-May 2024

3. OUTCOMES

The effective implementation of faculty qualification standards and professional development programs has contributed significantly to the continuous improvement of the institution's academic services. These initiatives are not only focused on meeting prescribed standards but also on ensuring that faculty members are given opportunities to enhance their qualifications, competencies, and professional practice.

A significant outcome is the increasing number of faculty members who have earned or are currently pursuing doctoral degrees. This reflects the institution's commitment to advancing the academic and professional capabilities of its faculty and strengthening its pool of highly qualified educators. The institution supports faculty development by encouraging and providing opportunities for further studies, professional training, seminars, conferences, and other activities that contribute to continuous learning and specialization. The distribution of faculty members across academic ranks likewise reflects professional growth and career progression consistent with the provisions of NBC 461. Faculty members are encouraged to develop their qualifications and competencies as they progress in their academic careers. This provides a clear pathway for professional advancement while helping the institution sustain a competent faculty complement.

The predominance of permanent faculty appointments is another positive indicator of institutional stability. A stable and committed faculty workforce contributes to continuity in program implementation, strengthens student support, and promotes consistency in the delivery of instruction and other academic services. It also allows faculty members to become more actively involved in institutional activities, curriculum enhancement, research, extension, and other initiatives that support the achievement of the institution's goals.

Faculty performance is systematically monitored and evaluated through established institutional mechanisms, including the NBC 461 Qualitative Contribution Evaluation (QCE), Strategic Performance Management System (SPMS), and Merit System and Promotion Plan (MSPP). These mechanisms provide a structured basis for assessing teaching effectiveness, professional contributions, productivity, and participation in institutional activities. The results of these evaluations are used not only for promotion and recognition but also to identify areas where faculty members may need further development and support.

The institution also uses the results of faculty evaluation and development activities as inputs for continuous quality improvement. Identified needs and areas for enhancement are considered in planning faculty development activities, training programs, mentoring, and other capacity-building initiatives. In this way, faculty development becomes an ongoing process rather than a one-time compliance activity. The positive trends in faculty qualifications, academic rank progression, employment stability, and performance evaluation demonstrate the institution's sustained commitment to maintaining a competent and responsive faculty workforce. More importantly, these efforts have created a culture that values professional growth, accountability, and continuous improvement. Through these practices, the institution is better positioned to ensure quality instruction, strengthen academic programs, respond to emerging educational needs, and provide students with meaningful and relevant learning experiences.

The outcomes demonstrate that the institution's faculty development and evaluation mechanisms are functioning as an integrated quality assurance system. The continuous investment in faculty qualifications, professional development, performance evaluation, and career advancement contributes to the institution's ability to sustain quality academic programs and continuously improve its educational services.

- *Classify faculty according to their academic ranks based on duly approved/attested appointment by the Civil Service Commission. (to show the increased number of PhD holders among academic staff).*
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CORE FACULTY

Name	Rank
Jay-r G. Vildac, CPA, DBA	Associate Professor IV
Sandra Angela A. Bangcaya, CPA, MBA, LPT	Associate Professor III
Allen Shane C. Garcia, CPA, DBM	Assistant Professor I
Baikongan B. Guiaman, CPA,LPT	Assistant Professor I
Julhaina C. Cambang, CAI	Instructor I (COS)

PART-TIME FACULTY

Name	Rank
Jared Virgil A. Bangcaya, CPA	Adjunct Faculty
Atty. Gregorio Torres	Part-time (COS)
Michael P. Omambat, CPA. MBA-APEX	Part-time (COS)
Von Zerick M. Casero, CPA, MBA	Part-time (COS)
Lady Enginee H. Alocelja, CPA	Part-time (COS)
Neil Anthony Morala, CPA	Part-time (COS)

4. BEST PRACTICES

The University implements systematic and merit-based practices in faculty recruitment, selection, appointment, and promotion. These processes are guided by CSC, NBC 461, and CHED standards, ensuring that faculty members meet the required qualifications and that their areas of specialization are appropriately matched with their teaching assignments and program requirements. To sustain faculty competence, the University provides continuous professional development through seminars, workshops, training programs, graduate studies, conferences, scholarships, and professional grants. Faculty development needs are identified through performance evaluations and other institutional assessments, allowing the University to provide appropriate capacity-building activities. Mentoring and peer support are also encouraged to promote collaboration and knowledge sharing among faculty members.

The University maintains updated and comprehensive faculty records, including Personal Data Sheets, academic credentials, training certificates, and other supporting documents. This practice promotes proper documentation, transparency, accountability, and compliance with institutional and regulatory requirements. Faculty performance is regularly monitored and evaluated through established institutional mechanisms. Evaluation results are used to recognize good performance, support career advancement, and identify areas for improvement. The University also encourages the development of instructional materials, innovative teaching strategies, and the appropriate use of educational technologies to enhance the teaching-learning process.

Beyond classroom instruction, faculty members are encouraged to actively participate in research, extension, community engagement, and other institutional activities. These engagements strengthen the University's tri-fold functions and provide opportunities for faculty members to apply and share their expertise in addressing institutional and community needs.

The University also recognizes faculty accomplishments and supports professional growth through opportunities for promotion, scholarships, grants, and other forms of recognition. These practices motivate faculty members to continuously improve their competencies and contribute meaningfully to the institution. Importantly, the results of faculty evaluation, development activities, and identified needs are used as inputs in planning succeeding programs and interventions. This feedback mechanism supports continuous quality improvement (CQI) and ensures that faculty development remains responsive to institutional priorities and emerging needs.

The BSMA program adopts the practice of hiring qualified part-time faculty members from the industry whose educational backgrounds, professional qualifications, and work experience closely match the subjects they teach. This approach ensures that students benefit from the practical knowledge, technical expertise, and current industry practices of professionals in the field of management accounting. Their involvement bridges the gap between theoretical concepts and actual workplace applications, allowing students to gain relevant insights, develop industry-ready competencies, and better prepare for future professional careers. This practice also strengthens the program's responsiveness to industry needs and promotes the delivery of relevant, practical, and outcomes-based instruction.

These practices demonstrate the University's commitment to maintaining a qualified, competent, engaged, and continuously developing faculty workforce. Through transparent processes, sustained professional development, effective performance management, and active faculty participation, the University strengthens the quality of its academic programs and fosters a culture of excellence and continuous improvement.

PARAMETER B – RECRUITMENT, SELECTION AND ORIENTATION

1. SYSTEM-INPUTS AND PROCESSES

The University recognizes that the quality of its academic programs is strongly influenced by the competence, commitment, and professionalism of its faculty members. To ensure that qualified individuals are recruited and retained, the University has established an institutionalized system for the recruitment, selection, appointment, and promotion of faculty members, guided by its Board of Regents (BOR)-approved policies, Faculty Manual, and Civil Service Commission (CSC)-compliant Merit Selection and Promotion Plan (MSPP). The system clearly defines the qualification standards and procedures for various types of appointments, including permanent, temporary, contractual, and substitute appointments, ensuring that hiring decisions are consistent with institutional policies and applicable government regulations.

The recruitment and selection process follows a merit- and competency-based approach. Applicants are evaluated based on the prescribed qualification standards and a structured assessment framework covering areas such as potential, aspiration, engagement, and performance. The Faculty Selection and Promotion Board (FSPB) oversees the evaluation and

selection process, ensuring that decisions are made objectively, transparently, and based on established criteria. This approach enables the University to select faculty members who possess not only the required academic and professional qualifications but also the potential and commitment to contribute meaningfully to the University and its academic programs.

The University likewise provides orientation and re-orientation programs to help faculty members understand their roles and become fully integrated into the academic community. Newly hired faculty members undergo institutional orientation covering the University's vision, mission, core values, organizational policies, responsibilities, benefits, and relevant government regulations, including those of the CSC, PRC, and DBM. These activities provide new faculty members with a clear understanding of institutional expectations and help them transition confidently into their respective roles. Re-orientation activities for existing faculty members likewise provide opportunities to refresh their knowledge and remain updated on policies, procedures, and emerging institutional requirements.

The University's systems for faculty recruitment, selection, promotion, and orientation demonstrate its commitment to developing and sustaining a competent, qualified, and mission-driven faculty workforce. Through clear policies, objective assessment, active involvement of the FSPB, and continuing orientation activities, the University promotes fairness, transparency, professional growth, and accountability. These practices go beyond compliance with government and institutional requirements and reflect the University's continuing effort to ensure that its faculty members are well-qualified, properly supported, and committed to delivering quality education to students.

- *Institution's BOR/BOT and CSC approved system and procedures in the Recruitment, Selection and Promotion of Faculty – (Merit Selection & Promotion Plan for Faculty including the approed Criteria for Selection Used and the Composition of Faculty Selection and Promotion Board).*

Recruitment, Selection and Orientation
Policies on hiring and selection.

CHAPTER 15 (USM CODE)
RECRUITMENT AND APPOINTMENT OF PERSONNEL

All appointments at USM shall be made according to merit and fitness. The selection of employees shall be based on their qualifications, competence to perform the duties and responsibilities of the position, in accordance with the policies, rules and procedures laid down in the Merit System and Promotion Plans for the faculty and for the non-teaching personnel whichever may be applicable, pursuant to the rules of the Civil Service Commission and such other evaluation criteria as may be adopted by USM.

There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

Vacant positions in USM shall be filled-up through chain promotion as the need arises. Preference shall be given to the qualified next-in-rank employee, provided that all the requirements for promotion as prescribed by laws and regulations are satisfactorily met and none of the disqualifications.

Appointments of University officials and personnel shall be made in accordance with law. The University President shall appoint personnel to plantilla positions and designate key administrative officials, subject to the confirmation of the Board of Regents. The terms and conditions of appointment or designation shall be stated in writing. All personnel of the University shall be appointed by the University President, subject to the confirmation of the Board of Regents. The precise terms and conditions of every appointment shall be stated in writing. Whenever required, the appointments of University personnel shall be submitted to the Civic Service Commission for appropriate action.

The following procedures for recruitment and selection of faculty are allowed:

1. The Department Chairperson together with the Dean of the College shall conduct assessment as to the need for a new faculty member in that Department.
2. The need for a new faculty member shall be made public through announcements/advertisements. Such announcements are made to allow open competition in the selection of the most qualified applicant.
3. The Dean, together with the Associate Dean, Department Chairperson, and faculty representatives from the department, screen the applicants. The applicants are asked to have teaching demonstration.
4. The Dean submits the list of top performing applicants during the college screening to the University Screening Committee uses the following criteria:

USM FACULTY MANUAL

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. A contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A part-time appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. Substitute – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. Contract of Service (COS) Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp

Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates.

5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs).

5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

Professor IV provided vacant positions exist and the minimum requirements are adhered to.

5.4.2 Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. Any appointment with tenure may be terminated by resignation, retirement, or removal for cause/major offense, after following the necessary procedure (The Revised Administrative Code of 1987 on the Civil Service Commission, Chapter 7, Section 47).

If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

5.4.3.1.1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, experience, and DYCAS scores) of the position, including performance rating (IPCR) of at least Very Satisfactory during the last two (2) rating periods.

5.4.3.1.2. In cases where the potential and performance of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists or if the promotion will result to a significant improvement of a particular department's faculty profile.

5.4.3.1.3. Whenever possible and through promotions, each academic department should have at least one faculty member belonging to the professorial ranks as an indicator of a strong faculty profile.

5.4.3.1.4. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. A faculty member may be disqualified from promotion if found guilty as stipulated in the 2017 RACCS.

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

5.4.3.1.7. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

5.4.3.1.8. Promotions may be considered to faculty members who obtained a significant score in the Dynamic Candidates Assessment System (DYCAS) but shall put mechanism placing premium to qualified next-in-rank.

5.4.3.1.9. In the case of professorial appointments, candidates should pass the Productivity and Results-Oriented Framework for Sustained and Impactful Scholarship (PROFESS) System as defined herein. The Linang Tao Academy shall provide support in the formulation of the professorial portfolio through an appropriate course or coaching session.

5.4.3.1.10. Non-teaching insider staff of the university may be transferred and/or promoted to a vacant faculty position of an equivalent rank or higher, provided that the personnel concerned satisfies the minimum requirements as stated in Section 6 of this Merit Selection Plan with significant DYCAS and PROFESS scores, whichever is applicable. He/she must have completed a SINTIDO course appropriate for the faculty position

5. 4.3.2. The USM Promotion Procedure are as follows:

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway.

5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non-teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

5.4.3.2.3. The HRMDO Data Analytics team shall generate DYCAS scores using the following criteria:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Competency demonstration, Learning Agility mainly data from Linang Tao L&D Management System
Aspiration	30	Motivational Factors and Behavioral Drivers mainly data from the Learning and Performance Journal
Engagement	30	Current and Future Engagement Capital as observed in the workplace mainly data from the Learning and Performance Journal
Performance of the Candidate		
IPCR Score	30	Strategic, Routine, Support Functions, Untargeted IPCR Success Indicators from the Strategic Performance Management System (SPMS)
Individual contribution to unit performance	30	Contribution to OPCR Success Indicators; contribution to university performance in AO25, crisis and disruption management; complaints and conflict resolution; sustainable development goals; licensure examination success contribution factor
Exemplary Performance	30	PROFESS Innovation Performance; Gawad USM Nomination Scores; Institutional Performance and Awards

5.4.3.2.4. The possible upward movement through ranks shall be dependent on the DYCAS scores of the evaluation year as follows:

Potential Score		Sub-rank steps					
	76-90	3	4	4	5	5	6
	61-75	3	3	4	4	5	5
	46-60	2	3	3	4	4	5
	31-45	2	2	3	3	4	4
	16-30	1	2	2	3	3	4
	0-15	0	1	2	2	3	3
		0-15	16-30	31-45	46-60	61-75	76-90
		Performance Score					

5.4.3.2.5. Candidates, who upon DYCAS evaluation reached the professorial ranks shall be subject to PROFESS accreditation on the different career pathways of his choosing: (i) Teaching and Learning, (ii) Research and Discovery, (iii) Extension and Service Engagement, (iv) Innovation and Industry Practice, (v) Institutional Leadership, (vii) Knowledge Integration.

5.4.3.2.6. Those who did not pass the PROFESS accreditation shall be considered for Associate Professor V or Professor VI, as the case maybe for Professors and University Professor items respectively.

5.4.3.2.7. The Faculty Selection Board shall rank the candidates based on the DYCAS and PROFESS scores and submit the results to the University President/ Board of Regents for decision. The ranking shall be normalized according to current salary grade, target salary grade, and DYCAS steps using the following formula:

Normalized rank = (Current SG + DYCAS steps)/Target SG

5.4.3.2.8. Candidates are informed of the results of the evaluation through the HRMDO after the appointment is made by the President or Board of Regents, as the case maybe.

5.4.3.2.9. Promotional appointments to Instructor II to Instructor III, Assistant Professor I to IV shall be done by the USM President and to be confirmed by the Board of Regents. Promotional appointments to University/ College Professor, Professor I to VI, and Associate Professor I to V shall be done by the Board of Regents.

5.4.3.2.10. All promotional appointments of positions/ranks shall be posted in conspicuous places throughout the USM to enable aggrieved parties to file

their protest within fifteen (15) days from the date of notice of the promotion.

5.5. Reclassification

5.5.1. Reclassification is a form of staffing modification and/or position classification action which is applied only when there is substantial change in the regular duties and responsibilities of the position. This may result in a change in the regular duties and responsibilities of the position attributes: position title, level and/or salary grade. A faculty member may be considered for reclassification to a higher faculty rank/sub-rank on the basis of the minimum requirements set forth by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED) or other competent authorities.

5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

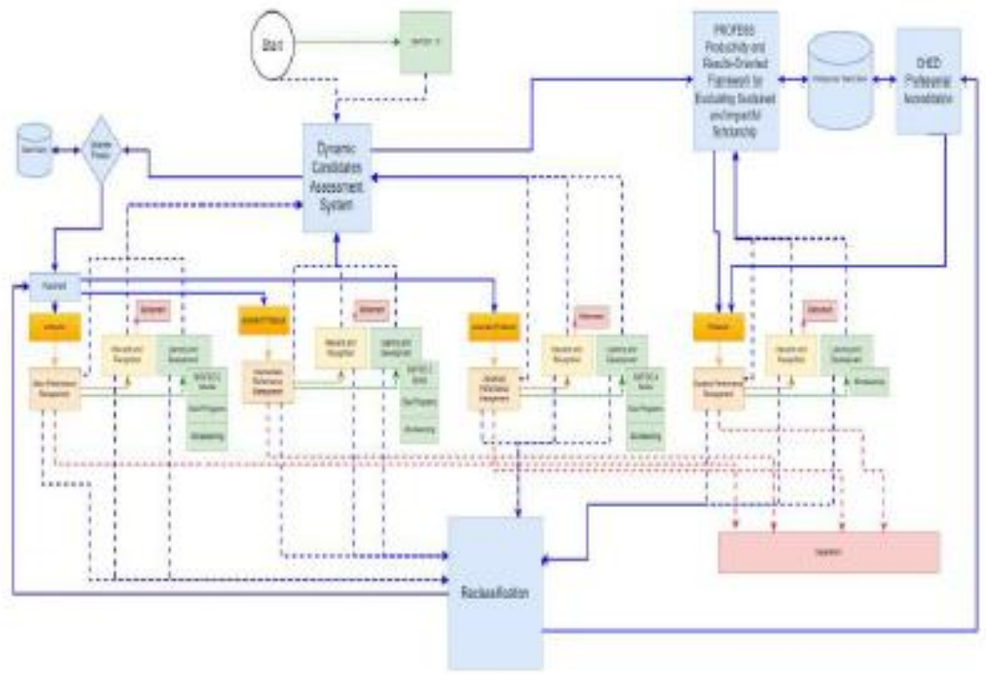
5.5.3. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for reclassification. If considered for reclassification, the effectivity date of the upgrading appointment, except those on secondment, shall be effective upon the approval of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM). In the case of secondment, the effectivity shall be upon resumption of duty at USM.

5.5.4. The manner reclassification shall conform to the process as stipulated in the Joint Circular 3 series of 2022 of DBM and CHED.

5.6. Faculty Career Journey Map

The Faculty Career Journey Map illustrates how a faculty navigates his/her career from Instructor to Professor. It included activities and processes of performance management, rewards and recognition, learning and development, recruitment, selection, placement, and talent bank through the Dynamic Candidates Assessment System. Using this framework, the Faculty Merit Selection Plan shall be developed that is complementary with the new CHED-DBM guidelines on Reclassification.

Faculty Career Journey Map



5.7. Other Personnel Actions

Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by existing Civil Service laws, rules and regulations and other pertinent policies prescribed by the University

Composition of the Screening Committee.

5.3. Faculty Selection Board

The USM "Faculty Selection Board" herein referred to as the FSB shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.

The regular members of the FSB of the University/College are the following:

a. The Vice President for Academic Affairs as Chairman;

b. The Director of the Human Resource Management and Development Office (HRMDO) as the FSB Secretary,

c. The President of the USM Faculty Association, Incorporated (USMFAI);

d. Any of the University Professors chosen by the University President;

e. In addition, other members may be added to wit:

1. The Director for Instruction if the position is for Teaching and Learning Pathway
2. The Director of Research and Development Office if the position is for the Research Pathway
3. The Director of Extension Services Offices if the position is for the Extension Pathway
4. The Director of Business Development Center or Human Resource Development and Training for Production Pathway
5. The Director Administrative Services for Leadership Pathways
6. The Dean/Director of the College/Unit where the vacancy exists;
7. Chairman of the department to which the appointee will be assigned;
8. Highest ranking faculty member of the department

The HRMDO Director being the FSB Secretary shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB, maintain all records or documents, and keep the same available for inspection and audit by the Civil Service Commission. He/she is likewise tasked to coordinate with the Director for Instruction in the projection of faculty manpower needs per department.

- *Institution's system of Conducting Orientation/Re-orientation of New/Old Faculty*

Evidence/s of the Orientation Program for newly hired faculty.

The University through the Human Resource and Development Office conducts Orientation Seminar for New Faculty Members both Permanent and Contract of Service at the beginning of the school year. The Orientation Proper of the program usually presents the following: USM Academic Policies, Human Resource Related Policies and Faculty Performance Evaluation, Job Description, Functions, Compensation and Benefits, Library Services, Teachers' Professional Code of Ethics and Teaching Strategies. This is a mandatory orientation.

Based on the Faculty Manual of the University stated that, all old and newly hired faculty members have to attend an orientation on the USM Vision Mission, Goals and Objectives; academic policies, policies on student's performance and grading system, jobs description and functions, compensation and benefits, civil service-related policies and enhancing commitment to the public service.

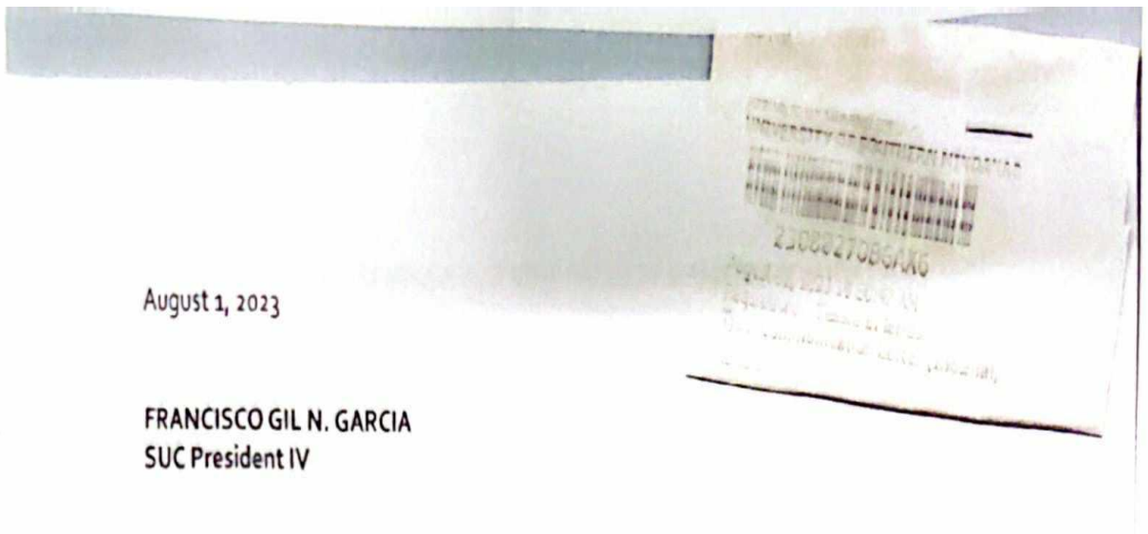
Faculty USM Manual – Chapter III section 5, pg. 10.

Orientation

All newly-hired faculty members have to attend a two-day orientation on the VMGO, academic policies, policies on student performance and grading system, jobs description and functions, compensation and benefits, civil service related policies and enhancing commitment to the public service through the work values.

Process Flow of the Orientation/Re-Orientation of New/Old Faculty

1. The Orientation/Re-Orientation of New/Old Faculty is made every First Semester of The School year.
2. Disseminate Information by giving Memorandum Order to every Colleges informing that there is the Orientation/Re-Orientation of New/Old Faculty.
3. Orientation/Re-Orientation of New/Old Faculty with the following the topics, lectures, workshop sessions during the Orientation Program:
    - ✓ Registration of the Faculty with attendance provided
    - ✓ Invocation
    - ✓ National Anthem
    - ✓ Welcome Address
    - ✓ Presentation of New Faculty Member
    - ✓ Pledge of Commitment to Service Conduct by the University President
    - ✓ Orientation Proper:
        - Session 1. USM Vision, Mission, Core Values and Power Dressing
        - Session 2. USM Academic Policies
        - Session 3. Job Description, Functions, Compensation and Benefits
        - Session 4. Library Services
        - Session 5. Human Resource Related Policies and Faculty Performance Evaluation



August 1, 2023

FRANCISCO GIL N. GARCIA
SUC President IV

Sir,

Attached herewith is the Training proposal/design for the **ORIENTATION and SEMINAR FOR NEW FACULTY MEMBERS (Contract of Service)** for your approval slated on August 15, 2023 at USM Commercial Bldg.

In addition, we would like to request the funding of the said activity in the amount of **Php. 47,250.00** chargeable against Fund-01-Training.

Truly yours,

TESSIE E. LERIOS, Ph.D
Director, HRMDO

ORIENTATION and SEMINAR FOR NEW FACULTY MEMBERS (Contract of Service)

Rationale:

Orientation is important because it lays a foundation for the new employee's entire career with the department. First impressions are important since they establish the bases for the deliverables from their end. Without orientation, a new employee sometimes feels uncomfortable in his/her new position and takes longer to optimize his/her full potential.

Orientation is important because it:

- Provides the new employee with concise and accurate information to make him/her more comfortable in the job;
- Encourages employee's confidence and help the new employee adapt faster to the job;
- Contributes to a more effective, efficient and productive workforce;
- Improves employee retention; and
- Promotes communication between the administrators and the new employee.

Objective:

1. To orient new faculty members on the policies, roles and responsibilities both to their students and the University.

Expected Output:

1. A more productive and effective faculty member.

Venue:	USM Commercial Bldg.
Schedule:	Tuesday, August 15, 2023
Time:	7:00 am – 5:00 pm
Speakers:	USM personnel
Attendees:	128 New faculty members
	12 resource persons
	2 secretariat
	8 support staff

TOPICS and RESOURCE PERSONS:

1. USM History	- Prof. Vilma M. Santos
2. USM Vision, Mission and Core Values	- Dr. Lawrence Anthony U. Dollente
3. Introduction of USM Admin Council and Members of the Board of Regents	- Ms. Jennifer E. Sinco
4. Academic Policies & Academic Load	- Dr. Elsa A. Gonzaga
5. Office of Legal Services	-Atty. Mario M. Bello Jr.
6. HR Related Policies	
-Performance Mgt.System	- Dr. Nerissa G. Dela Viña
-Leave Privileges/Working Hours/ Dress Code/Deliverables	–Dr. Tessie E. Lerios
-SINTIDO Bootcamp	-Engr. Willie Jones B. Saliling
-Learning & Dev't Oppurtunities	-Mr. Marlon L. Marquez
7. Compensation and Benefits	- Ms. Quenielyn L. Durendes
6. Research & Extension for New Faculty	-Dr. Ma.Teodora N. Cabasan
8. Library Services	- Prof. Susan S. Martinez
9. Security Mgt. Services	-Prof. Orlando B. Forro

BUDGETARY REQUIREMENT:

Snacks (AM) (75X150)	Php. 11,250.00
(PM)(75x150)	Php. 11,250.00
Lunch (165x150)	Php. 24, 750.00
TOTAL	**Php 47,250.00**

Prepared by:

MS. RHEA ANN P. ANTONIO
HRMD Staff

Vision

Quality and relevant education for its clientele to be globally competitive, culture-sensitive and morally responsive human resources for sustainable development.

Mission

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

Goodness

Responsiveness

Excellence

Assertion of RIGHT and

Truth

University Quality Policy Statement

The University of Southern Mindanao, as a premier university, is committed to provide quality instruction, research development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

UNIVERSITY OF SOUTHERN MINDANAO

S.Y. 2025-2026



ORIENTATION-SEMINAR FOR NEW FACULTY MEMBERS

September 12, 2025
8:00 AM - 5:00 PM
@ CCD - AVR

This serve as an invitation

Human Resource Management and Development Office
2nd Floor, Administration Building, USM
Kabacan, North Cotabato 9407
(0985-3308-782), hrmd@usm.edu.ph

"The Mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." (William Ward)

USM Hymn

USM beloved
School so brave and true,
Shines her love for truth and beauty
May she ever live to serve.
USM beloved
To thy name we sing
Faithful shall we be to thee,
All one body, we.
Loyal shall we ever be,
Alma Mater, dear
let her spirit guide us
Towards life's highest goal.

Refrain:
We pledge to thee our love and loyalty
in our hearts for aye!(2x)
USM beloved
Fount of knowledge great,
Flows her love for highest goodness,
We shall cherish evermore.
Be our inspiration,
live within each heart.
As in life we'll do our part;
With thy spirit, serve
God and land and fellowmen
Truth and freedom bring
Hear our voices ringing
Hail, our USM!

(Repeat Refrain)

Lady of Ceremony: Ms. Rhea Ann P. Antonio

anned with CamScanner

PROGRAMME

Part I	
7:00—8:00 AM	Registration
Part II	
8:00—9:00 AM	Opening Program
Invocation **Christian Prayer**—Ms.Abygyl P. Serdon-*USM-KCC Faculty* **Muslim Prayer**—Mr. Datu Thalal Mangcoc-CASS Faculty	
National Anthem - *Ms. Hannah Jane Palmos-CSM Faculty*	
Words of Welcome **Geoffray R. Atok, Ph.D** *VP for Academic Affairs*	
Presentation of New Faculty Members **Tessie E. Lerios, Ph.D** *Director, HRMDO*	
Message **Francisco Gil N. Garcia, Ph.D** *University President*	
Part III—SESSIONS	
9:00—9:15 AM (15 mins.)	**USM History** **Prof. Vilma M. Santos** *Director, UPRIO*
9:15—9:30 AM (15 mins.)	**USM Vision, Mission and Core Values/ONLINE CLEARANCE** **Lawrence Anthony U. Dollente,Ph.D** *Director, UQAO*
Snacks will be served anytime	
9:30—9:40 AM (10 mins.)	**Introduction of USM Admin Council & Members of the Board of Regents** *Ms. Jennifer E. Sinco* *Board Secretory V*
9:40—10:30 AM (20 mins.)	Academic Policies ***Elsa A. Gonzaga,Ph.D*** *Director, Instruction Office*
HR Related Policies	
10:30—11:00 AM (30 mins.)	Office of Legal Services *Atty. Mario M. Bello Jr.,Ed.D*
11:00—12:00 PM (60 mins.)	Leave Privileges/Working Hours/ Dress Code/Deliverables ***Tessie E. Lerios,Ph.D*** *Director, HRMDO*
12:00—1:00 PM	L U N C H
1:00—2:00 PM (60 mins.)	Performance Mgt. System *Nerissa G. Dela Viña,Ph.D* *Coordinator, PM*
2:00—3:00 PM (60 mins.)	**SINTIDO Bootcamp** *Engr. Willie Jones B. Saliling* *Exec. Asst. for SMART University*
3:00—3:15 PM (15 mins.)	Learning&Development Oppurtunities *Mr. Marlon L. Marquez* *HRMDO L&D Head*
Snacks will be served anytime	
3:15—3:30 PM (15 mins.)	Compensation and Benefits *Ms. Quenielyn L. Durendes* *FMS Direcctor*
3:30—4:00 PM (30 mins.)	Research & Extension for New Faculty *Ma.Teodora N. Cabasan,Ph.D* *Vice-President, RDE*
4:00—4:15 PM (15 mins.)	Library Services *Prof. Susan Martinez* *Director, KEPLRC*

2. IMPLEMENTATION

- *Describe the Institution's systems and procedure in the Recruitment, Selection and Promotion of Faculty as embodied in the BOR/BOT & CSC approved Merit Selection & Promotion Plan for Faculty and other institution guidelines in terms of mandatory and/or optional criteria; open competition and in breeding policy.*
- *Describe the Institution's practice/system of conducting the Oreintation/Re-Orientation of New/Old Faculty (to includde the topic, lecturess, worksshop sessions during the Orientation Program).*

The implementation of the University's recruitment, selection, and promotion system follows the provisions of the BOR/BOT- and CSC-approved Merit Selection and Promotion Plan (MSPP), together with other institutional guidelines. Faculty vacancies are announced through open and competitive recruitment, with opportunities widely disseminated through official postings and announcements of the Human Resource Management and Development Office (HRMDO). Applicants are required to submit complete and appropriate credentials, including Personal Data Sheets, transcripts of records, and other supporting documents. This process ensures that qualified individuals are given equal opportunity to apply and that selection decisions are based on established mandatory and relevant criteria.

The Faculty Selection Board and Screening Committee implement the evaluation process using a structured assessment tool covering areas such as aspiration, behavioral indicators, ability, engagement, and performance. Through this approach, applicants are assessed not only on their educational qualifications but also on their competencies, potential, professional behavior, and capacity to contribute to the University. The Screening Committee then recommends the most qualified candidates for approval, ensuring that recruitment and promotion decisions are merit-based, transparent, and consistent with institutional policies. The University also promotes an open competition and anti-inbreeding practice by encouraging the recruitment of qualified faculty from diverse academic backgrounds and institutions, while recognizing exceptional cases such as outstanding academic achievers.

The University also implements a structured orientation program for newly hired faculty members to help them understand the institution and transition smoothly into their roles. The program includes lectures, workshops, and interactive sessions facilitated by university officials and resource persons. Topics generally cover the University's history, vision, mission, core values, academic policies, faculty responsibilities, code of conduct, administrative procedures, library services, research and extension functions, and faculty benefits. These sessions provide new faculty with practical information and opportunities to clarify concerns, understand institutional expectations, and become familiar with the people and offices they will work with.

For existing faculty members, re-orientation activities are conducted to refresh their understanding of institutional policies, procedures, and emerging academic and administrative requirements. These activities also provide opportunities for faculty members to share experiences, strengthen communication and collaboration, and continuously develop professionally. Through the implementation of these recruitment, selection, promotion, and orientation practices, the University ensures that its faculty complement remains qualified, diverse, competent, and aligned with institutional goals while creating a supportive environment where faculty members can grow and contribute meaningfully to student learning and the University community.

Policy on In-Breeding

- In-breeding is a recruitment practice where universities hire their own students after Graduation, who subsequently remain at the institution to work for their own students after graduation, who is subsequently remain at the institution to work for their entire career.

a. Applicants who have obtained their baccalaureate degree from the university will normally not be considered for recruitment, except where the applicant has graduated SUMMA CUM LAUDE, MAGNA CUM LAUDE or CUM LAUDE.
b. Applicants who are pursuing or has pursued a higher degree in the University.

c. In special cases where the department (at the time of short listing) or the Hiring/ Selection Committee feels that the exception needs to be made (or reason such as severe Shortage of faculty in a given academic field or exceptionally brilliant candidate), the reason for such exceptions are to be recorded in writing.

d. On the Civil Service Commission in the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws Rule IV Qualifications Standards.

3. OUTCOMES

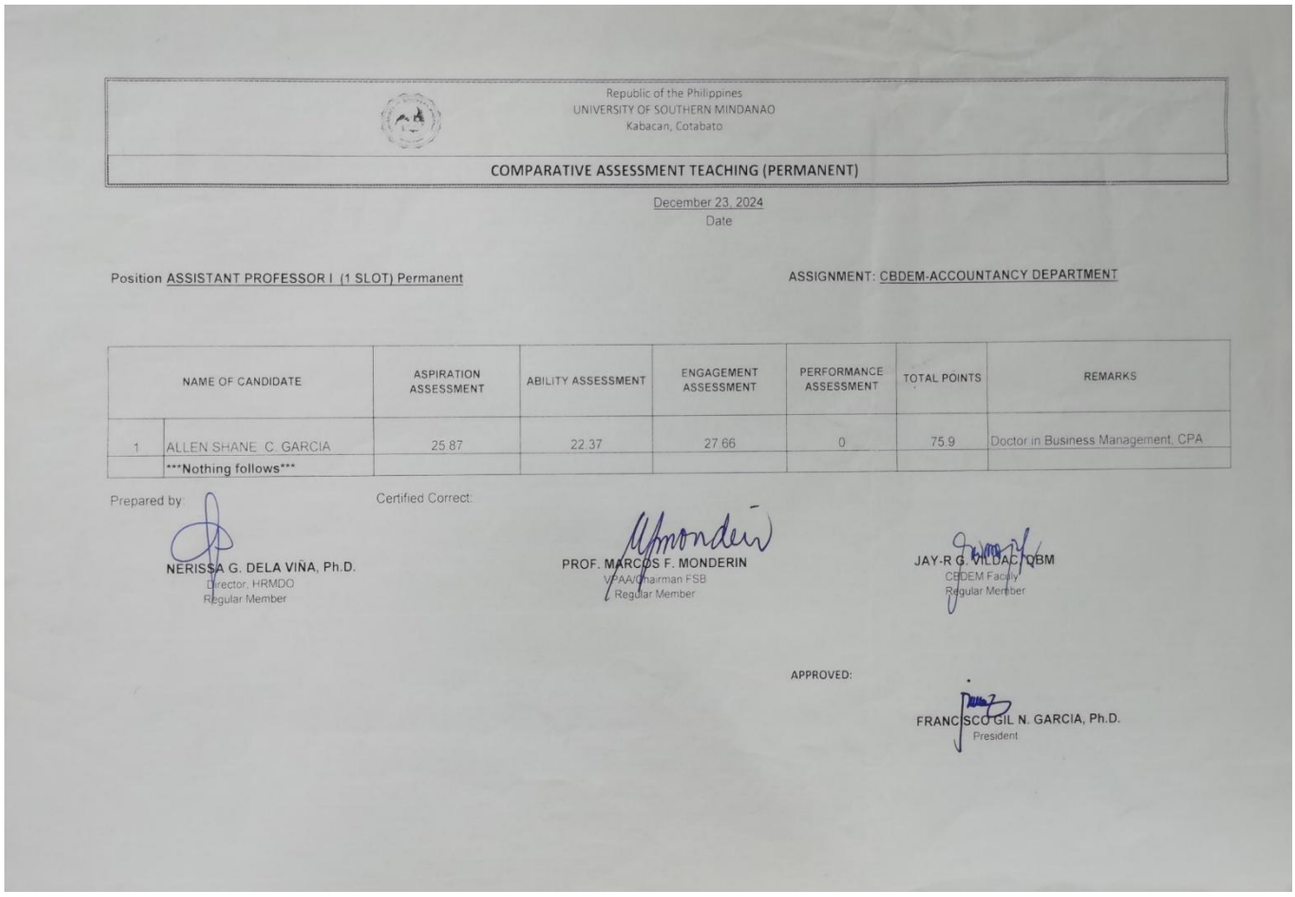
The effectiveness of the University's recruitment and selection system is reflected in the quality and qualifications of the faculty members appointed to its academic programs. The use of a structured comparative assessment allows the Faculty Selection and Promotion Board to evaluate applicants based on established criteria such as aspiration, ability, engagement, behavioral indicators, and performance. This evidence-based process ensures that faculty appointments are based on merit and fitness, resulting in a faculty complement that meets institutional and academic requirements.

The implementation of the Merit Selection and Promotion Plan has also strengthened transparency and fairness in faculty recruitment and promotion. Through open competition, documented evaluation, and the participation of the appropriate selection bodies, the University is able to identify and recommend candidates who demonstrate the competencies and potential needed for effective teaching and other academic responsibilities. The resulting faculty complement supports the University's instructional, research, extension, and community engagement functions.

The orientation and re-orientation programs have likewise contributed to the effective integration and professional readiness of faculty members. Through lectures, workshops, and information sessions on institutional policies, academic responsibilities, administrative procedures, research and extension, and faculty benefits, newly hired faculty members gain a clearer understanding of their roles and expectations. These activities help them adjust to the University environment, strengthen their sense of belonging, and become more confident in carrying out their responsibilities.

The outcomes demonstrate that the University's systems for recruitment, selection, promotion, and faculty orientation contribute to maintaining a competent, qualified, and professionally prepared faculty workforce. These practices have strengthened faculty readiness, institutional alignment, and productivity, ultimately supporting the delivery of quality instruction and the effective implementation of the University's research and extension mandates.

- Presented the Comparative Assessment utilized by the Faculty Selection & Promotion Board to draw rhe Ranking List and indorsed to the BOR/BOT where the most qualified faculty are recommendd/selected for approval.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COMPARATIVE ASSESSMENT TEACHING (PERMANENT)

December 23, 2024
Date

Position ASSISTANT PROFESSOR I (1 SLOT) Permanent

ASSIGNMENT: CBDEM-ACCOUNTANCY DEPARTMENT

	NAME OF CANDIDATE	ASPIRATION ASSESSMENT	ABILITY ASSESSMENT	ENGAGEMENT ASSESSMENT	PERFORMANCE ASSESSMENT	TOTAL POINTS	REMARKS
1	ALLEN SHANE C. GARCIA	25.87	22.37	27.66	0	75.9	Doctor in Business Management, CPA
	Nothing follows						

Prepared by:

NERISSA G. DELA VIÑA, Ph.D.
Director, HRMDO
Regular Member

Certified Correct:

PROF. MARCOS F. MONDERIN
VPAA/Chairman FSB
Regular Member

JAY-R G. VILLAC, DBM
CBDEM Faculty
Regular Member

APPROVED:

FRANCISCO GIL N. GARCIA, Ph.D.
President

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B such as adoption of effective recruitment and selection processes.

The University demonstrates a strong commitment to transparent, competitive, merit-based, and systematic recruitment and selection practices. One of its notable best practices is the use of multiple communication channels to ensure that vacant positions are widely announced and made accessible to qualified applicants. Vacancies are publicly disseminated through **the** USM Radio, official bulletin boards, and the Human Resource Management and Development Office (HRMDO) Facebook Page, providing equal opportunities for interested and qualified individuals to participate in the recruitment process.

The University also implements a structured and comprehensive screening process to ensure that applicants meet the required qualifications and are fit for the responsibilities of the position. Applicants undergo appropriate stages of evaluation, including interviews, health examinations, and psychological assessments. These measures enable the University to assess applicants not only in terms of their educational qualifications and technical competencies but also their overall suitability and readiness for public service.

Another notable practice is the University's adherence to the rules and regulations of the Civil Service Commission (CSC) in the hiring and appointment of qualified personnel. Recruitment and selection decisions are guided by established standards and documented procedures, promoting fairness, objectivity, transparency, and meritocracy. This ensures that appointments are based on qualifications and competence rather than personal considerations.

The University's commitment to sound human resource management is further affirmed by its Bronze Award under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). The recognition reflects the University's efforts to strengthen merit-based human resource systems and promote excellence in public service through appropriate mechanisms for reward, recognition, empowerment, and continuous personnel development.

All of these practices demonstrate that the University has established a recruitment and selection system that is open, systematic, competency-based, and compliant with government standards. More importantly, these practices contribute to building a competent and qualified workforce capable of supporting the University's institutional goals and sustaining the quality of its academic programs, including the Bachelor of Science in Management Accounting (BSMA).

PARAMETER C – FACULTY ADEQUACY AND LOADING

1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/Bot Approved Policies/Guidelines on Faculty Workload including institutional policies on Equivalent Teaching Load (ETL).

FACULTY MANUAL

Chapter V

TEACHING LOAD, WORKING HOURS, DUTIES AND RESPONSIBILITIES

1. Teaching Load

The normal teaching load of each regular faculty in the tertiary level of the University shall be based on the number of preparations per week per semester, i.e. 21 units for one (1) preparation, 18 units for two (2) to four (4) preparations, and 15 units for five (5) or more preparations. In team teaching, the workload credits shall be divided proportionately among the concerned parties.

The basic function of a faculty member in the academe is instruction. All teaching personnel of the University may be required to perform additional functions such as: research, extension and resource generation activities.

The President may designate faculty member to render full-time services for any of the functional areas in research, extension, resource generation and in other projects/programs.

Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

Exchange professors/lecturers shall be governed by Memorandum of Agreements (MOAs) or contractual appointments as required by law and shall be paid by the hour according to existing policies and guidelines.

The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

a. For graduate/ undergraduate lecture subject — 1hour AT= 1.00 CH
b. For graduate/ undergraduate lab/shop course — 1hour AT= 0.75 CH

In excess of 50 students per section for lecture/social laboratory classes, a load-credit unit of 0.02 per student shall be given.

Officially approved research, extension, or production activities for which a faculty does not receive any honorarium shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

a. One (1) program — 9 units

23

b.	One (1) project	6 units
c.	One (1) study	3 units

Provided: that, where one faculty is designated to undertake research, extension, or production activities at the same time in one given period, his/her workload-credits shall not exceed an overall total of nine (9) units.

Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load-credit of three (3) units per 30 students, but not to exceed 12 units; provided, that the load-credits shall be prorated, if the number of students involved is less than 30; and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

a.	Vice Presidents	15 units
b.	College Deans, Directors,	12 units
c.	Head of Non-Academic Units	9 units
d.	Department Chairpersons, Medical Technologist/ Nutritionist Dietitian	6 units
e.	College Guidance Coordinator	6 units (per 500 students but not to exceed three (3) Guidance Coordinators per college; prorated, if less)
f.	Laboratory In-charge	3 units

Provided that, in case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest; and also provided, that the load-credits are only for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice- President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.

The Prime Hourly Teaching Rate (PHTR) shall be computed on the basis of the following formula, as mandated by the Department of Budget and Management (DBM), unless provided otherwise:

a. For Undergraduate Program:

PHTR=0.000781 x Annual Rate (AR)

b. For Graduate Program:

POLICY GUIDELINES Number: 1400454

Re: Computation on Leave Without of Salary Payof an EmployeePromulgated :1 MAR 2014

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title l, Book V of Executive Order No. 292 conferred on the Civil Service Commission the power and function to "prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws";

WHEREAS, it is the Commission's mandate to formulate rules and regulations on the entitlement to leave of absence of officers and employees in the civil service;

WHEREAS, the Commission, in Memorandum Circular No. 16 s. 1991 dated 26 April 1991 (CSC Policy on Leave of Absence Without Pay on a Day Immediately Preceding or Succeeding Saturday, Sunday or Holiday), adopted and promulgated the policy that when an employee, regardless of whether he/she has leave credits, is absent on a day immediately preceding a Saturday, Sunday or Holiday, he/she shall not be considered absent on said days;

WHEREAS, CSC MC No. 16, s. 1991 was further clarified in CSC Memorandum Circular No. 16-A., s. 1991 dated July 11, 1991 which provides that said policy shall be applicable only to intermittent or broken absences incurred by an employee but not to continuous or uninterrupted absences without pay for a longer period of time;

WHEREAS, in the case of Peralta vs. CSC, 212 SCRA 425 dated August 10, 1992, the Supreme Court ruled in favor of petitioner Maynard R. Peralta and declared that R.A. No. 2625 specifically provides that government employees are entitled to fifteen (15) days vacation leave of absence with full pay and fifteen (15) days sick leave with full pay, exclusive of Saturdays, Sundays and Holidays in both cases. Thus, the law speaks of the granting of a right and does not provide for a distinction between those who have accumulated leave credits and those who have exhausted their leave credits in order to enjoy such right.

Further, government employees, whether they have accumulated leave credits, are not required by law to work on Saturdays, Sundays and Holidays andi thus, they cannot be declared absent on non-working days; consequently, they cannot and should not be deprived of their salary corresponding to said non-working days just because they were absent without pay on the day immediately prior to, or after said non-working days;

- Consolidate the Program's Faculty Workload/ETL according to their academic

Name of Faculty	1st Semester/SY 2026-2027						
	Instruction		Res	Ext'n	Prod'n	ETL	TOTAL
	No. of prep'n	No. of Hours					
1. Sandra Angela A. BAngcaya	3	14.50					
2. Jay-r G. Vildac	1	6					
3. Allen Shane C. Garcia	3	20					
4. Baikongan Guiaman	4	20					
5. Atty. Gregorio Torres	2	12					
6. Michael P. Omambat	1	3					
7. Julhaina Cambang	3	19					
8. Von Zerick Casero	1	3					

Name of Faculty	2nd Semester/SY 2025-2026						
	Instruction		Res	Ext'n	Prod'n	ETL	TOTAL
	No. of prep'n	No. of Hours					
9. Sandra Angela A. BAngcaya	3	15					
10. Jay-r G. Vildac	1	6					
11. Allen Shane C. Garcia	3	21.90					
12. Baikongan Guiaman	3	21					
13. Jared Virgil Bangcaya	1	3					
14. Atty. Gregorio Torres	3	15					
15. Michael P. Omambat	1	9					
16. Lady Enginee Alocelja	1	10					
17. Von Zerick Casero	1	3					

Name of Faculty	1st Semester/SY 2024-2025						
	Instruction		Res	Ext'n	Prod'n	ETL	TOTAL
	No. of prep'n	No. of Hours					
1. Sandra Angela A. BAngcaya	2	24.50					
2. Jay-r G. Vildac	2	27					
3. Herson Amolo	1	9					

4. Lorckan Dredd Pelarion	3	23					
5. Jared Virgil Bangcaya	1	3					
6. Atty. Gregorio Torres	3	15					
7. Michael P. Omambat	1	9					
8. Lady Enginee Alocelja	1	9					
9. Neil Anthony Morala	1	9					

- Consolidate the Faculty-Student ratio of the Program

  - ☐ Lecture Courses

Faculty	Academic Term (Semester, Trimester	Faculty-Student Ratio
1. Sandra Angela A. Bangcaya	1st semester 2026-2027	1:34;35;25
2. Jay-r G. Vildac	1st semester 2026-2027	1:21;21;15
3. Allen Shane C. Garcia	1st semester 2026-2027	1:23;29;21;60
4. Baikongan, Guiaman	1st semester 2026-2027	1:35;35;52;29
5. Julhaina C. Cambang	1st semester 2026-2027	1;49;39;39;44
6. Michael P. Omambat	1st semester 2026-2027	1:25
7. Atty Gregorio Torres	1st semester 2026-2027	1;23;32;47
8. Von Zerick Casero	1st semester 2026-2027	1:25

Faculty	Academic Term (Semester, Trimester	Faculty-Student Ratio
1. Sandra Angela A. Bangcaya	2nd semester 2025-2026	1:30;27 ;12;33 ;16
2. Jay-r G. Vildac	2nd semester 2025-2026	1:30;27
3. Allen Shane C. Garcia	2nd semester 2025-2026	1:34;49;40;36;44
4. Baikongan, Guiaman	2nd semester 2025-2026	1:49;16;26;47;28
5. Julhaina C. Cambang	2nd semester 2025-2026	1;35 ;46 ;48;45;52
6. Michael P. Omambat	2nd semester 2025-2026	1:35;40;45
7. Atty Gregorio Torres	2nd semester 2025-2026	1:31;27;21;48
8. Von Zerick Casero	2nd semester 2025-2026	1:55
9. Jared Virgil Bangcaya	2nd Semester 2025-2026	1:26
10. Lady Enginee Alocelja	2nd Semester 2025-2026	1:21;36

2.IMPLEMENTATION

The University implements its faculty workload system through a systematic preparation and review of teaching assignments every academic term. Faculty loads are based on the approved curriculum, faculty qualifications, number of preparations, faculty-student ratio, and established University guidelines. This ensures that faculty members are assigned subjects appropriate to their expertise and are given manageable workloads.

The concerned academic units review teaching assignments and schedules to ensure that faculty members have sufficient time for class preparation, assessment, consultation, and other

instructional responsibilities. The faculty-student ratio is also considered, particularly for lecture and laboratory classes, to support effective teaching and learning.

The University also implements the **Equivalent Teaching Load (ETL)** system to recognize faculty involvement in research, extension, production, and administrative functions. Appropriate workload credits are provided for these responsibilities, allowing the University to fairly recognize the different roles and contributions of its faculty members.

Faculty workload records are consolidated and reviewed by the concerned Program Heads, Deans, and offices for proper monitoring and documentation. Adjustments are made when necessary based on changes in enrollment, schedules, or faculty assignments. Through this process, the University ensures that faculty workloads remain **fair, manageable, properly documented, and aligned with institutional standards**, ultimately supporting quality instruction and effective faculty performance.

- *Describe the Program's Faculty workload system including the adinistrative and the other quasi assignments with equivalent teaching-load (ETL) and its process of equitable and fair distribution of workload along the following;*
  - *adhere to the provisions of the approved policies/guidelines on Faculty Workload;*
  - *compability of specialization/experience on teaching assignmets; and*
  - *substitution/remedial policies (whenever a faculty is on leave/on or on official business*

The BSMA Faculty Workload System abides by the USM Manual Code Article 86 re Faculty Workload. On the USM Code, BOOK II Article 86. Sec. 13.

Officially approved research, extension, and/ or production activities for which a faculty does not receive any honorarium shall be entitled to the following workload credits or Quasi Teaching - Assignments (QTA) equivalent.

a. One (1)program 9 units
b. One (1) projects 6 units
c. One (1) study 3 units

Provided: that where one faculty is designated to undertake research, extension and /or production activities at the same time in one given period , his/ her workload credits shall not exceed on overall total of nine (9) units. Faculty members assigned to handle /coordinate practice teaching / practicum on the job training shall be given load credit of three (3) units per thirty (30) students, but not exceeds in 12 units provided that the load credits shall be prorated , if the number of students involved less than 30; and provide further that such an assignment is not of the course/ subject requirements.

The equivalent workload credits for duly-designated administrative duties/ leadership shall be as follows:

a. Vice President 15 units
b. Line/Staff Director
   College Dean
   Institute Director
   University Registrar 12units
c. College/Institute Secretary Head of
   Non- Academic Unit
   Faculty Physician 9 units
d. Department Chairman,
   Executive Assistant, Faculty 6 units

Nurse/Pharmacist/ Medical Technologist/Nutritionist Dietitian/ Guidance Counselor (per 500students; prorated if less)

e. Laboratory In-Charge 3 units

Provided that, in case of multiple administrative designation, the faculty member concerned shall be granted load credits in only one designation , whichever is the highest ; and also provided that the load credits for administrative including those for the quasi –teaching assignments (QTA) in research, extension , production etc., if a faculty any granted to a faculty , who is designated to a position of Vice President, Dean and Director , or to any similar position with an honorarium or RATA shall be excluded in the computation of his/her overload pay.

Thesis / dissertation advisement fee in the graduates level shall be paid by the student advisee in accordance with the rates , as approved by the Board of Regents . In the undergraduate level, the ate of the thesis advisement fee amounting 500.00/ student shall also be paid by the student advisee in two (2) equal installments: the 1st P250 before the thesis defense and the remaining P250.00 after e thesis satisfactory defended.

The prime Hourly Teaching Rate (PHTR) shall be computed on the basis the following formula, as mandated by the Department of Budget and Management (DBM):

a. For undergraduate Program: k

PHTR = 0.007181 x annual Rate (AR)

b. For Graduate Program 1. For Instructor with BS Degree
PHTR – 0.0012 x Annual Rate (AR)
2. For Instructors with Master's Degree PHTR – 0.0014 x Annual Rate (AR)
3. For Instructors with Doctor 's Degree PHTR – 0.0015 x Annual Rate (AR)

• Compatibility of specializations/experience on teaching assignments

✓ Teaching Function of Faculty
✓ Syllabi Preparation
✓ Teaching Resources
✓ Examination
✓ Proctorship
✓ Submission of Grades

• Substitution/remedial policies (whenever a faculty is on leave/on or on official business)

Exchange Professor / lecturers shall be governed by the memorandum of Agreements (MOA's) or contractual appointments as required by law and shall be paid by the hour according to exist policies and guidelines

3. OUTCOMES

- *Illustrate the congruence of faculty loading with compliance of faculty to all academic policies such as timely submission of required academic reports.*

The implementation of the faculty workload system has resulted in organized, balanced, and manageable faculty assignments**.** Faculty members are assigned subjects appropriate to their qualifications and expertise, with consideration given to the number of preparations, faculty-student ratio, and other academic responsibilities. This allows faculty members to devote sufficient time to teaching, preparation, assessment, and student consultation.

The system has also contributed to better faculty compliance with academic policies and responsibilities**.** With workloads properly planned and monitored, faculty members are able to accomplish and submit required academic documents and reports on time, such as grades, class records, syllabi, and other instructional requirements. The appropriate distribution of workload helps faculty members manage their responsibilities and meet established academic deadlines.

The implementation of the Equivalent Teaching Load (ETL) system has likewise ensured that research, extension, production, and administrative assignments are properly recognized in the faculty workload. This provides a more equitable distribution of responsibilities and allows faculty members to participate in various institutional activities without compromising their teaching and other academic duties.

Overall, the system has strengthened faculty accountability, workload management, and compliance with academic policies. Regular monitoring by Program Heads, Deans, and concerned offices provides a basis for timely adjustments when necessary. The resulting faculty loading records and compliance with required academic reports demonstrate the congruence between faculty workload and their performance of assigned responsibilities. These outcomes contribute to effective instruction, improved academic management, and the University's continuing commitment to quality education.

- *Cite all activities to show that faculty are effective and efficient as a result of effective faculty loading*

The effective management of faculty workload allows faculty members to contribute not only to classroom instruction but also to various academic and institutional activities. Their balanced workload provides opportunities for professional engagement and meaningful participation beyond their regular teaching responsibilities.

- **Research Engagement.** Faculty members participate in research activities that contribute to the development of new knowledge, professional growth, and the production of scholarly outputs.
- **Extension and Community Engagement.** Faculty members are actively involved in extension programs and activities that share their knowledge and expertise with communities and contribute to local development.
- **Student and Institutional Support.** Faculty members take on various responsibilities such as serving as advisers to student organizations and research projects, coaching students for academic and extracurricular competitions, and participating in university committees and institutional activities. These engagements demonstrate their commitment to supporting students and contributing to the University's overall goals.

These activities demonstrate that effective faculty loading provides faculty members with sufficient time and opportunities to perform their teaching, research, extension, student support, and institutional responsibilities effectively and efficiently**.**

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C such as effective and efficient faculty loading.

- The program maintains an adequate number of qualified faculty members to meet the needs of its students and deliver its academic programs effectively. Faculty members are assigned subjects that are aligned with their educational background, specialization, and

professional expertise. This practice helps ensure that students receive instruction from faculty members who are knowledgeable and competent in their assigned areas.

- Faculty workload is guided by BOR-approved policies that recognize teaching, research, extension, production, and administrative responsibilities through appropriate workload credits. Detailed faculty loading matrices and schedules are maintained to ensure transparency, proper workload distribution, and accountability. The system also provides mechanisms for substitution, overload, and appropriate compensation, when necessary, while ensuring that faculty members are not unnecessarily burdened.
- The institution also gives importance to the continuous management and development of its faculty workforce**.** Faculty promotion, retirement, and separation are implemented in accordance with Civil Service Commission rules and regulations. Workload assignments likewise provide sufficient time for preparation, consultation, assessment, and other academic responsibilities. Regular faculty performance evaluation and workload monitoring help ensure that assignments remain appropriate and responsive to institutional needs.

These practices demonstrate the institution's commitment to faculty adequacy, fair workload distribution, flexibility, and quality instruction**.** By matching faculty expertise with teaching assignments, recognizing non-teaching responsibilities, and responding to the needs of both faculty and students, the program creates a supportive environment that promotes effective teaching and learning.

PARAMETER D – RANK AND TENURE

SYSTEM-INPUTS AND PROCESSES

The University follows an approved system for faculty ranking, appointment, promotion, tenure, and retirement. This system is guided by national policies, including Civil Service Commission (CSC) rules, National Budget Circular (NBC) No. 461, and Republic Act No. 8291, or the GSIS Retirement Law. These policies are reflected in the University Code and Faculty Manual, which provide clear guidelines for hiring, promotion, and tenure based on merit and qualifications.

The Merit Selection and Promotion Plan for Faculty (MSPP) ensures that faculty promotion is fair, transparent, and based on qualifications and performance. It considers educational background, work experience, training, performance ratings, and competencies. The University also uses the Strategic Performance Management System (SPMS), approved by the CSC, to evaluate faculty performance in instruction, research, extension, and production. The results help guide decisions on promotion and tenure.

The University also implements the NBC 461 evaluation system, which uses two main criteria: the Common Criteria for Evaluation (CCE) and the Qualitative Contribution Evaluation (QCE). These assess faculty qualifications, achievements, and contributions to the University. The CCE results and QCE scores serve as bases for faculty promotion. In addition, the University maintains an approved Supplemental Plantilla to provide available positions for faculty promotion and reclassification.

For retirement and other employment benefits, the University follows Republic Act No. 8291, which governs the retirement benefits of government employees under the Government Service Insurance System (GSIS). This ensures that faculty retirement, separation, and related benefits are handled in accordance with existing laws and institutional policies.

Overall, the University has an established system that promotes fair faculty advancement, recognizes performance and contributions, protects security of tenure, and supports proper retirement planning.

BOR/BOT/CSC Approved Policies/Guidelines

Faculty Manual

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. **A contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. **Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp
Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates.

5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs).

5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

Professor IV provided vacant positions exist and the minimum requirements are adhered to.

5.4.2 Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. Any appointment with tenure may be terminated by resignation, retirement, or removal for cause/major offense, after following the necessary procedure (The Revised Administrative Code of 1987 on the Civil Service Commission, Chapter 7, Section 47).

If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

5.4.3.1.1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, experience, and DYCAS scores) of the position, including performance rating (IPCR) of at least Very Satisfactory during the last two (2) rating periods.

5.4.3.1.2. In cases where the potential and performance of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists or if the promotion will result to a significant improvement of a particular department's faculty profile.

5.4.3.1.3. Whenever possible and through promotions, each academic department should have at least one faculty member belonging to the professorial ranks as an indicator of a strong faculty profile.

5.4.3.1.4. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. A faculty member may be disqualified from promotion if found guilty as stipulated in the 2017 RACCS.

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

5.4.3.1.7. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

5.4.3.1.8. Promotions may be considered to faculty members who obtained a significant score in the Dynamic Candidates Assessment System (DYCAS) but shall put mechanism placing premium to qualified next-in-rank.

5.4.3.1.9. In the case of professorial appointments, candidates should pass the Productivity and Results-Oriented Framework for Sustained and Impactful Scholarship (PROFESS) System as defined herein. The Linang Tao Academy shall provide support in the formulation of the professorial portfolio through an appropriate course or coaching session.

5.4.3.1.10. Non-teaching insider staff of the university may be transferred and/or promoted to a vacant faculty position of an equivalent rank or higher, provided that the personnel concerned satisfies the minimum requirements as stated in Section 6 of this Merit Selection Plan with significant DYCAS and PROFESS scores, whichever is applicable. He/she must have completed a SINTIDO course appropriate for the faculty position

5. 4.3.2. The USM Promotion Procedure are as follows:

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway.

5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non-teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

5.4.3.2.3. The HRMDO Data Analytics team shall generate DYCAS scores using the following criteria:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Competency demonstration, Learning Agility mainly data from Linang Tao L&D Management System
Aspiration	30	Motivational Factors and Behavioral Drivers mainly data from the Learning and Performance Journal
Engagement	30	Current and Future Engagement Capital as observed in the workplace mainly data from the Learning and Performance Journal
Performance of the Candidate		
IPCR Score	30	Strategic, Routine, Support Functions, Untargeted IPCR Success Indicators from the Strategic Performance Management System (SPMS)
Individual contribution to unit performance	30	Contribution to OPCR Success Indicators; contribution to university performance in AO25, crisis and disruption management; complaints and conflict resolution; sustainable development goals; licensure examination success contribution factor
Exemplary Performance	30	PROFESS Innovation Performance; Gawad USM Nomination Scores; Institutional Performance and Awards

5.4.3.2.4. The possible upward movement through ranks shall be dependent on the DYCAS scores of the evaluation year as follows:

Potential Score		Sub-rank steps					
	76-90	3	4	4	5	5	6
	61-75	3	3	4	4	5	5
	46-60	2	3	3	4	4	5
	31-45	2	2	3	3	4	4
	16-30	1	2	2	3	3	4
	0-15	0	1	2	2	3	3
		0-15	16-30	31-45	46-60	61-75	76-90
		Performance Score					

5.4.3.2.5. Candidates, who upon DYCAS evaluation reached the professorial ranks shall be subject to PROFESS accreditation on the different career pathways of his choosing: (i) Teaching and Learning, (ii) Research and Discovery, (iii) Extension and Service Engagement, (iv) Innovation and Industry Practice, (v) Institutional Leadership, (vii) Knowledge Integration.

5.4.3.2.6. Those who did not pass the PROFESS accreditation shall be considered for Associate Professor V or Professor VI, as the case maybe for Professors and University Professor items respectively.

5.4.3.2.7. The Faculty Selection Board shall rank the candidates based on the DYCAS and PROFESS scores and submit the results to the University President/ Board of Regents for decision. The ranking shall be normalized according to current salary grade, target salary grade, and DYCAS steps using the following formula:

Normalized rank = (Current SG + DYCAS steps)/Target SG

5.4.3.2.8. Candidates are informed of the results of the evaluation through the HRMDO after the appointment is made by the President or Board of Regents, as the case maybe.

5.4.3.2.9. Promotional appointments to Instructor II to Instructor III, Assistant Professor I to IV shall be done by the USM President and to be confirmed by the Board of Regents. Promotional appointments to University/ College Professor, Professor I to VI, and Associate Professor I to V shall be done by the Board of Regents.

5.4.3.2.10. All promotional appointments of positions/ranks shall be posted in conspicuous places throughout the USM to enable aggrieved parties to file

their protest within fifteen (15) days from the date of notice of the promotion.

5.5. Reclassification

5.5.1. Reclassification is a form of staffing modification and/or position classification action which is applied only when there is substantial change in the regular duties and responsibilities of the position. This may result in a change in the regular duties and responsibilities of the position attributes: position title, level and/or salary grade. A faculty member may be considered for reclassification to a higher faculty rank/sub-rank on the basis of the minimum requirements set forth by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED) or other competent authorities.

5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

5.5.3. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for reclassification. If considered for reclassification, the effectivity date of the upgrading appointment, except those on secondment, shall be effective upon the approval of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM). In the case of secondment, the effectivity shall be upon resumption of duty at USM.

5.5.4. The manner reclassification shall conform to the process as stipulated in the Joint Circular 3 series of 2022 of DBM and CHED.

National Budget Circular No. 461

REVISED SPECIFIC CCE GUIDELINES

COMMON CRITERIA EVALUATION (CCK) SPECIFIC GUIDELINES

A. CCE APPLICATIONS

All supporting documents shall be certified by the head of agency or his authorized representative as

- True photocopy and e Relevant

B. CRITERIA AND POINT SYSTEM

f.o Educational Qualification.._____. ...85 pts.

1.1 Highest relevant academic degree or educational attainment

N.B In case of research-work graduate program, certified true copy of diploma and periodic evaluation of research from the supervisor/adviser shall be presented.

1.1.1 Doctorate.....85

1.1.2 Master's Degree.....65

1.1.3 LLB and MD... .65

N. B.: MD is considered a doctorate if holder is licensed and teaching in a College of Medicine. LLB is considered a Master's Degree if holder is a bar passer and teaching professional subject.

1.1.4 Diploma Course (Above a Bachelor's Degree). 55

N.B. Diploma in line with the field of specialization

1.1.5 Bachelor's Degree

a.Four years _____ 45

b.Exceeding four years _____ 45 plus 5 pts for every year over 4 yrs

NB Graduates of DVM, Engineering and DDM programs are considered bachelor's degree holders with additional points for years beyond 4

1.1.6 SPECIAL COURSES

a. 3- years post secondary course.....30

b. Special Courses agreel.....25 (Non- degree).

1.2 Additional equivalent degree earned related to the present position

1.21 Master'sDegree.....4.0

1.2.2 Bachelor's Degree. 3.0

NB: An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty perfoms, this also refers to the appropriate provisions from the CSC-MC and CMO of the respective programs

Suppofting Document(s):
a. Transcript of Records and b, Diploma/Certificate
Sveeiæi Order (in case of those who graduated in
Private Nigher figher Education Institutions)

1.3 Additional credits earned (maximum of 10 pts)

1.3.1 For every 3-unit credit earned towards an approved higher degree course.....1.0

N.B Reports of grades will only be accepted in cases where the school does not issue Transcript of Records for uncompleted programs.

Supporting Document(s):
a. Transcript of Records or Report of grades duly certified by the University Registrar

2.0 Experience and Length of Service. .....25pts.

2.1 Academic Experience

2.1.1 For every year of full-time academic service in a state institution of higher learning.... .1.0

N.B -Academic service refers to teaching in college or doing research and extension functions. State institution of higher learning refers to a chaffered SUC or TESDASupervised TEI whose main function and responsibility is tertiary education and which offers degree program.

2.1.2. For every year of full-time academic sewice in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools; service in a public or private research institution... ...._____ 0.75

Supporting Document(s):
a. Service Record
b. Appointment/Contract

2.2 Administrative Experience

For every full-time year of administrative experience as:

a. President.... ....3.0

b. Vice President... 25

c. Dean/Director/School Superintendent..... 2.0 d. Principat/SupeMsor/Department Chairperson/

Head ofUnit..... 1.5

N.B.: The experience and sen/jces of a faculty designated to an administrative position like Vice President, Dean, Director, etc., shall be credited only once , whichever is highest, within the period of his/her designation.

The credit for administrative experience is given to a faculty — rank holder designated to any administrative or supervisory position with line authority over at least four staff and programs. Campus directors/administrators shall be classified as Service Directors. If the administrative experience is in a private institution of higher learning, multiply the credit point by 0.75. Associate Deans/ Assistant deans,

performing exactly the same responsibilities as the deans shall be given the same point as deans.

Supporting Document(s):

a. Service Record

b. Appointment and lor designation

c. Organizational Structure which least 4 subordinates sinews desVyee has at

2.3.1 For every year of relevant full-time professional and technical experience as:

a. Manager/Entrepreneur/Consultant.....,_____ 1.50

b. Supervisor/Head of Unit..... . 1.0

c. Rank and File _____ 0.5 N.B. The experience should be prior to his entry into the academe.

Supporting Document(s):

a. Service Record/t;eg-vice Cetit.yact

b. Appointment and! or designation

c. SEC/DTI registration for entrepreneur

2.3.2 For every year of experience in the public and private basic institution:

a. Cooperating Teacher..... .....0.75

b. Basic Education Teacher.... .....0.50

Supporting Document(s):

a. Appointment/Designation
b. Service Record for Basic Education Teachers

3.0 Professional Development Achievement and Honors.....,.....90 pts.

3.1 Discoveries, patented inventions, innovations, publications and other works (maximum of 30 points)

3.1.1. For every cost and time saving 'innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value... ....2 to 7pts.

Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented works which have direct contribution to education, science and technology.

Supporting Document(s):
a. Patent Certificate
b. IJtility Model Certificate

N.B. Credit points are divided equal/y among two or more individuals claiming credit for the same invention

If patented	7	points for Philippine Intellectuai Property Office registered
Utility Model (UM)	5	points for Philippine Intellectual Property Office registered

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shaft be the result or product of the research of an individual or a group of faculty.

Criteria	Points
1. Originality, educational impact, documentation	60% of 7 (.6 x 7)
2. Evidence of wide dissemination	40% of 7 x 7)

e.g. exhibits, publication

N.B.: Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g., is satisfied, credit is awarded only for that facton

Supporting Document(s):

a. Full description of the discovery

b. Confirmation of an international or national agency/ organization/association of experts

c. Evidences of dissemination and utilization

C. Creative work has to satisfy one or more of the following criteria:

1. Originality	25% of 2-7 pts.
2. Acceptability and recognition	25% of 2-7 pts.
3. Relevance and value	25% of 2-7 pts.
4. Documentation and evidence of dissemination	25% of 2-7 pts.

Supporting Document(s):

a. Full description of the creative work

b. Evidences that shall satisfy the criteria for evaluation

c. Appropriate certification from the duly organized committee establishing the value of the output

N. B.: The scale of 2- 7 is distributed on the basis of competitiveness, thus-

International	7
National	5
Institutional	2

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and /or arrangement, painting sculpture and other petforming arts.

D, Research results and innovations consist of improvements / modifications made on existing design, process or product.

The criteria for rating and the points for each criterion are:

1. Use of indigenous materials of 2 - 7 pts.
2. Relevance and value to education, 20% of 2 - 7 pts. science and technology
3. Cost/time/energy/saving20%of 2 - 7 pts.
4. Acceptability of peers20%of 2 - 7 pts.
5. Dissemination/documentation 20% of 2 - 7 pts.

Supporting Document(s):

a. Fuli description of research/innovation

b. Evidences that shall satisfy the criteria for evaluation

3.1.2. For every published book: original, edited or compiled, copy righted/ published within the last ten years, 2nd editions and succeeding editions will be credited like the original book if there is a major revision of the contents of the book evidenced by the granting of new copy right and new ISBN

a. As author/s..... . 3-7

c. As translator.....

d. As editor.... ....,.1-3

e. As compiler.... 1-2

The factors and their weights are:

1. Textbooks, including Science and Technology and References

Role		High School	Elementary
Author/s	7 pts.	5 pts.	3 pts.
Rev ewe r	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	

N.B. The credit points should be given based on the date when the copyright and the ISBN were awarded. In case of group role, the total credits shall be equally divided among the members

Supporting Document(s):

a. Copy of the book with copyright and ISBN

3.1.3 For every scholarly research/ monograph/Educationai technical articles in a technical/Scientific/professiona\ journal including electronic and digital journals included in the lists of CHED, ISi, Harvard, SCOPUS and other journals of ster\ing reputation for international and national. Local journals refer to institutional research-based publications a- International.....5

b. National. 3

c. Local....._____ 2

N.B. Articles must be research-based. Commentaries, opinions, editorials are not credited Publications in Magazines, news papers/ bulletins of information, annual reports are not accepted. Published research should onfy be credited once.

Supporting Documents:

a. Copy of the journal with ISSN

b. Proof of circulation for local journals

3.1.4 For every instructional manual/ audio-visual.....1 (max. of 10 pts)

Credits are divided among two or more claimants.

Supporting Document(s):

a. Copy/ sample of material

b. Certificate of utilization

Course Syllabus
Evidence of circulation such as receipts of sale, IPRO clearance for institutional circulation, approval for institutional use by the
d. instructional material review body

Under this items are modules, laboratory manuals, and operation manuals, work books, course books approved by department or coiiege for instructional purposes. Also included in this category are software, prototypes and Computer aided instructional materials. Submission under this category should cover the course content per syllabus. Excluded from this category of outputs are compilation of lecture notes, lesson plans, powerpoint presentations, transparencies, handouts, and other materials not particularly included.

3.2 For expert services, training and active participation in professionai/technical activities (maximum of 30 points)

3.2.1 Training and seminars (maximum of 10 points)

3.2.1.1 For every training course with a duration of at least one month not to exceed the full credit (P=No. of days/30)

a. International.....5

b. National.....3

c. Local.....2

3.2.1.2 For participation in conferences, seminars, workshops (must be relevant to one's assignment/field)

Supporting Document(s):

a. Gertific.ate cf Attendanc,e/ Appreciatior±/ Participation

N.B. Participation under this item is based on five working days and points are pro-rated as follows:

International 0.6/day not to exceed 3 points

National/Regional 0.4/day not to exceed 2 points

Local 0.2/day not to exceed 1 point

Less than a day(half day) training cannot be considered as seminar

3,2.2 Expert service rendered (maximum of 20 points)

3.2.2,1 For serving as a short-term consultant /expevt in an activity of an educational, technological professional scientific or cultural nature (foreign or local) sponsored by
government or other al .....5 agencies.
international 3
.....2
National... ... Local.... ...

Supporting Document(s):

a. Memorandum of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work

b. Acknowledgment of output

3.2.2.2 For services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses for professionals

International.....5
National.....3
Local.....2

N.B. For tertiary or higher level only.

Supporting Documents:

a. Certificate of appreciation/recognition
b. List of Participants
c. Invitation and copy of the program
d. Lecture

NB For new entrants, certificate of appreciation/recognition can suffice

3.2.2.3. For expert services as adviser in doctoral dissenation, master's and undergraduate thesis, or their equivalents as requirement's for the completion of academic programs (maximum of 10 points)

Doctoral dissertation.....1.00

Master's thesis.....0.50

Undergraduate thesis.....0.25

Suppofting Documents:

a. Approval Sheet
b. Cærtiicate of Teaching

N.B. Equivalent requirement such as case study, feasibility study, terminal research paper, project study should be a terminal requirement for the degree.

N.B. Setvices as adviser is credited only if advising is outside the full-time equivalent (FTE) load of the adviser as cettified by the Registrar/ Dean. An undergraduate thesis should be a degree requirement. A copy of the faculty load sheet signed by the Dean shall serve as a supporting document

3.2.2.4. For certified services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)...

1.00

Supporting Document(s): a. Appointment or contract b. Identification card

3.2.2.5. For expen services in accreditation/ quality assurance work as member of the Board of Director, Accreditor, Member of the Technical Committee or Consultant Group in regional or national agencies..... . _____1.00

Supporting Document(s): Appointment;designation/invitation from the accrediting body b. identification Card

NB This correspond to a year of expert service

3.2.2.6 For every year of expert service as testing officer/assessor in trade skills certification.... _____.....l.oo

Supporting Document(s):

a. Certificate of Trade Skiii Examiner

Results of ihe examinations condi.;cied

3.2.2.7. For every year of services as coach [trainer of the students in official activities and adviser of accredited students organization not to exceed 1 point per year.... ... .l.oo

N.B. For purposes of pro-rating, a year is at least 251 days, not to exceed 12 months. Intramurals and other school-wide activities are not considered. The credit points are given only for inter-institutional or inter-agency competition.

Supporting Doæment(s). a. Office Order'

b. PR)0i cf output

3.3. Membership in professional organizations/honor societies and honor received (maximum of 10 pts.)

g.g.4 . For current individual membership in relevant professional organization(s)

a. Learned society

Full member... 2

Associate member... ber.....1

b. Honor society.... ....l.o

c. Scientific society... ....l.o

d. Professional

Officer 1.0
Member.....0.5

N.B. Membership will be credited only once per organization.

Learned society is an organization where the members are chosen by invitation and in recognition of their being considered learned in a scientific area of knowledge, e.g. National Research Council

Honor Society is a society of academic scholars, e.g. Phi Delta Kappa, Gamma Sigma Delta

Professional/ Scientific organizations are national bodies or professional practitioners in a specific field or science, e.g. Philippine Inventors Society of Mechanical Engineers, Philippine Institute of Chemical Engineers

Faculty association is included.

The PDS of the faculty shall be filed for the purpose of checking if the membership was already credited.

Supporting Document(s); R}entiiicatioa card or Official
a. Certificate of membersh;p
?eceipt of rnemhershio

3.3.2. For academic honors earned:

3.3.2.1. Undergraduate Degree

a. Summa cum Laude....,. 5

b. Magna cum Laude.... ..... , ...3

c. Cum Laude.....1

3.3.2.2. Graduate Degree

a. Highest Honors/ With Distinction.

Or equivalent. ...._____ 3

Supporting Document(s):

a. A certificate or copy of a permanent record of the school

3.3.3. Scholarship/ Fellowship. This may be degree or non- degree granting.

a. International, competitive

Doctorate..... . . . .5 Master's..... .. Non-degree... 4
.....3

b. International, non- competitive

Doctorate..... 3
.....2
Master's... .... Non- .....1 degree....

c. National/Regional, competitive Doctorate....
.....3

Master's.... .... _____. 2

Non-degree. ....

d. National/ Regional, non-competitive

Master's.....

c. Local, competitive or

Non- competitive.... ....

N.B.: Competitive means the use of a selection/screening process or scheme for awarding a scholarship.

Supporting Document(s):

a. Certificate of scholarship/ fellowship award

b. Proof of completion of fellowship program or activity/ Transcript of Records
Scholarship contract; agreement

3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of faculty concerned

International	5
National/ Regional	3
Local	2 (institution-wide)

Supporting Documents:

a. Plaque of Recognition or copy of citation

b. Criteria for the selection

c. Proof of competition

N.B.: There should be evidence of search/ competition. The award-giving body must have recognized mandate to search and confer the award or recognition.

Service awards are considered local awards. The credits are given for 10, 15, 20 25, 30, 35 and 40 years of service per circular of the Civil Service Commission

The awards of distinction granted by organizations like NSTP, GSP, BSP, Red Cross, Barangay Offices and other Civic, Cultural, Religious Community, including NonGovernment Organizations are classified as Community Outreach.

The awarding body must be recognized, reputable organization relevant to the field of specialization/ assignment of the awardees.

3.5 Community Outreach (maximum of 5 points)

3.5.1 For every year of participation in serviceoriented projects in the community, ...

Supporting Document(s):

a. An Office Order pertaining to the services rendered

b. Ceftificate/ Acknowledgement of Completion of project or activity

These are activities related to participation in community projects on top of official duties and are voluntary in nature, with no additional compensation received. One year is operationalized to be equivalent to at least 251 days, not to exceed 12 months per program per clientele.

Examples are voluntary services in scouting, cooperative, Red Cross, Kabataang Barangay, etc.

Activities undertaken as officer/ member of any professional, social, educational or other similar organizations which had already been credited in this instrument shall no longer be considered.

3.6. Professional examinations

3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)

a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc. 5

b. Career Executive Service Officers Examination / Career Service Executive Examination.....3

c. Seaman Certificate; Master Electrician/Master

Plumber Cettificate, etc.; Plant Mechanic Certificate; Professional Radio Operator Certificate... 2

e. IT proficiency cettification.....,....._____...2

f. National Certificates (NC)/Trade skill Certificates... .....t.. . ... I/level NB Marine Transponation Officers is equivalent under category C N.B. Other Civil Service eligibilities are not considered.

Section b is only applicable to the faculty- rank holders designated to supetvisory/executive positions. IT proficiency cehifications are for programs administered by the international IT propriety companies and the National Computer Center (NCC) and the Philippine National Information Technology Standards (PH/LN/TS)

Supporting Document(s):
a. Certificate of Licensure
b. Rating Slip
c. Skills Certificate/Identification Card

4. GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)

The Government Service Insurance System Act of 1977 (RA 8292) provides compulsory membership to all government employees receiving monthly compensation and who have not reached the compulsory retirement age, irrespective of employment status. Is is a mandatory for government employee and employer covered by this Act to pay monthly contribution of 12% and 9 respectively, of their monthly compensation.

Among the benefits derived from membership in the system are:

a. Separation benefits
b. Unemployment or involuntary separation benefits
c. Retirement benefits
d. Disability benefits
e. Survivorship benefits
f. Funeral benefits
g. Life Insurance benefits
h. Availment of Loans

2. IMPLEMENTATION

- Describe the Institution's process of promotion, separation and retirement.
- Describe in flow chart form the Institution's promotion through vacancy (in rank and salary) and change of status procedures.
- Describe in flow chart form the Institution's resignation and retirement process;
- Describe in flow chart form the Institution's process of processing the NBC 461-CCE (Common Criteria for Evaluation) as a criteria for promotion in rank.
- Describe in flow chart form the Institution's process of processing the NBC 461-QCE (Qualitative Contribution for Evaluation as a twin criteria for promotion in rank.
- Describe the implementation of Presidential Discretion (PD) per NC 461 (*if applicable*).
- Present the College and or/ Program Retirement Plan.

3.RETIREMENT BENEFITS

in addition to the benefits granted under existing laws, retired members of the teaching shall be afforded the privilege to participate in major university programs and activities.

Subject to the provisions of applicable laws and regulations and the approval of the Board of Regents, a retired faculty member with the rank of full professor may be appointed Professor Emeritus, provided that the following requirements are met:

a. He/she must have rendered at least 20 consecutive years of active and faithful service to the University.
b. He/she must have achieved marked distinction as a productive scholar, scientist, artist or educators or is widely acknowledged as an effective and dedicated teacher; and
c. He/she must be a holder of doctoral degree and preference shall be made in favor of those who have served the University as, at least, Dean or Directors

A special committee shall be constituted by the President of the University from among the senior faculty members of the discipline where the retired professor belongs and shall be responsible in evaluating the credentials of the nominee for emeritus appointment. The Committee shall submit its recommendation to the President for endorsement to, and approval by the Board of Regents.

The special committee shall be composed of Vice President for Academic Affairs as Chairperson, the Dean where the nominee belongs, as Vice Chairperson, and three (3) senior faculty of the discipline as members.

2. IMPLEMENTATION

The University implements its policies on faculty rank and tenure through clear procedures for appointment, promotion, change of employment status, separation, and retirement. Faculty promotion in rank and salary follows the guidelines of NBC 461 and institutional policies. This is supported by Board of Regents (BOR) resolutions approving faculty appointments and promotions. Faculty members are assessed based on their qualifications, Individual Performance Commitment and Review (IPCR) ratings, and competency assessments to ensure that advancement is fair and based on merit.

The promotion process starts with identifying available positions and opportunities for advancement. Applicants are then evaluated using the Merit Selection and Promotion Plan for Faculty (MSPP) and NBC 461 criteria. The Faculty Selection Board reviews their Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation (QCE) results, competency assessments, and performance ratings. After evaluation, candidates are ranked, and the recommended promotions are submitted to the BOR for approval.

The evaluation follows a specific weighting system: CCE (35%), competency assessment (30%), performance rating (30%), and length of service (5%). This approach ensures that faculty promotion considers not only academic qualifications and experience but also actual performance and contributions to the University.

The University also follows established procedures for changes in employment status, such as reclassification and the conversion of temporary appointments to permanent positions. Faculty members must complete the required probationary period and meet the applicable Civil Service Commission (CSC) requirements before being granted permanent status. Their official rank and tenure status are communicated through Human Resource Management and Development Office (HRMDO) advisories and other official correspondence.

For separation and retirement, the University follows the applicable CSC and Government Service Insurance System (GSIS) rules. Faculty members may retire upon reaching the compulsory retirement age or through optional retirement, provided they meet the required conditions. Retirement benefits are granted in accordance with Republic Act No. 8291 and other applicable regulations.

Overall, these procedures help ensure that faculty appointments, promotions, and changes in employment status are handled fairly and transparently. They also support faculty career development while ensuring that separation and retirement are managed in accordance with government regulations and University policies.

Although flowcharts are not explicitly presented in the document, the processes can be summarized as follows:

• **Promotion Process: Application** → Evaluation (CCE, QCE, SPMS/IPCR) → Ranking → Endorsement → BOR Approval → Issuance of Appointment
• **Change of Status:** Temporary Appointment → Probationary Evaluation → Performance Review → Recommendation → BOR Approval → Permanent Appointment
• **Retirement/Separation:** Filing of Application → Verification of Service Records → GSIS Processing → Approval → Release of Benefits
• **NBC 461 Processing:** Submission of Documents → CCE Scoring → QCE Evaluation → Consolidation of Scores → Ranking → Promotion Decision
The implementation of Presidential Discretion (PD), where applicable, allows flexibility in granting promotions based on exceptional merit, subject to NBC 461 provisions.

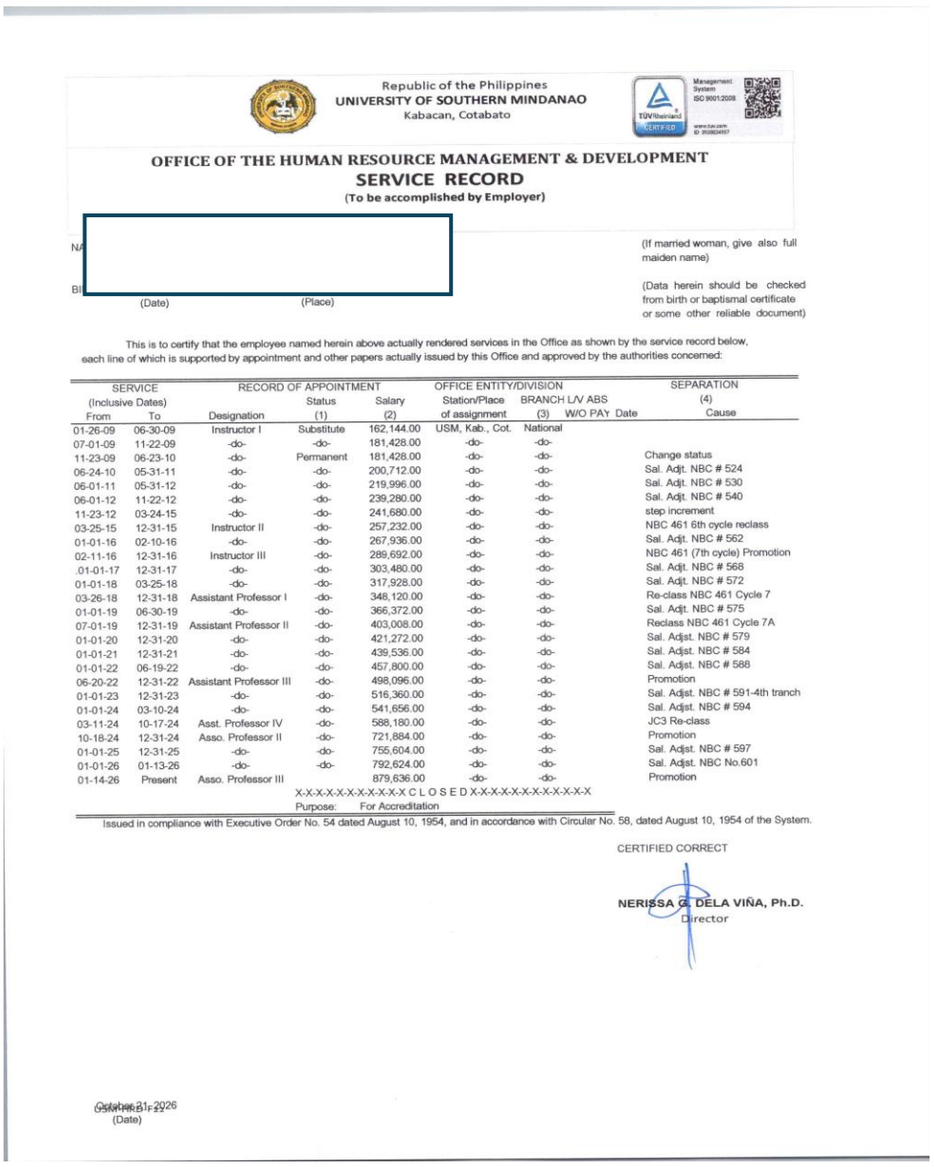
3. OUTCOMES

The implementation of the University's rank and tenure policies ensures the fair, transparent, and systematic processing of faculty appointments, promotions, and changes in employment status. Faculty members are evaluated based on their qualifications, performance, competencies, and contributions in accordance with NBC 461, the Merit Selection and Promotion Plan for Faculty (MSPP), and other applicable government regulations.

These policies provide faculty members with opportunities for career advancement and professional growth. The established evaluation and approval procedures promote merit-based promotion, recognize faculty achievements, and encourage improved work performance. The granting of permanent appointments to qualified faculty members also promotes job security and stability.

Furthermore, compliance with Civil Service Commission (CSC) and Government Service Insurance System (GSIS) regulations ensures the proper handling of faculty separation and retirement. Overall, these practices strengthen personnel management, promote accountability, and help maintain a qualified, competent, and motivated faculty who contribute to the effective delivery of the BS in Management Accounting program.

Evidence of satisfaction in rank and employment status.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SERVICE RECORD
(To be accomplished by Employer)

NA
BI
(Date) (Place)

(If married woman, give also full maiden name)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates) From	To	RECORD OF APPOINTMENT Designation	Status (1)	Salary (2)	OFFICE ENTITY/DIVISION Station/Place of assignment	BRANCH (3)	L/V ABS W/O PAY Date	SEPARATION (4) Cause
01-26-09	06-30-09	Instructor I	Substitute	162,144.00	USM, Kab., Cot.	National		
07-01-09	11-22-09	-do-	-do-	181,428.00	-do-	-do-		
11-23-09	06-23-10	-do-	Permanent	181,428.00	-do-	-do-		Change status
06-24-10	05-31-11	-do-	-do-	200,712.00	-do-	-do-		Sal. Adjt. NBC # 524
06-01-11	05-31-12	-do-	-do-	219,996.00	-do-	-do-		Sal. Adjt. NBC # 530
06-01-12	11-22-12	-do-	-do-	239,280.00	-do-	-do-		Sal. Adjt. NBC # 540
11-23-12	03-24-15	-do-	-do-	241,680.00	-do-	-do-		step increment
03-25-15	12-31-15	Instructor II	-do-	257,232.00	-do-	-do-		NBC 461 6th cycle reclass
01-01-16	02-10-16	-do-	-do-	267,936.00	-do-	-do-		Sal. Adjt. NBC # 562
02-11-16	12-31-16	Instructor III	-do-	289,692.00	-do-	-do-		NBC 461 (7th cycle) Promotion
.01-01-17	12-31-17	-do-	-do-	303,480.00	-do-	-do-		Sal. Adjt. NBC # 568
01-01-18	03-25-18	-do-	-do-	317,928.00	-do-	-do-		Sal. Adjt. NBC # 572
03-26-18	12-31-18	Assistant Professor I	-do-	348,120.00	-do-	-do-		Re-class NBC 461 Cycle 7
01-01-19	06-30-19	-do-	-do-	366,372.00	-do-	-do-		Sal. Adjt. NBC # 575
07-01-19	12-31-19	Assistant Professor II	-do-	403,008.00	-do-	-do-		Reclass NBC 461 Cycle 7A
01-01-20	12-31-20	-do-	-do-	421,272.00	-do-	-do-		Sal. Adjst. NBC # 579
01-01-21	12-31-21	-do-	-do-	439,536.00	-do-	-do-		Sal. Adjst. NBC # 584
01-01-22	06-19-22	-do-	-do-	457,800.00	-do-	-do-		Sal. Adjst. NBC # 588
06-20-22	12-31-22	Assistant Professor III	-do-	498,096.00	-do-	-do-		Promotion
01-01-23	12-31-23	-do-	-do-	516,360.00	-do-	-do-		Sal. Adjst. NBC # 591-4th tranch
01-01-24	03-10-24	-do-	-do-	541,656.00	-do-	-do-		Sal. Adjst. NBC # 594
03-11-24	10-17-24	Asst. Professor IV	-do-	588,180.00	-do-	-do-		JC3 Re-class
10-18-24	12-31-24	Asso. Professor II	-do-	721,884.00	-do-	-do-		Promotion
01-01-25	12-31-25	-do-	-do-	755,604.00	-do-	-do-		Sal. Adjst. NBC # 597
01-01-26	01-13-26	-do-	-do-	792,624.00	-do-	-do-		Sal. Adjst. NBC No.601
01-14-26	Present	Asso. Professor III		879,636.00	-do-	-do-		Promotion

X-X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X-X-X

Purpose: For Accreditation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT

NERISSA G. DELA VIÑA, Ph.D.
Director

October 31, 2026
(Date)

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

OFFICE OF THE HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SERVICE RECORD
(To be accomplished by Employer)

NAME:

BIRTH: (Date) (Place)

(If married woman, give also full maiden name)

(Data herein should be checked from birth or baptismal certificate or some other reliable document)

This is to certify that the employee named herein above actually rendered services in the Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates) From	To	RECORD OF APPOINTMENT Designation	Status (1)	Salary (2)	OFFICE ENTITY/DIVISIOI Station/Place of assignment	3RANCI ./V ABS (3)	W/O PA Date	SEPARATION (4) Cause
12-19-17	12-31-17	Accountant III	Permanent	469,812.00	USM, Kab., Cot.	National		Original
01-01-18	12-31-18	-do-	-do-	505,188.00	-do-	-do-		Sal. Adjst. NBC # 572
01-01-19	12-31-19	-do-	-do-	543,228.00	-do-	-do-		Sal. Adjst. NBC # 575
01-01-20	12-18-20	-do-	-do-	561,492.00	-do-	-do-		Sal. Adjst. NBC # 579
12-19-20	12-31-20	-do-	-do-	570,360.00	-do-	-do-		step increment
01-01-21	07-11-21	-do-	-do-	588,624.00	-do-	-do-		Sal. Adjst. NBC # 584
07-12-21	12-31-21	Associate Professor I	-do-	588,624.00	-do-	-do-		Transfer to CBDEM
01-01-22	12-31-22	-do-	-do-	598,020.00	-do-	-do-		Sal. Adjst. NBC # 588
01-01-23	12-31-23	-do-	-do-	616,284.00	-do-	-do-		Sal. Adjst. NBC # 591-4th tranch
01-01-24	03-10-24	-do-	-do-	646,476.00	-do-	-do-		Sal. Adjst. NBC # 594
03-11-24	12-31-24	Asso. Professor II	-do-	721,884.00	-do-	-do-		JC3 Re-class
01-01-25	12-31-25	-do-	-do-	755,604.00	-do-	-do-		Sal. Adjst. NBC # 597
01-01-26	01-11-26	-do-	-do-	792,624.00	-do-	-do-		Sal. Adjst. NBC No.601
01-12-26	Present	Associate Professor IV	-do-	981,552.00	-do-	-do-		Promotion

X-X-X-X-X-X-X-X-X-X-X C L O S E D X-X-X-X-X-X-X-X-X-X-X-X

Purpose: For Accrediation

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT

October 21, 2026
(Date)

NERISSA G. DELA VIÑA, Ph.D.
Director

USM-HRD-F22


10
YEARS
HON DAVE E. LLANTO, DPA
ssociate Professor II
METC


10
YEARS
. MAROHOM, DBA
Professor IV



Kawaning Tapat

KAKAW AWARD

10-15 years of continuous service - (64)

Bronze Kakaw

10 years

MOEM M. AFDAL
REZEILLE MAY C. AMILBAHAR
LIAN D. BAGONOC
ROMIEL JOHN P. BASAN
PHILIP LESTER P. BENJAMIN
BRYAN LLOYD P. BRETAÑA
FAITH P. BUNED
ROSELYN M. CLEMEN
NOR-AINE M. CORPUZ
ELORDE JR. S. CRISPOLON
ANA ROSE E. CUNANAN
NASRUDIN M. DATUCALI
ALVEN G. DELSON
JERUM B. ELUMBARING
AIDALOU V. ESONSA
JAMES KRISTIAN N. FEROLIN
PIA AMABELLE M. FLORES
ROY B. GACUS
GENALYN P. GALAS
RUBELYN V. GAMOLO
DIELITA M. GARCIA
RALPH BUTCH S. GARIDAN
JHON DAVE E. LLANTO
METCHE ANNE C. LOGRONIO
RADJI A. MACATABON
NOE, JR. S. MAMON
FAUJHEA T. MANGANSAKAN
WATARIE E. MANTO
JALALODEN B. MAROHOM
CLARITO T. MARQUEZ
ALTAIR V. NERI
SHIERYL P. ORTIZA
JANICE T. PALMAERA
CHARISSE ANGELA S. QUIAMBAO
MERIAM M. RUBIO
QUEENNIE L. RUFINO
MEL CHRISEL A. SALES
ARABELLA M. SOBERANO
KRIZLER C. TANALGO

Silver Kakaw

15 years

GLADYS PEARL O. AMBROCIO
MONIRA P. BANSILAN
CHARLIE F. CABASAG
FE S. CALVO
ALLAN G. DALO
QUENIELYN L. DURENDES
RC JAN B. EVANGELISTA
CHEEZE R. JANITO
KHAN L. JUNATAS
RENE P. LUCENA
ROWEL P. MADIO
JENNET R. MAG-ASO
MARLON A. MANCERA
ALVIN C. MIBALO
JEAN M. MILLARE
AMME ROSE B. NONOL
ROANNE T. OSIS
JASMIN A. PECHO
CAMALUDIN K. PEDTAMANAN
MYLIN C. PRADO
JAY G. REGULACION
ZENAIDA M. SALAS
MELDRED F. SAMBLACEÑO
IMELDA D. SILAO
RAYHANA A. SUGADOL

RAHIMA A. CABUNTO
CARLITO P. BASAY, JR.
(Masters of Ceremony)

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4. BEST PRACTICES

The University demonstrates good practices in managing faculty rank and tenure by promoting fairness, transparency, and professional excellence. It uses the Merit Selection and Promotion Plan for Faculty (MSPP), Strategic Performance Management System (SPMS), and NBC 461 to assess faculty qualifications and performance. The combination of the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation (QCE) allows the University to consider both measurable achievements and the quality of faculty contributions.

Another good practice is the involvement of the Board of Regents (BOR) in approving faculty appointments and promotions. This helps ensure accountability and compliance with institutional policies. The University also provides a clear career progression system, supported by an approved plantilla and established promotion guidelines, allowing faculty members to understand the requirements and opportunities for advancement.

The University also supports faculty development through scholarships, training programs, and study leave opportunities. These initiatives help faculty members improve their knowledge, skills, and qualifications. In addition, awards and incentives are given to recognize faculty achievements, encourage professional growth, and promote a culture of excellence.

Furthermore, the University ensures that faculty members are properly informed about promotion results and changes in employment status through official communication channels. It also follows relevant national policies, including Republic Act No. 8291, which governs GSIS retirement benefits.

These best practices reflect the University's commitment to effective faculty management. Through fair evaluation, professional development opportunities, recognition of achievements, and compliance with established policies, the University supports faculty growth, job security, and career satisfaction.

PARAMETER E. FACULTY DEVELOPMENT

1. SYSTEM-INPUTS AND PROCESSES

The University of Southern Mindanao (USM) implements a Board of Regents (BOR)-approved Faculty Development Program (FDP) for 2022–2031 that provides a comprehensive and sustainable framework for strengthening faculty competencies in instruction, research, extension, and production. The program is aligned with the University's institutional goals and supports the continuous professional growth of its faculty members.

The FDP identifies strategic priorities, including increasing the number of faculty members with doctoral degrees, improving teaching effectiveness, and strengthening research involvement. It also promotes data-driven recruitment, competency-based promotion, and institutional accreditation to ensure that faculty development initiatives remain consistent with academic standards and relevant CHED policies.

The University Code and Faculty Manual further reinforce faculty development through established policies on scholarships, fellowships, training, and recognition. These are complemented by Human Resource Development guidelines specifying the procedures for scholarship applications, prioritization of beneficiaries, service obligations, and monitoring of faculty scholars to ensure the effective implementation of development initiatives.

To sustain these efforts, the University provides financial support through its Programs' Responsibility Expenditure (PRE) and corresponding budget allocations for training, travel, seminars, and other faculty development activities. The institution also maintains policies on scholarships, incentives, faculty recognition, and linkages with local and international institutions for training opportunities. These mechanisms demonstrate USM's commitment to providing equitable access to professional development, recognizing faculty achievements, and continuously improving the quality of its academic programs.

- *Present the BOR/BOT Approved Guidelines on Faculty Development Program*

University of Southern Mindanao

Faculty Development Program

2022 – 2031

Introduction

Faculty Workforce is the core human resource component of the university. To date, the University has 532 positions (516 for Higher Education and 16 for Advanced Education Services). These faculty members are expected to facilitate teaching and learning of undergraduate students, conduct high-impact research, socially relevant extension and public service engagement, and generate intellectual assets and products that propel growth of the industry and society.

This faculty development program intends to plot a comprehensive menu of services and chart the direction of actions to achieve the strategic goals. This institutional development program serves as a guide for the colleges to craft its unit faculty development program contextualized in its circumstances. The

Goals

By 2031:

a) 20% faculty members have professorial ranks
b) 50% of the faculty members have doctoral degrees
c) 90% of the faculty members have at least very satisfactory teaching effectiveness evaluation
d) 40% of the faculty members are actively involved in any research, extension, and production activities
e) 10% of the faculty members have received any reward and recognition

Recruitment, Selection, Placement

Instituting a data-driven candidates assessment system

The university shall institute data-driven candidate assessment system that account the performance and potential of a candidate for recruitment and promotion. This selection system is digitally connected to the university's Enhanced Daily Time Record, learning and competency journals. This candidate assessment system shall also serve as Talent Bank with real-time assessment scores for easy retrieval once vacancy occurs.

Aggressive recruitment of faculty members with advanced degrees and necessary competencies

Performance Management

Review of performance management system to support reclassification

The university will provide the activities of the candidates so we will be able to have better chances for reclassification under the new CHED-DBM guidelines. This means our performance management system should jive with the requirements of the said reclassification guidelines. We are now on the process of improving our performance management system to support the desires of CHED and DBM.

Development of Real-Time IPCR

A web-based IPCR shall be developed to ensure that faculty are abreast of their performance real-time. This shall be linked to the EDTR platform.

Learning and Development

SINTIDO – Progressive Layering Workplace L&D

A learning and development shall be implemented based on progressive layering approach – System Initiative for Nurturing Teaching and Learning Innovation and Development of Knowledge (SINTIDO). This L&D is embedded in the workplace, to wit:

SINTIDO Type	Intended Faculty
SINTIDO 1.0 Boot Camp	intended for prospective applicants, contract of service faculty, and neophyte faculty members.
SINTIDO 2 Series	intended for Instructors and Assistant Professors
SINTIDO 3 Series	intended for Assistant and Associate Professors
SINTIDO 4 Series	intended for Associate and Full Professors

Strategic Graduate Programs

Graduate Program Scholarships are screened by the Faculty Training and Development Committee taking into account the performance of the graduate school and expected skills needs of the academic program.

Rewards and Recognition

Through the Gawad Uliran sa Serbisyong Mahusay Gawad USM PRAISE system, faculty members are regularly monitored with their performance as gleaned from EDTR, learning journals, and IPCR.

Recruitment of new faculty members will give preference to those with at least masters degree. To make the recruitment aggressive and competitive, candidates shall be subject to a learning boot camp to observe and for the candidate to demonstrate his/her competencies. The entry position of the candidate will depend on the outcome of the competency assessment.

Institutional Promotion via competency-based assessment

Promotion will be subject to the data-driven candidates assessment system. This assessment system assess the candidate's potential and performance. Performance is dependent on the Individual Performance Commitment Rating (IPCR) dissected into strategic and routine assessment and individual's contribution to the university performance. Exemplary performance is also assess as evidenced by awards. Potential of the candidates is dependent on the aspiration, engagement, and ability of the candidate. Data derived from EDTR, learning journals serves as input to the assessment of potential.

Instituting a local professorial accreditation system

Once the new CHED-DBM guidelines is in effect, we shall institute an institutional professorial accreditation system to replace the old CCE point system. We intend to use a Differentiated Career Pathways like the Malaysian Higher Education System (AKEPT). In this way, we envision that the CHED-DBM guidelines shall accredit a generic professor while our merit selection shall accredit professors based on identified professorial career pathways (teaching, research, extension, leadership, etc.).

For the next ten years, the university need to accredit steadily more professors to ideally cope with the expected increased of faculty members.

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Academic	532	727	780	780	780	780	780	790	800	820	915
Ideal Professor Ratio	106	145	156	156	156	156	156	158	160	164	183

This strategy is proposed to harmonize with CHED and DBM directions while strengthening the strategic advantage of the university.

As stipulated in Book II, Chapter 19, Article 95 of the USM Code

Scholarships, Fellowships and Training Grants

Section 1. The University shall encourage its faculty and non-teaching staff to pursue relevant local and foreign assisted scholarships, fellowships and training grants and to a limited extend, attend seminars, conferences, workshops and other related human resource development courses.

Section 2. The Heads of Unit shall determine scholarships, fellowships and training needs of their respective faculty and/or non-teaching staff in accordance with concerned units established development plans and shall submit the same to the University President through the Committee on Personnel Career Development for appropriate action.

Section 3. The Committee shall inform faculty and non-teaching staff through their respective unit heads about available study grants and scheduled conferences and seminars/workshops and invite qualified personnel to avail of such programs.

Section 4. Every participant to or recipient of a training/scholarship or fellowship grant shall execute a prescribed memorandum of agreement with the University and submit a report on the grant he has completed and furnish the HRMO a copy of the certificate or proof of completion he received for entry in his personnel file. The trainee shall also be given the opportunity to share with his colleagues what he has learned

Budgetary allocation for faculty development

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

BUDGET OFFICE

CERTIFICATE OF AVAILABILITY OF ALLOTMENT

This is to certify that the college has corresponding budget allocations under Fund 05 for the period covered.

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

Particulars	2022	2023	2024*	2025	2026	Total
I. Faculty Development	56,435.34	116,663.06	1,300,000.00	47,500.00	123,750.00	1,644,348.40
II. Curriculum Development	309,369.39	119,697.58	472,386.50	47,500.00	33,750.00	982,703.47
III. Student Development	84,262.77	38,887.69	340,000.00	47,500.00	33,750.00	544,400.46
IV. Facilities Development	400,003.15	70,420.00	2,897,169.70	47,500.00	33,750.00	3,448,842.85
Total	850,070.65	345,668.33	5,009,556.20	190,000.00	225,000.00	6,620,295.18

*Budget allocations were not distributed to the respective colleges; all funds were centralized under the VPAA.

This certification is issued for **accrediation purposes only.**

Digitally signed by Villaruz Shereen Mae Pascual
SHEREEN MAE P. VILLARUZ
Head, Budget Office

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

FINANCIAL MANAGEMENT SERVICES OFFICE

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that there is an **ALLOCATED BUDGET** under Fund 05 **FACULTY AND STAFF DEVELOPMENT** amounting to **TWO MILLION TWO HUNDRED FORTY-ONE THOUSAND EIGHT HUNDRED SIXTY-ONE PESOS AND NINETY-FOUR CENTAVOS ONLY (Php 2,241,861.94.00).**

This certification is issued in compliance with the budgeting, auditing, and accounting rules and regulations.

Issued this 4th day of JULY 2025 at USM, Kabacan, Cotabato. This certification is issued for whatever legal purpose it may serve.

SHEREEN NAE P. VILLARUZ
Head, Budget Office

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

USM-SYS-F30-Rev.2.2023.12.29

2. IMPLEMENTATION

- Present in outline form the Faculty Development Program/Plan specific to the Program (including degree program to be pursued, schedule/year, funding source, etc.; seminars, training etc.)

  - Towards a Higher Degree (Doctoral/Master's)

Name of Faculy	Degree Program to be Pursued	Schedule/Year (inclusive)	School to Enroll in	Funding Source
Baikongan B. Guiaman	Master of Science in Accountancy	2027-2029	University of Mindanao	Personal
Julhaina Cambang	Master in Business Administration	2025-2027	Ateneo de Davao University	Personal

- Towards Capability Building/skills and Competencies Upgrading

Faculty	Field of Discipline	Schedule/Academic Term	Funding Source
Allen Shane C. Garcia	SINTIDO	2nd term	-
Baikongan B. Guiaman	SINTIDO	2nd term	-

- **Seminar/Workshops/Training relevant to the Program attended by the Faculty**

Seminar/Training	Inclusive Dates	Venue	Sponsoring Agency	Faculty Participants
A. International				
B. National 1. 33rd Accounting Teacher's Conference	June 9-11, 2026	Ateneo de Davao University	National Association of Certified Public Accountants in Education	**SANDRA ANGELA A. BANGCAYA**
2. OBE Training for Philippine Accounting Teachers	April 4-5, 2025	University of Mindanao	National Association of Certified Public Accountants in Education	
C. Regional 1. SOCCSKSARGEN REGIONAL FORUM	August 30, 2025	University of Southern Mindanao	National Association of Certified Public Accountants in Education	
1. DAVAO REGIONAL FORUM AND PICPA MGAO AND SMR EDUCATION SUMMIT	January 16-17, 2026	University of Mindanao	National Association of Certified Public Accountants in Education	
B. National 1. 33rd Accounting Teacher's Conference	June 9-11, 2026	Ateneo de Davao University	National Association of Certified Public Accountants in Education	**JAY-R VILDAC**

2. OBE Training for Philippine Accounting Teachers 3. 31st Accounting Teachers Conference	April 4-5, 2025 June 13-15, 2024	University of Mindanao University of Sto. Tomas, Manila	National Association of Certified Public Accountants in Education National Association of Certified Public Accountants in Education	
C. **Regional** 2. DAVAO REGIONAL FORUM AND PICPA MGAO AND SMR EDUCATION SUMMIT 3. CENTRAL LUZON REGIONAL FORUM 4. METRO MANILA REGIONAL FORUM 5. SOCCSKSARGEN REGIONAL FORUM 6. CALABARZON REGIONAL FORUM	January 16-17, 2026 March 27-28, 2026 April 11, 2026 August 30, 2025 May 2, 2026	University of Mindanao Bulacan State University Ateneo de Manila University University of Southern Mindanao Our Lady of Fatima University	National Association of Certified Public Accountants National Association of Certified Public Accountants National Association of Certified Public Accountants National Association of Certified Public Accountants in Education National Association of Certified Public Accountant	
B**. National** 3. 33rd Accounting Teacher's Conference	June 9-11, 2026	Ateneo de Davao University	National Association of Certified Public Accountants in Education	**ALLEN SHANE C. GARCIA**

4. OBE Training for Philippine Accounting Teachers	April 4-5, 2025	University of Mindanao, Davao City	National Association of Certified Public Accountants in Education	
5. 51st Annual National conference &4th International Research Summit	April 18-19 2024	Tagbilaran, Bohol	Philippine Association of Collegiate Schools of Business	
6. 50th Annual National Conference & 3rd International Research Summit	April 20-21, 2023	Limketkai Luxe Hotel, Cagayan de Oro City	Philippine Association of Collegiate Schools of Business	
Regional 1. DAVAO REGIONAL FORUM AND PICPA MGAO AND SMR EDUCATION SUMMIT 2. SOCCSKSARGEN REGIONAL FORUM	January 16-17, 2026 August 30, 2025	University of Mindanao University of Southern Mindanao	National Association of Certified Public Accountants National Association of Certified Public Accountants in Education	
D. Local/Institutional 1. Capability Building Seminar Workshop on Socioeconomic Research and Data Analytics	December 4, 2024	Makilala Institute of Science and Technology	University of Southern Mindanao	
B. National 1. 33rd Accounting Teacher's Conference 2. OBE Training for Philippine Accounting Teachers	June 9-11, 2026 April 4-5, 2025	Ateneo de Davao University University of Mindanao	National Association of Certified Public Accountants in Education National Association of Certified Public Accountants in Education	**BAIKONGAN C. GUIAMAN**

- *Describe in flow chart form the measures adopted in sending faculty of the program to attend training programs.*

B. Flowchart: Sending Faculty to Training Programs
Process Flow:
Identification of Training Needs:
→ Endorsement by Department Chair
→ Evaluation by HRMDO / Personnel Development Committee
→ Approval by VPAA / BOR
→ Funding Allocation
→ Participation in Training
→ Submission of Report & Certificates
→ Application of Learning (Instruction/Research/Extension)

- **Faculty's affiliation in professional/scientific organizations and honor societies relevant to the Program.**

Faculty	Organization/Honor Society	Position
1. JAY-R G. VILDAC	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS ✓ NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT IN EDUCATION	MEMBER MEMBER
2. SANDRA ANGELA A. BANGCAYA	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS ✓ NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT IN EDUCATION	MEMBER MEMBER
3. ALLEN SHANE C. GARCIA	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS ✓ NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT IN EDUCATION	MEMBER MEMBER
4. BAIKONGAN C. GUAIMAN	✓ PHILIPPINE INSTITUTEVOF CERTIFIED PUBLIC ACCOUNTANTS ✓ NATIONAL ASSOCIATION OF CERTIFIED OUBLIC ACCOUNTANTS	MEMBER MEMBER
5. MICHAEL P. OMAMBAT	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	MEMBER
6. VON ZERICK M. CASERO	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	MEMBER
7. JARED VIRGIL BANGCAYA	✓ PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	MEMBER

8. Atty. GREGORIO TORRES	✓ INTEGRATED BAR OF THE PHILIPPINES	MEMBER

3. OUTOMES

- *Describe/Show evidences of satisfaction in rank and employment status.*

The implementation of the Faculty Development Program has resulted in significant improvements in faculty qualifications, competencies, and overall satisfaction.

Evidence shows:

- Increased number of faculty pursuing and completing graduate and postgraduate degrees
- Active participation in national and international conferences and trainings
- High level of research productivity, including publications in indexed journals
- Strong engagement in professional organizations, enhancing professional identity
- Positive faculty recognition through awards and incentives

These outcomes indicate a high level of faculty satisfaction in rank, employment status, and professional growth, as supported by recognition systems and continuous development opportunities embedded in institutional policies.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E. (Faculty Development)

- Long-Term Faculty Development Plan (2022–2031) aligned with university strategic goals and institutional priorities.
- Competency-Based Learning and Development (L&D) using competency gap assessments and structured training plans.
- Scholarship and Fellowship Programs supporting master's and doctoral studies, with clear selection, monitoring, and service obligation policies.
- Sustained Funding Support through approved university budgets and Programs' Responsibility Expenditure (PRE).
- Relevant Professional Training through seminars, workshops, and conferences aligned with the BS in Management Accounting program.
- Research Excellence and Productivity promoting publications in indexed journals and the integration of research, instruction, extension, and production.
- National and International Exposure through training opportunities, institutional linkages, and professional collaborations.
- Professional Memberships encouraging participation in relevant professional organizations and honor societies.
- Structured Faculty Onboarding through orientation and boot camp programs for newly hired and early-career faculty.
- Career Advancement and Recognition through clear ranking and promotion guidelines, up to professor level, and the PRAISE incentive system.
- Systematic Monitoring and Evaluation by HRMDO, including training documentation and effectiveness assessments three months after training.
- Policy Compliance and Institutional Coordination ensuring alignment with CHED, DBM, CSC, and university policies.
- Faculty Career Development and Satisfaction supporting individual professional aspirations while advancing university goals and quality education.

PARAMETER F. PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

1. SYSTEM-INPUTS AND PROCESSES

- *Present relevant Institutional policies on professional performance and scholarly works*.

As Stipulated in Book I, Chapter 11, Article 71 of the USM Code Policies and Guidelines

Section 1. The over-all administration and supervision of the research and extension affairs of the University shall be vested in the Office of the Vice President for Research and Extension.

Section 2. Research and extension plans, programs or proposals shall be in accordance with established criteria and priorities prescribed by the University Research and Extension Council and approved by the Board of Regents.

Section 3. The operational policies and guidelines referred to in this article and those which may hereinafter be provided shall be contained in a manual for research and extension administration to be duly prepared by a competent body, subject to the approval of higher authorities concerned

The institution has established a comprehensive system for evaluating faculty performance and scholarly productivity, anchored on institutional policies and standardized procedures. The University implements a dual evaluation system covering:

- Professional Performance
- Scholarly Works

A. Policies on Professional Performance

The University adopts an Automated Faculty Evaluation System (FES), which ensures objective, transparent, and periodic assessment of teaching effectiveness. There was an established procedure for the faculty evaluation conducted by students, peers, and supervisors, measurement of instructional performance, classroom management, and teaching strategies

- Standardized tools include:
  - Subject Instruction Performance Rating
  - Summary of Faculty Performance
  - Instructional Performance Ranking

The system ensures:

- Data integrity and confidentiality
- Timely submission and processing of results
- Use of evaluation results for faculty ranking, promotion, and development

B. Policies on Scholarly Works

The University also enforces policies on the evaluation of instructional materials and scholarly outputs. Instructional materials undergo rigorous review and approval by the Instructional Materials Development Committee (IMDC)

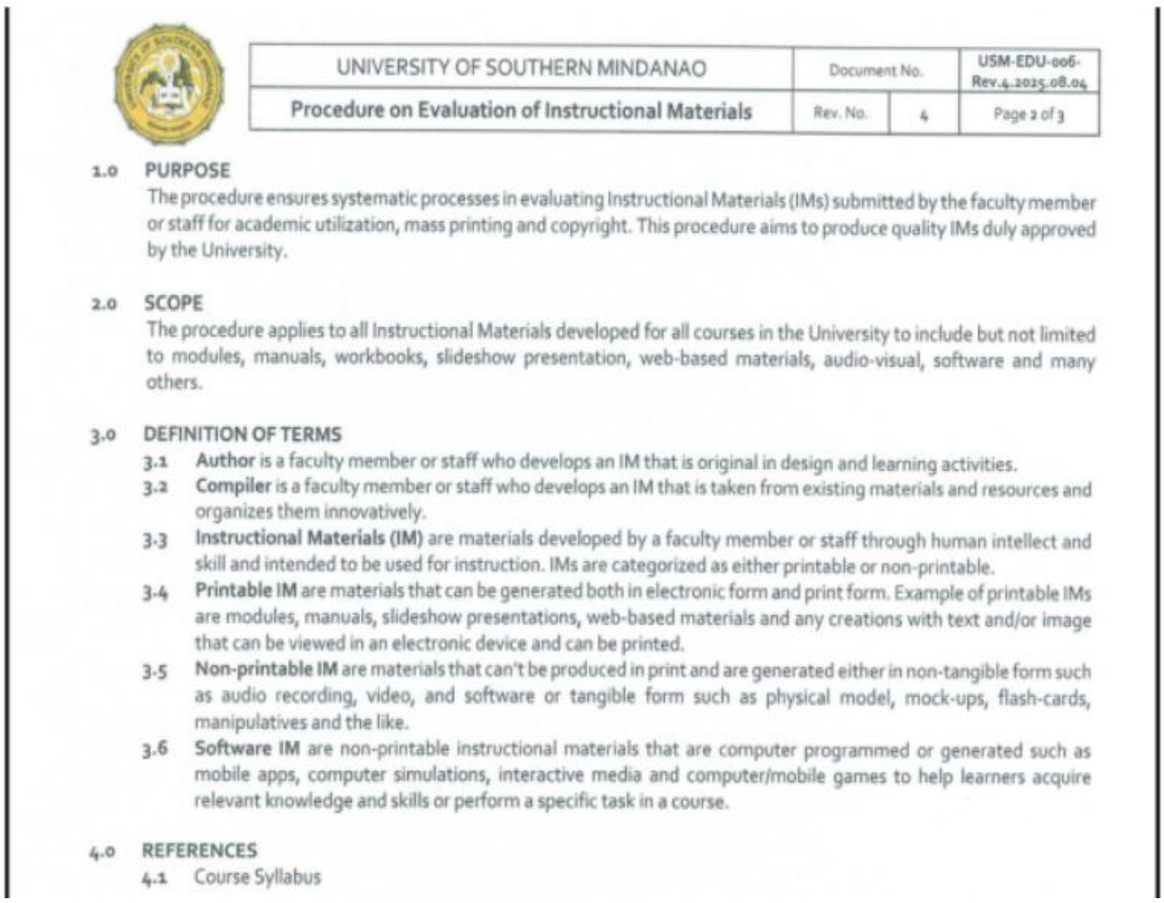
- Evaluation criteria include:
    - Content accuracy and relevance
    - Alignment with curriculum outcomes
    - Pedagogical effectiveness

Additionally, faculty are required to:

- Integrate research findings into instruction
- Update teaching materials regularly
- Engage in research, publication, and presentation in scholarly fora

This ensures that scholarly works are quality-assured, curriculum-aligned, and instructionally relevant .

Institutional policies on professional performance and scholarly works.



UNIVERSITY OF SOUTHERN MINDANAO	Document No.		USM-EDU-006-Rev.4.2025.08.04
Procedure on Evaluation of Instructional Materials	Rev. No.	4	Page 2 of 3

1.0 PURPOSE

The procedure ensures systematic processes in evaluating Instructional Materials (IMs) submitted by the faculty member or staff for academic utilization, mass printing and copyright. This procedure aims to produce quality IMs duly approved by the University.

2.0 SCOPE

The procedure applies to all Instructional Materials developed for all courses in the University to include but not limited to modules, manuals, workbooks, slideshow presentation, web-based materials, audio-visual, software and many others.

3.0 DEFINITION OF TERMS

3.1 **Author** is a faculty member or staff who develops an IM that is original in design and learning activities.
3.2 **Compiler** is a faculty member or staff who develops an IM that is taken from existing materials and resources and organizes them innovatively.
3.3 **Instructional Materials (IM)** are materials developed by a faculty member or staff through human intellect and skill and intended to be used for instruction. IMs are categorized as either printable or non-printable.
3.4 **Printable IM** are materials that can be generated both in electronic form and print form. Example of printable IMs are modules, manuals, slideshow presentations, web-based materials and any creations with text and/or image that can be viewed in an electronic device and can be printed.
3.5 **Non-printable IM** are materials that can't be produced in print and are generated either in non-tangible form such as audio recording, video, and software or tangible form such as physical model, mock-ups, flash-cards, manipulatives and the like.
3.6 **Software IM** are non-printable instructional materials that are computer programmed or generated such as mobile apps, computer simulations, interactive media and computer/mobile games to help learners acquire relevant knowledge and skills or perform a specific task in a course.

4.0 REFERENCES

4.1 Course Syllabus

4.0 **REFERENCES**

4.1 Course Syllabus

5.0 **RESPONSIBILITY AND AUTHORITY**

5.1. The **Vice President for Academic Affairs** and the **Director for Instruction** shall be responsible for approving instructional materials developed by the faculty members and staff that was recommended for approval by the University Instructional Materials Coordinator and for recommending IMs for copyright.

5.2. The **University Instructional Materials Coordinator (UIMC)** shall be responsible for evaluating the endorsed instructional materials by the Department IM Coordinator and recommend it to the Director for Instruction and the Vice President for Academic Affairs for approval. The University IM Coordinator shall also be responsible in coordinating with the various Department IM Coordinators and facilitating the process of copyrighting the IM.

5.3. The **Department IM Coordinator (DIMC)** shall be responsible for ensuring that the contents of the submitted instructional material by the faculty member meet the quality required by the University.

5.4. The **Director of Libraries** shall be responsible for keeping the hard copy of the approved IM for archiving.

6.0 **PROCEDURE DETAILS**

6.1. **Preparation**

6.1.1. The author/compiler prepares the instructional material (IM) based on the course syllabus and relevant reference materials.

6.1.2. The author/compiler shall submit the soft copy of the draft IM to the Department IM Coordinator (DIMC).

6.2 **Content Review and Copy Editing**

6.2.1 The softcopy of the draft IM shall be accepted or received by the DIMC for content review and copy editing to ensure correct spelling and grammar. Review of the contents of the instructional material shall be based on the IM Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04) and Software Evaluation Form (USM-EDU-F12-Rev.2.2021.01.05) for software IM.

6.2.2 Reviewed IM shall be returned to the author/compiler for further revision based on the edits, comments and recommendations of the DIMC.

6.3 **Final Check and Endorsement**

6.3.1 The author/compiler forwards the edited version of the softcopy of IM to the DIMC.

6.3.2 The DIMC shall review the IM based on IM Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04) and ensure that the contents of the instructional materials conform to prior comments and recommendations and required evidences or supporting documents are attached.

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6.3.3 At this stage, the DIMC evaluates whether the Instructional Material (IM) is complete and adequately covers all topics outlined in the syllabus. If the IM has addressed previous comments and recommendations but remains incomplete, with some sections still under development, the DIMC may issue a Certificate of Utilization. This certificate specifies the period of authorized use, valid until the end of the current semester in which the course is being taught. The IM is then returned to the author/compiler. Faculty members may use the IM during the indicated period. Once the remaining sections are completed, the IM must be resubmitted for final review and endorsement.

6.3.4 After reviewing the completed IM, the DIMC determines the rating for criterion 1 to 5 but leave criterion 6 and over-all rating blank then signs the Instructional Material Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04), Request for Approval of Instructional Materials Form (USM-EDU-F09-Rev.3.2025.08.04) and Software Evaluation Form (USM-EDU-F12-Rev.2.2021.01.05) for software IM.

6.3.5 The DIMC endorses the softcopy of the instructional material to the University IM Coordinator (UIMC) for evaluation attaching the Letter for Endorsement and additional attachments based on the IM Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04). An IM with a criterion rating of one (1) and below shall not be endorsed to the UIMC for evaluation.

6.4 Evaluation and Recommendation

6.4.1 The UIMC receives and evaluates the endorsed softcopy of the instructional material using the Instructional Material Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04). Software IM shall be forwarded to the UICTO Director for a separate evaluation based on the Software Evaluation Form (USM-EDU-F12-Rev.2.2021.01.05) after which the Director returns the IM to the Coordinator with the Software Evaluation Form indicating approval or comments for further improvement

6.4.2 After the evaluation of the IM, the University IM Coordinator returns the IM to the author/compiler with comments on the design and formatting for editing and further improvement.

6.4.3 The author/compiler finalizes the IM then submits the final version (unbounded printed copy if printable IMs) to the UIMC.

6.4.4 The UIMC receives the final version of the IM, determines the rating for criterion 6 and the over-all rating then signs the IM Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04) and the Request for Approval of Instructional Materials Form (USM-EDU-F09-Rev.3.2025.08.04).

6.4.5 The UIMC forwards the evaluated IM to the Director for Instruction and the Vice President for Academic Affairs (VPAA) for approval.

6.5 Approval

6.5.1 Upon receiving the IM recommended for approval, the Director for Instruction and the VPAA shall sign the Request for Approval of Instructional Materials Form (USM-EDU-F09-Rev.3.2025.08.04). However, if there are still further comments for improvement at this level, paragraph 6.4.2 shall be followed.

6.5.2 The signed Request for Approval of Instructional Materials Form (USM-EDU-F09-Rev.3.2025.08.04) shall be issued by the University IM Coordinator to the author/compiler while a scanned copy shall be kept in the digital repository. The approved IM shall be returned for binding.

6.6 Archiving

6.6.1 Once approved, one (1) bound copy of printed modules, workbooks or manuals shall be provided to the Director of Libraries for archiving.

6.7 Mass Printing

6.7.1 The author/compiler may request the University Multimedia Production Center (UMPC) for printing of IMs provided it has been approved by the Director for Instruction and the VPAA.

6.8 Copyright

6.8.1 Upon request of the author/compiler or as result of evaluation of IMs, the Director for Instruction or VPAA may recommend to the designated University intellectual property office duly approved IMs that are potential for copyright. The UIMC shall facilitate the process of copyrighting the recommended IMs. The claim of authorship shall belong to the author/compiler while the ownership belongs to the University unless contested.

7.0 RECORDS RETENTION AND DISPOSAL

7.1. Records of this procedure shall be retained for a period of three (3) years for possible review and recall.

7.2. Disposal shall be done through shredding with the permission and authorization of the MR.

8.0 FORMS AND RECORDS

8.1 Instructional Materials Review and Evaluation Sheet (USM-EDU-F45-Rev.1.2025.08.04)

8.2 Request for Approval of Instructional Materials Form (USM-EDU-F09-Rev.3.2025.08.04)

8.3 Software Evaluation for Instructional Materials (USM-EDU-F12-Rev.2.2021.01.05)

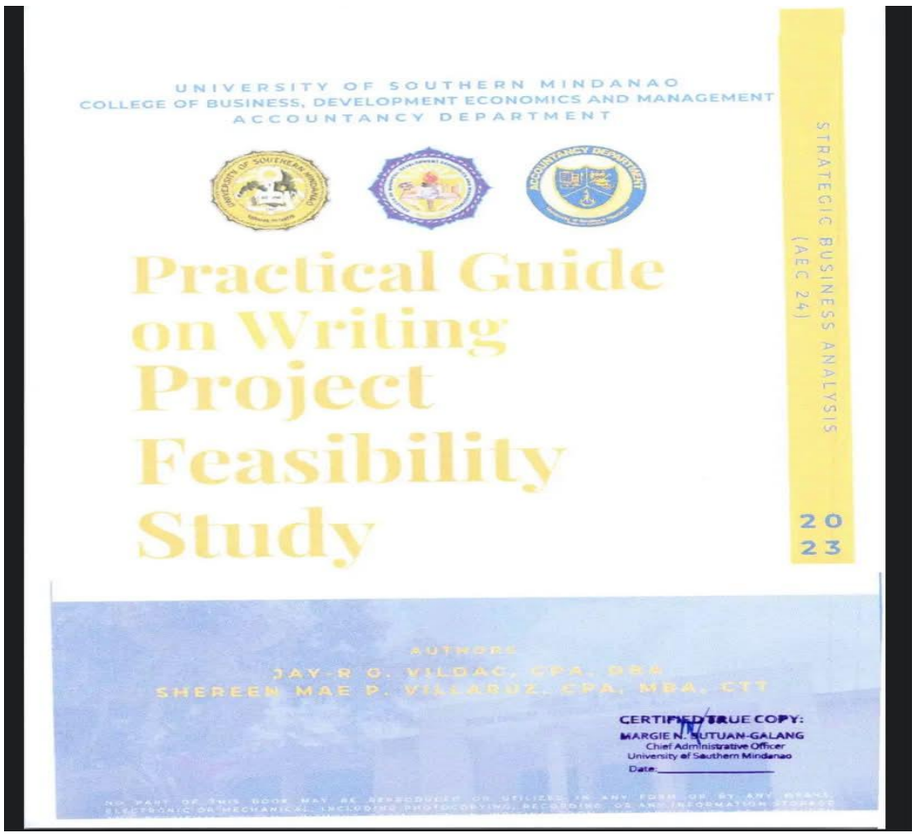
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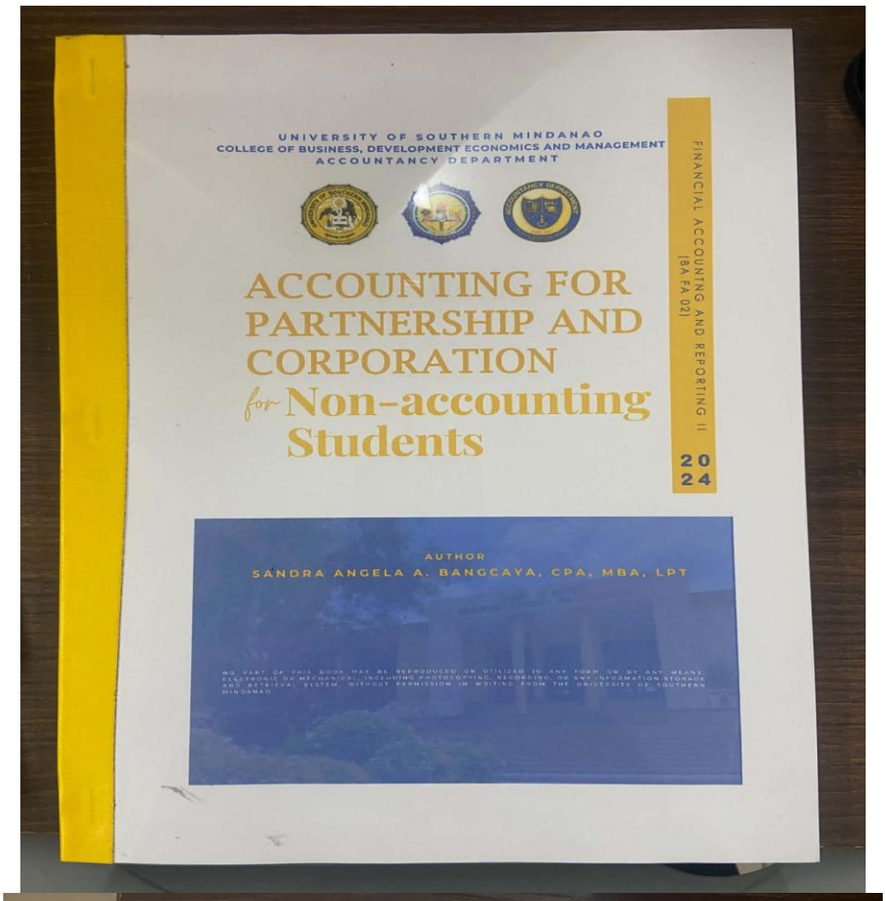
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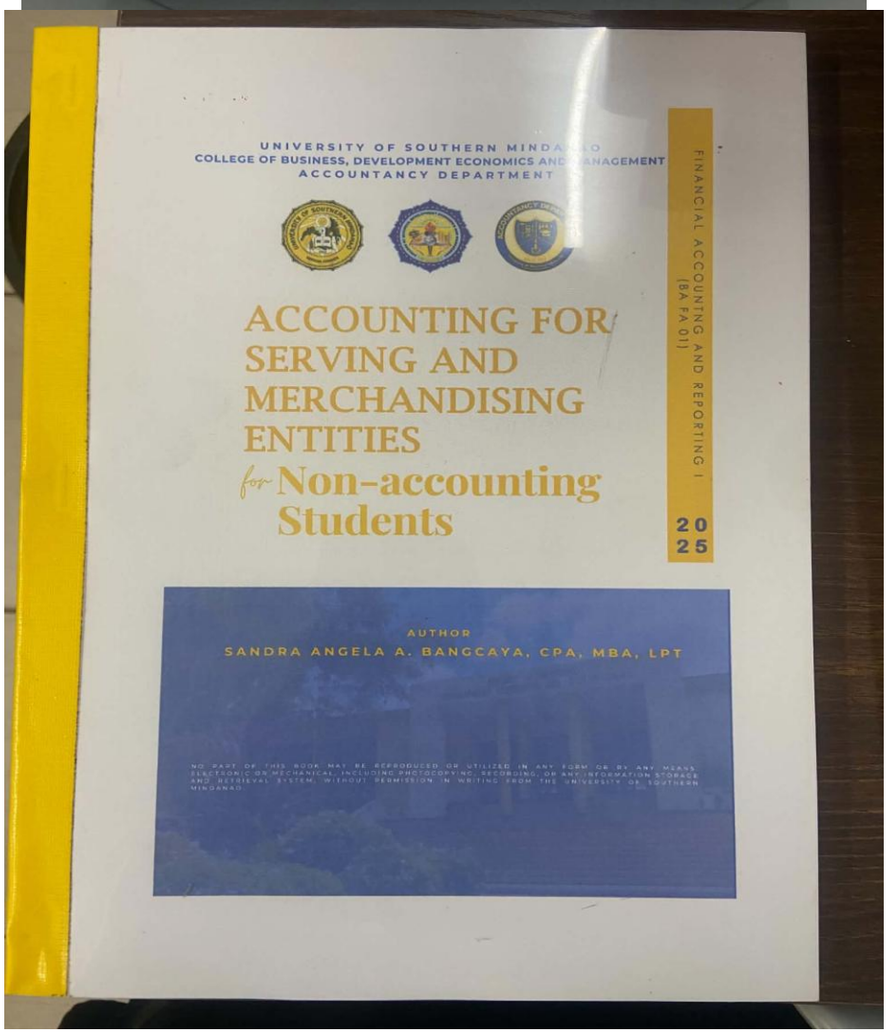
2. IMPLEMENTATION

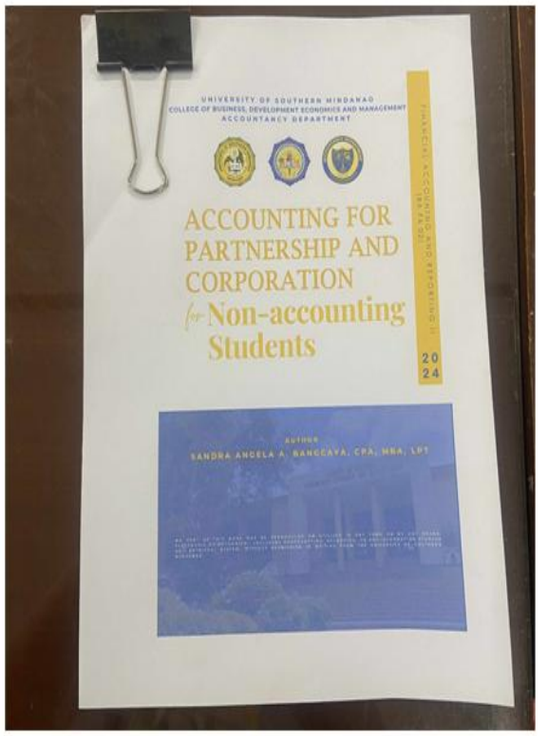
- Consolidate the resources used and/or prepared by faculty to enhance teaching-learning process.

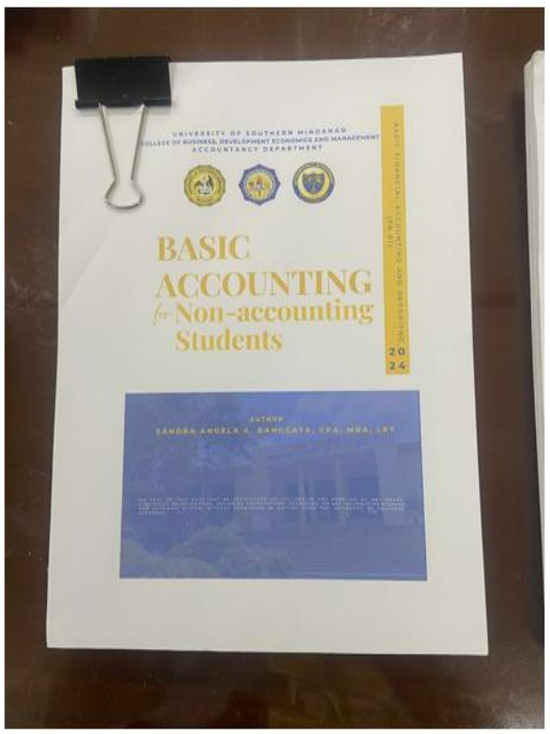
Name of Faculty	Subject	ICT Resources Utilized	Instructional Materials Used	Relevant Research Finding Adopted
1. SANDRA ANGELA A. BANGCAYA	➢ Accounting for Partnership and Corporation for Non Accounting students ➢ Basic Accounting for Non Accounting students ➢ Accounting for Servicing and Merchandising Entities		Course Syllabus, Modules, IMs Course Syllabus, Modules, IMs Course Syllabus, Modules, IMs	
2. JAY-R G. VILDAC	Practical Guide on Writing Project Feasibility Study		Course Syllabus, Modules, IMs	

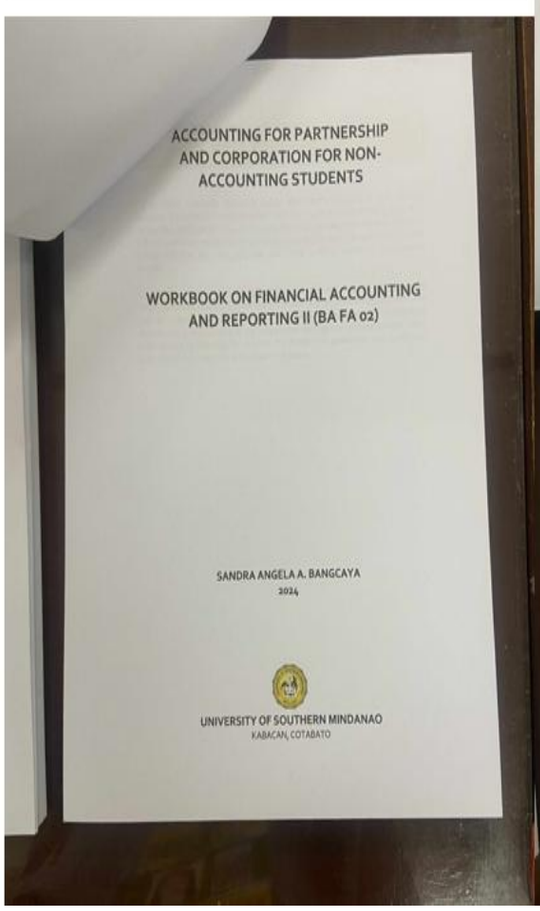


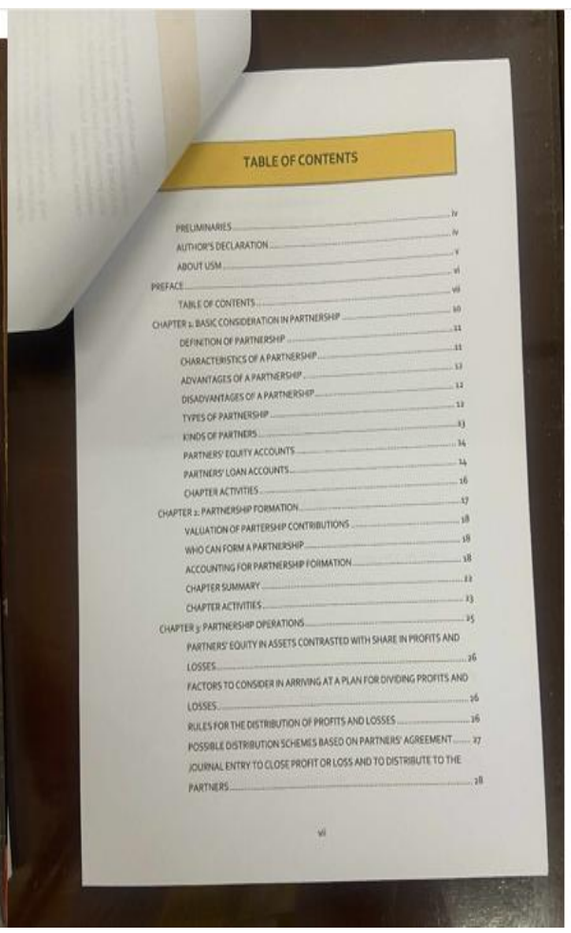

UNIVERSITY OF SOUTHERN MINDANAO
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ACCOUNTANCY DEPARTMENT
FINANCIAL ACCOUNTING AND REPORTING II
(BA FA 02)
2024
ACCOUNTING FOR PARTNERSHIP AND CORPORATION
for Non-accounting Students
AUTHOR
SANDRA ANGELA A. BANGCAYA, CPA, MBA, LPT

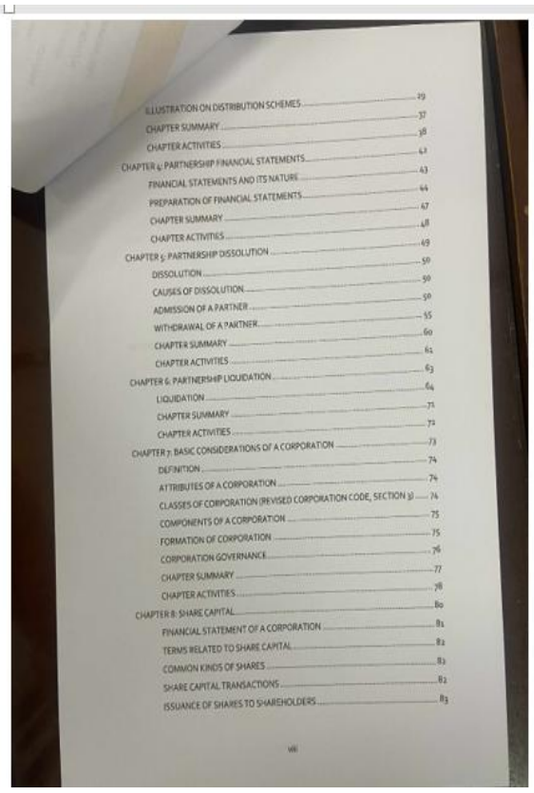

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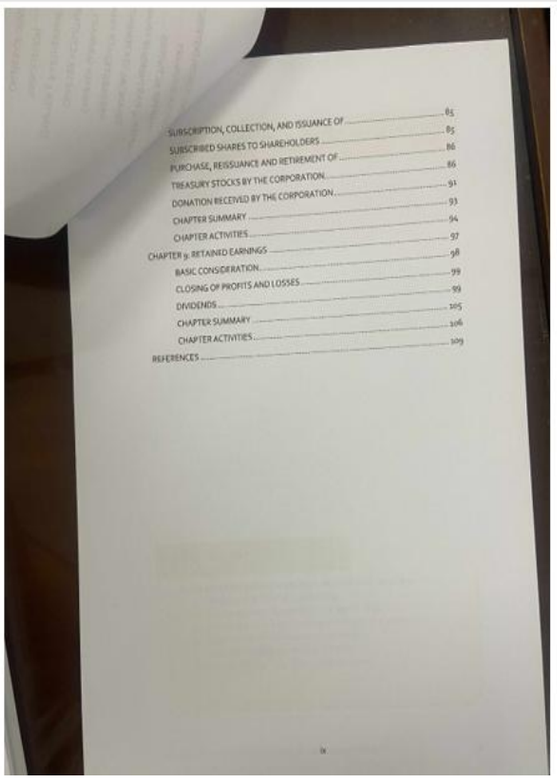

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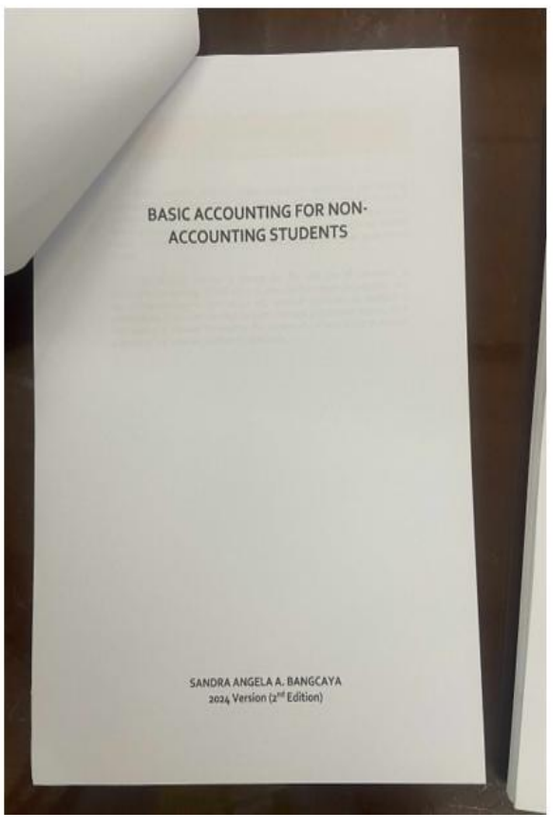

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2024
AUTHOR
SANDRA ANGELA A. BANGCAYA, CPA, MBA, LPT


ACCOUNTING FOR PARTNERSHIP AND CORPORATION FOR NON-ACCOUNTING STUDENTS
WORKBOOK ON FINANCIAL ACCOUNTING AND REPORTING II (BA FA 02)
SANDRA ANGELA A. BANGCAYA
2024
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO

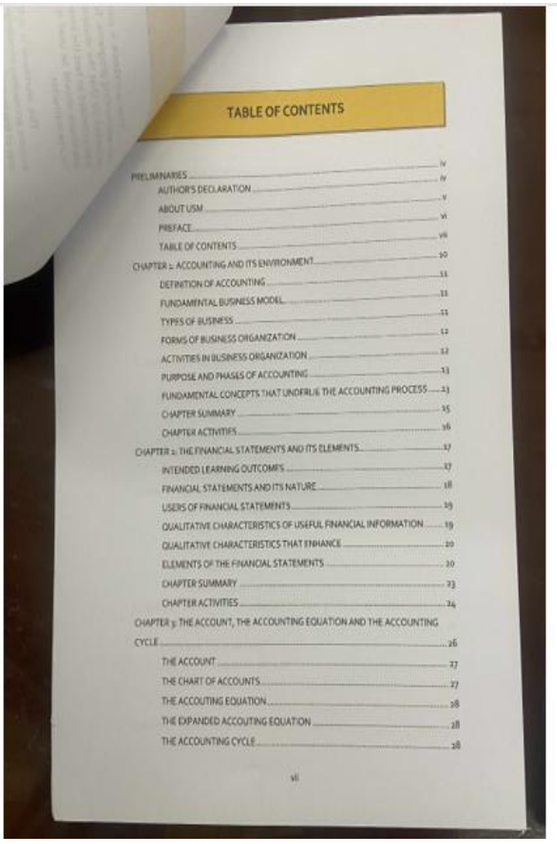

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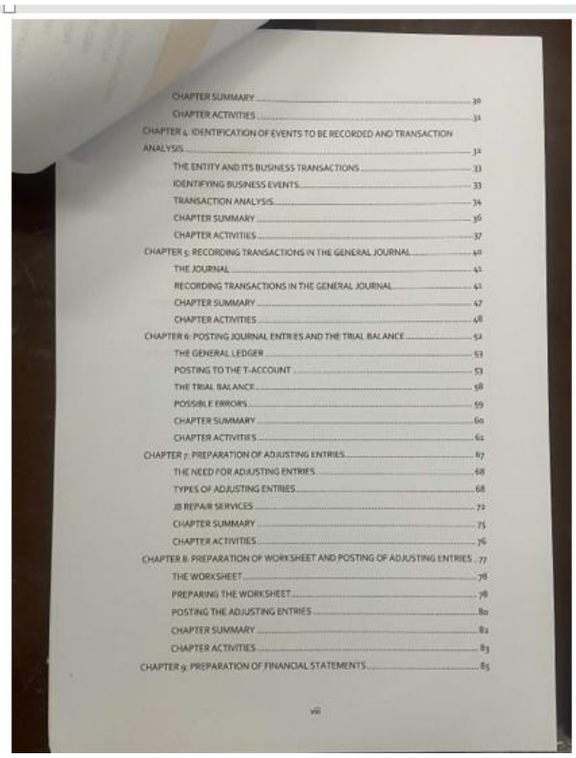

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BASIC ACCOUNTING FOR NON-ACCOUNTING STUDENTS

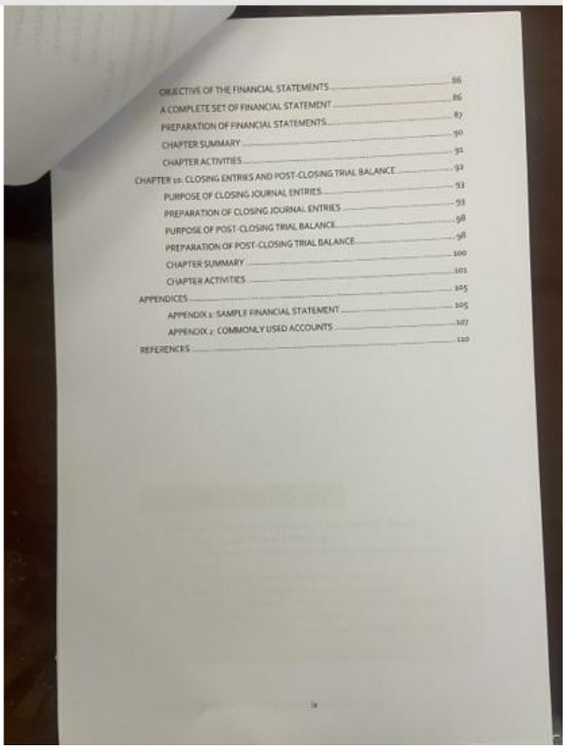
SANDRA ANGELA A. BANGCAYA
2024 Version (2nd Edition)


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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. 149
Series of 2022

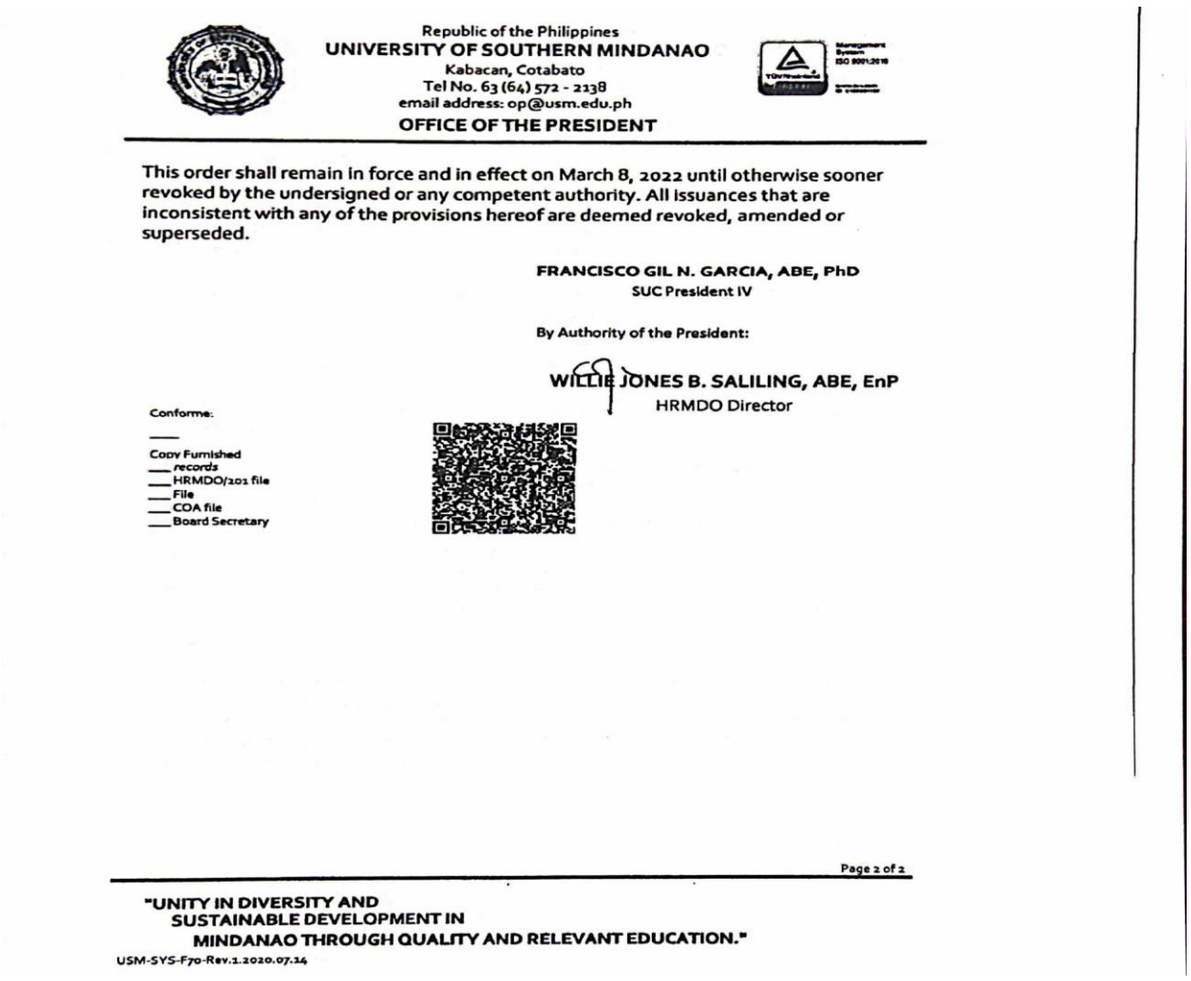
TO:

DR. GEOFFRAY R. ATOK	*- Chairperson*
DR. ELSA A. GONZAGA	*- Member*
DR. MA. LEZEL P. PATARAY	*- Member*
DR. MERIAM M. RUBIO	*- Member*
DR. LAWRENCE ANTHONY U. DOLLENTE	*- Member*
PROF. EUGENE G. RANJO	*- Member*
ENGR. KHARLO J. SUBRIO	*- Member*
PROF. SUSAN S. MARTINEZ	*- Member*
PROF. JP E. FORTINEZ	*- Member*
PROF. PIA AMABELLE M. FLORES	*- Member*
PROF. ALLAN C. FACURIB	*- Member*

SUBJECT: **COMPOSITION OF THE UNIVERSITY INSTRUCTIONAL MATERIALS DEVELOPMENT REVIEW COMMITTEE**
DATE: **Friday, March 11, 2022**

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 constituted to compose the **UNIVERSITY INSTRUCTIONAL MATERIALS DEVELOPMENT REVIEW COMMITTEE** in addition to your plantilla position.

As such, you shall exercise the duties and functions inherent to your designated position to the best of your ability. Expectedly, you shall provide the leadership 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.



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

This order shall remain in force and in effect on March 8, 2022 until otherwise sooner revoked by the undersigned or any competent authority. All issuances that are inconsistent with any of the provisions hereof are deemed revoked, amended or superseded.

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

By Authority of the President:

WILLIE JONES B. SALILING, ABE, EnP
HRMDO Director

Conforme:

Copy Furnished
___ records
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___ File
___ COA file
___ Board Secretary

Page 2 of 2

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

USM-SYS-F70-Rev.1.2020.07.14

- Consolidate the faculty involvement as consultant, Resource Person or Lecturer in field of specialization and other disciplines.

Name of Faculty	Nature of Involvement	Sponsoring/Concerned Agency	Name of Activity
1. SANDRA ANGELA A. BANGCAYA, CPA, MBA.LPT	Resource Speaker	University of Southern Mindanao University of Southern Mindanao	1. Financial Statement Preparation and Basic Bookkeeping Training 2. Financial Management System Training
2. JAY-R G. VILDAC, CPA, MBA, DBA	Resource Speaker Resource Speaker	University of Southern Mindanao University of Southern Mindanao	1. lectures on Management Advisory Services 2. Financial Management System Training

3. ALLEN SHANE C. GARCIA, CPA, MBA, DBM	Resource Speaker	UNIVERSITY OF SOUTHERN MINDANAO-KCC	1. Overcoming Financial Hurdles (Solutions to common challenges in Public and Private Sector Management)
	Tutor	Colegio de San Gabriel Archangel, San Jose del Monte, Bulacan)	2. Ace the Basics: Basic Accounting Tutorial Vol. 2
	Tutor	Colegio de San Gabriel Archangel, San Jose del Monte, Bulacan)	3. Ace the Basics: Basic Accounting Tutorial
	Resource Speaker	KAPWA UPLIFTMENT FOUNDATION, INC.	4. Maximizing Revenue through Cooperative Reach Expansion
	Resource Speaker	KAPWA UPLIFTMENT FOUNDATION, INC.	5. Basics in Financial Record Keeping for Cooperatives
	Resource Speaker	KAPWA UPLIFTMENT FOUNDATION, INC.	6. Developing an entrepreneurial Mind for Cooperative Leaders
	Resource Speaker	Palawan National School	7. PNS Accounting Club Launching Ceremony
	Resource Speaker	CENTRAL MINDANAO COLLEGES	8. CAB Me: A Seminar Workshop Enhancing Product Feasibility and Operational Design for Sustainable Enterprises

	Resource Speaker	UNIVERSITY OF SOUTHERN MINDANAO	9. Bookkeeping Basics: A Foundation for Financial Clarity
	Resource Speaker	NATIONAL FEDERATION OF JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS	10. The Career Roadmap: Winning Resumes and Interview Mastery
	Resource Speaker	AGRICULTURAL TRAINING INSTITUTE-REGION XII	11. Training on Cattle Production and Management for the livestock-based Economic Enterprise Development (LEED) in Region XII
4. BAIKONGAN B. GUIAMAN, CPA	Resource Speaker	LOCAL GOVERNMENT UNIT OF PIKIT	12. Holistic Wellness at Work : Building a healthy Mind and Smarter Finances
	Resource Speaker	University of Southern Midnanao- Kidapawan City	13. LEVEL UP: Managerial Training and Workshop
	Resource Person	University of Southern Mindanao- Kidapawan City	14. Tri people Day

PROGRAM

KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Beneficiaries: Philippine Rural Reconstruction Movement (PRRM) Member Organizations
Venue: Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
Date: September 11-12, 2024

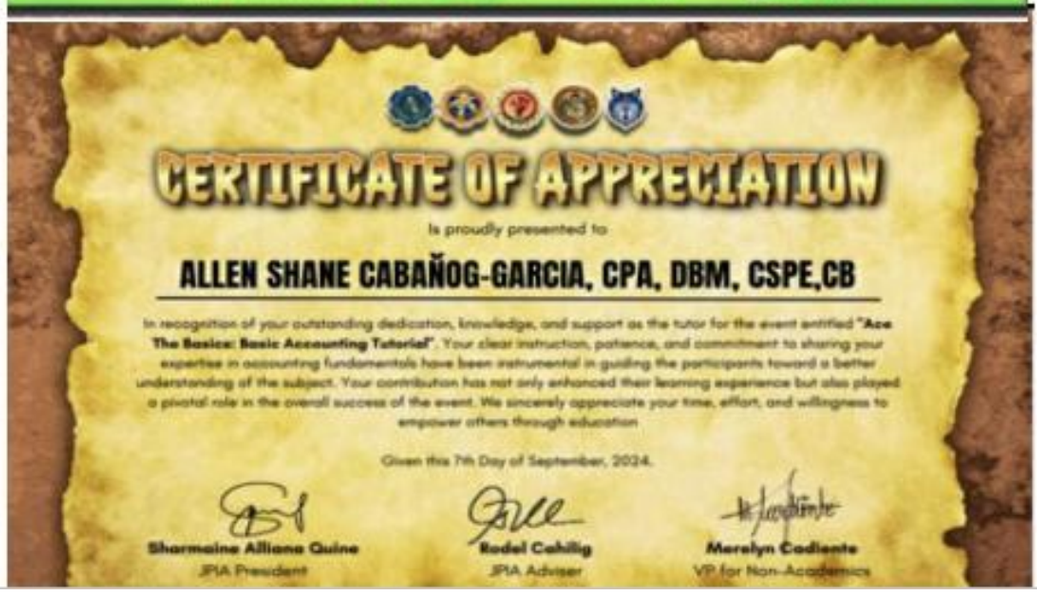
DAY 2 - September 12, 2024
Bookkeeping Seminar and Workshop

Time	Duration	Topic	Peron/s in charge
07:00-08:30 AM	1 hour	Arrival and Registration	PRRM Secretariat
08:30-09:00 AM	30 mins	Opening Program, Recap for Day 1, Overview of Day 2, Pre-test	PRRM Secretariat / Resource Persons
09:00-09:30 AM	30 mins	Lecture 1: Introduction to Bookkeeping	Dr. Mitzi Aileen M. Alba
09:30-10:00 AM	30 mins	Workshop	Resource Persons and Participants
10:00-12:00 PM	2 hours	Lecture 2: Simple Enterprise Recordkeeping	Prof. Sandra Angela A. Bangcaya
12:00-1:00 PM	1 hour	Lunch Break	
1:00-2:00 PM	1 hour	Lecture 3: Basic Financial Statement Preparation	Prof. Sandra Angela A. Bangcaya
2:00-3:00 PM	1 hour	Lecture 4: Management Advisory Services: Cost Function & Behavior	Dr. Jay-r G. Vildac
3:00-4:00 PM	1 hour	Workshop	
4:00-4:30 PM	30 mins	Presentation	Resource Persons and Participants
4:30*5:00 PM	30 mins	Closing ceremonies	PRRM Secretariat, Resource Persons and Participants

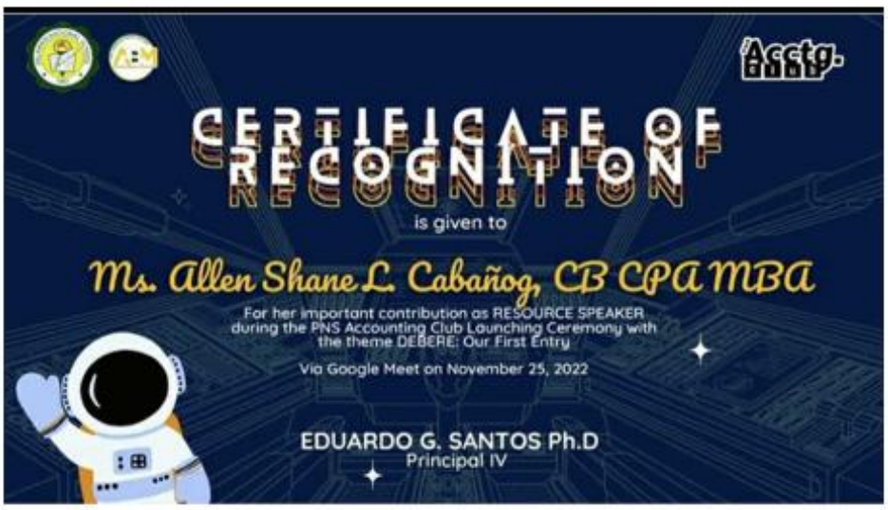





UNIVERSITY OF SOUTHERN MINDANAO
Kidapawan City Campus Graduate School
OVERCOMING FINANCIAL HURDLES
Solutions to Common Challenges in Public and Private Sector Management
MTE 604 -Financial Analysis
Master of Technology Education
Resource Speaker: Dr. Allen Shane Cabañog-Garcia CPA
December 14, 2024 07:00 - 11:45 AM
USM-KCC


CERTIFICATE OF APPRECIATION
is proudly presented to
ALLEN SHANE CABAÑOG-GARCIA, CPA, DBM, CSPE,CB
In recognition of your outstanding dedication, knowledge, and support as the tutor for the event entitled "Ace The Basics: Basic Accounting Tutorial". Your clear instruction, patience, and commitment to sharing your expertise in accounting fundamentals have been instrumental in guiding the participants toward a better understanding of the subject. Your contribution has not only enhanced their learning experience but also played a pivotal role in the overall success of the event. We sincerely appreciate your time, effort, and willingness to empower others through education
Given this 7th Day of September, 2024.
Sharmaine Alliana Quine
JPIA President
Rodel Cahilig
JPIA Adviser
Merelyn Cadiente
VP for Non-Academics


Karl Kübel Stiftung
CERTIFICATE OF APPRECIATION
THIS CERTIFICATE IS PROUDLY PRESENTED TO
Allen Shane C. Garcia, CB, CSE, CPA, PhD.
In appreciation of your valuable contribution as the Resource Speaker for the training on "Developing an Entrepreneurial Mindset for Cooperative Leaders" held on February 28, 2024.
Your networking, collaboration, and entrepreneurship insights have equipped BATAFAMA Cooperative's leaders and members with the essential skills needed to advance the cooperative's growth and sustainability.
Awarded this 28th day of February 2024, at Casa la Fides, Purok Jupiter, Barangay Managa, Bansalan, Davao del Sur, Philippines.
Alma Monica A. de la Paz
Executive Director
Kapwa Upliftment Foundation, Inc.
Jonathan B. Baja
ILC Project Coordinator
Kapwa Upliftment Foundation, Inc.


Acctg.
CERTIFICATE OF RECOGNITION
is given to
Ms. Allen Shane L. Cabañog, CB CPA MBA
For her important contribution as RESOURCE SPEAKER during the PNS Accounting Club Launching Ceremony with the theme DEBERE: Our First Entry
Via Google Meet on November 25, 2022
EDUARDO G. SANTOS Ph.D
Principal IV


CERTIFICATE OF APPRECIATION
THIS CERTIFICATE IS PROUDLY PRESENTED TO
Allen Shane C. Garcia, CB, CSE, CPA, PhD.
In recognition of your valuable contribution as the Resource Speaker for the training on "Basics in Financial Record Keeping for Cooperatives" held on February 29, 2024.
Your workshops greatly benefited BATAFAMA Cooperative by improving participants' understanding of assets, liabilities, and owners' equity, while equipping them with practical financial management skills.
Given this 29th day of February 2024, at Casa la Fides, Purok Jupiter, Barangay Managa, Bansalan, Davao del Sur, Philippines.
Alma Monica A. de la Paz
Executive Director
Kapwa Upliftment Foundation, Inc.
Jonathan B. Baja
ILC Project Coordinator
Kapwa Upliftment Foundation, Inc.


german cooperation
Karl Kübel Stiftung
CERTIFICATE OF APPRECIATION
THIS CERTIFICATE IS PROUDLY PRESENTED TO
Allen Shane C. Garcia, CB, CSE, CPA, PhD.
In recognition of your valuable contribution as the Resource Speaker for the training on "Maximizing Revenue through Cooperative Reach Expansion" held on May 25, 2024.
Your insights have helped our leaders gain the skills to adapt to changing market conditions, uphold quality standards, and develop strategies based on key performance indicators and customer preferences, which are essential for expanding market reach and ensuring the long-term success of BATAFAMA Cooperative.
Given this 25th day of May 2024, at Casa la Fides, Purok Jupiter, Barangay Managa, Bansalan, Davao del Sur, Philippines.
Alma Monica A. de la Paz
Executive Director
Kapwa Upliftment Foundation, Inc.
Jonathan B. Baja
ILC Project Coordinator
Kapwa Upliftment Foundation, Inc.



REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO

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OF
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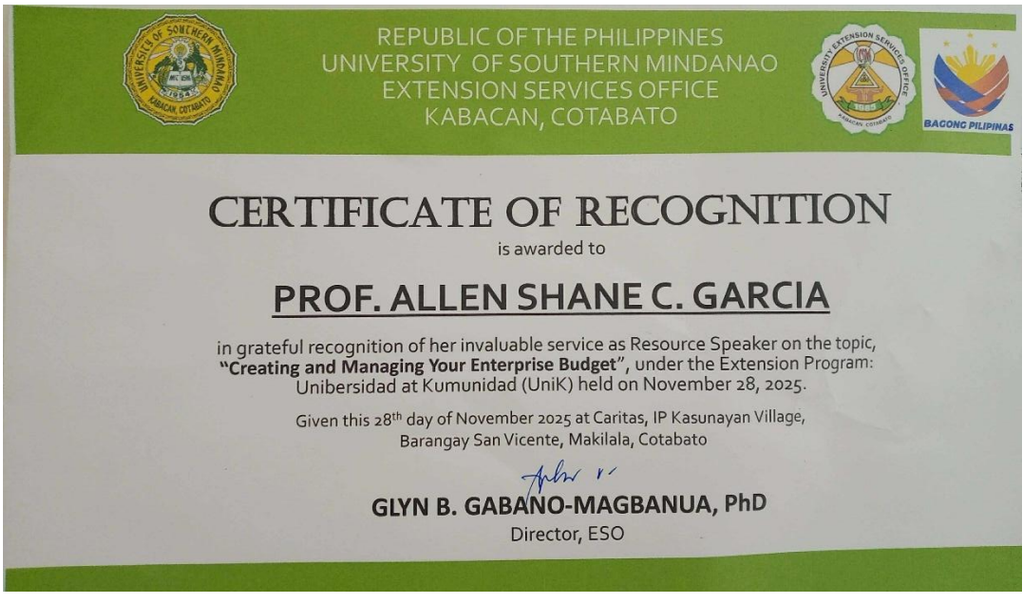
PROF. ALLEN SHANE C. GARCIA

in grateful recognition of her invaluable service as Resource Speaker on the topic: **"Bookkeeping Basics: A Foundation for Financial Clarity"** held on November 14, 2025 from 8:00 am to 5:00 pm.

Given this 14th day of November 2025 at the Bongolanon,Magpet, Cotabato.

GLYN B. GABANO- MAGBANUA, PhD
Director, ESO

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REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
EXTENSION SERVICES OFFICE
KABACAN, COTABATO

CERTIFICATE OF RECOGNITION

is awarded to

PROF. ALLEN SHANE C. GARCIA

in grateful recognition of her invaluable service as Resource Speaker on the topic, **"Creating and Managing Your Enterprise Budget"**, under the Extension Program: Unibersidad at Kumunidad (UniK) held on November 28, 2025.

Given this 28th day of November 2025 at Caritas, IP Kasunayan Village, Barangay San Vicente, Makilala, Cotabato

GLYN B. GABANO-MAGBANUA, PhD
Director, ESO



REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO

CERTIFICATE
OF
RECOGNITION

is awarded to

PROF. SANDRA ANGELA A. BANGCAYA

in grateful recognition of her invaluable service as Resource Speaker on the topic: **"Pricing and Costing: Maximizing Profitability"** held on November 14, 2025 from 8:00 am to 5:00 pm.

Given this 14th day of November 2025 at the Bongolanon,Magpet, Cotabato.

GLYN B. GABANO- MAGBANUA, PhD
Director, ESO



Republic of the Philippines
Region XII
Province of Cotabato
Municipality of Pikit

ONE PIKIT DIRECTION

Serbisyong Para Sa Lahat

CSC CIVIL SERVICE COMMISSION

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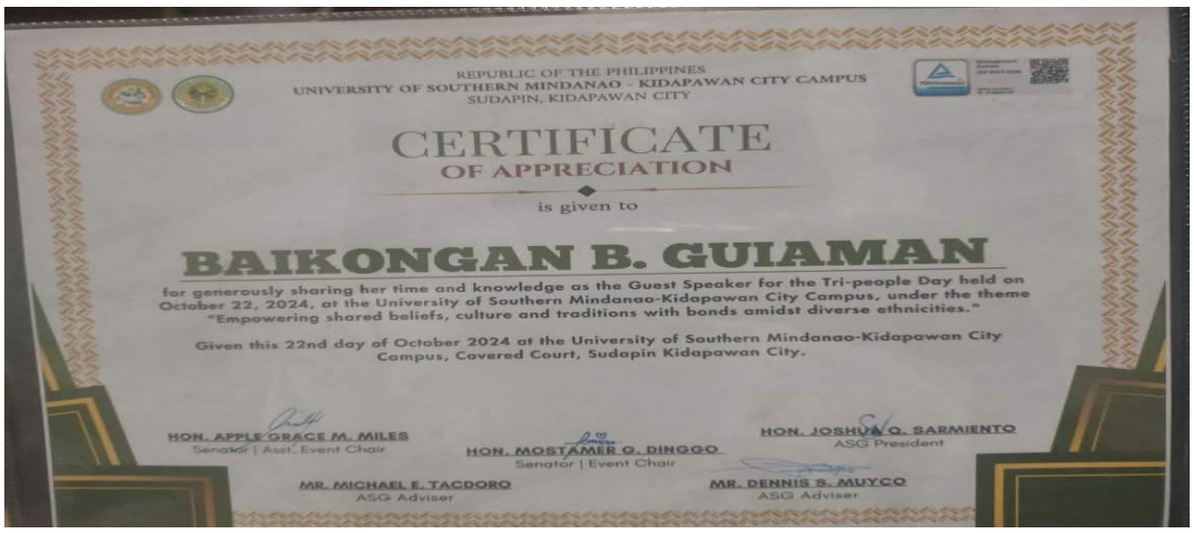
is proudly presented to

BAIKONGAN B. GUIAMAN, CPA

In grateful recognition for her invaluable insights, expertise and significant contribution as Resource Speaker during the Year End Assessment and Seminar of the Local Government Unit of Pikit Employees, entitled: "Holistic Wellness at Work: Building a Healthy Mind and Smarter Finances."

Given this 18th day of December 2025 at Kalilangan Hall, Pikit, Cotabato.

MUHAYRYN D. SULTAN-CASI
Municipal Mayor



REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO - KIDAPAWAN CITY CAMPUS
SUDAPIN, KIDAPAWAN CITY

CERTIFICATE
OF APPRECIATION

is given to

BAIKONGAN B. GUIAMAN

for generously sharing her time and knowledge as the Guest Speaker for the Tri-people Day held on October 22, 2024, at the University of Southern Mindanao-Kidapawan City Campus, under the theme "Empowering shared beliefs, culture and traditions with bonds amidst diverse ethnicities."

Given this 22nd day of October 2024 at the University of Southern Mindanao-Kidapawan City Campus, Covered Court, Sudapin Kidapawan City.

HON. APPLE GRACE M. MILES
Senator | Asst. Event Chair

HON. MOSTAMER G. DINGGO
Senator | Event Chair

HON. JOSHUA Q. SARMIENTO
ASG President

MR. MICHAEL E. TACDORO
ASG Adviser

MR. DENNIS S. MUYCO
ASG Adviser



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO- KIDAPAWAN CITY CAMPUS
Sudapin, Kidapawan City, North Cotabato

CERTIFICATE
OF APPRECIATION
is awarded to

Baikongan B. Guiaman, CPA

RESOURCE PERSON

for imparting her invaluable insights and inspirations as Resource Person during the conduct of seminar entitled "LEVEL UP: Managerial Training and Workshop" with the theme "Empowering Future Leaders: Strategies for Organizational Success" and with the topic of Financial Literacy, thereby contributing to the success of the event, held on April 18, 2024 at USM-KCC, 3 Storey Science Building.

Given this 18th day of April 2024 at University of Southern Mindanao Kidapawan City Campus, Sudapin, Kidapawan City.

JONEL W. ISMAEL, MTE
Subject Instructor

RONIELYN F. PINSOY, EdD
Chancellor

- Consolidate published works/paper presented by faculty
- relevant to the Program within the last 3-5 years.

- Published works

Faculty	Title of Article	Journal	Volume	Issue No.	Date Published	Publisher
1.DR. JAY-R G. VILDAC	Predictors of Financial Well-being of Sole-proprietors in Food Related Business in SOCCSKSARGEN, Philippines	Review of Integrative Business and Economics Research	Vol 13	4	2024	
	What Makes them happy? Measuring the happiness of Certified Public Accountants through the COVID-19 Pandemic in Cotabato, Philippines	International Journal of Multidisciplinary Applied Business and Education Research	Vol 7	5	July 5, 2026	
2. DR. ALLEN SHANE C. GARCIA	THE E-READINESS of Small & Medium Enterprises in SOCCSKSARGEN: An Explanatory APPROACH	International Journal of Education Research	Vol 30	1	May 31, 2026	

- Papers presented relevant to the program within the last 3-5 years.

Name of Faculty	Title of Paper	Convention/Conference/Seminars/ Workshops/Symposium, etc	Place and Date
1. Jay-r Vildac	Predictors of Financial Well-being of Sole-proprietors in Food Related Business in SOCCSKSARGEN, Philippines	SIBR 2024 Conference on Interdisciplinary Business and Economics Research	Jan 5-6, 2024 Seoul , South Korea
	What Makes them happy? Measuring the happiness of Certified Public Accountants through the COVID-19 Pandemic in Cotabato, Philippines	SIBR 2024 Conference on Interdisciplinary Business and Economics Research	Jan 5-6, 2024 Seoul , South Korea

2. Allen Shane C. Garcia	The E-readiness of Small and Medium Enterprises in SOCCSKSARGEN: An Explanatory Sequential Approach	UIC International Research Forum	UIC Mini auditorium

- Outreach activities of faculty relevant to the Program.

Titlle/Nature of Outreach Activity	Place and Date	No. of Clientele Served	Faculty Involved
1. KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project	Kabacan, Tulunan, Mlang/ July 1, 2024 to December 31, 2025	23	Sandra Angela A. Bangcaya Jay-r G. Vildac Julhaina C. Cambang
2. Capacity Building, Demonstration, and Enterprise Development of Maguindanaon Delicacies (CBDEM–Delicacies)	Cuyapon, Kabacn, Cotabato/Jan-Dec 2025	15	Sandra Angela A. Bangcaya Jay-r G. Vildac Julhaina C. Cambang
3. Harenessing Efforts for Recovery Operations (HERO) in Rebuilding Lives of OBO-MANOBO tribe in Bongolonan Magpet, Cotabato	Magpet, Cotabato/ Jan-Dec 2025	18	Jay-r G. Vildac Sandra Angela A. Bangcaya Allen Shane C. Garcia
4. Crafting the Future: Protecting Heritage by Promoting Locally-made Products (UNIK Project 3)	Makilala, Cotabato/Jan-Dec 2025	23	Jay-r G. Vildac Sandra Angela A. Bangcaya Allen Shane C. Garcia

3. OUTCOMES

- *Describe/Show evidences that the scholarly works of faculty earned commendable citations.*

  The scholarly works of faculty have achieved high-impact recognition and citations, as evidenced by:

  • Publications in Scopus and Web of Science-indexed journals

  • Extensive international collaboration networks

  • Alignment with global research themes (e.g., motivation, engagement, physical activity)

- Increased visibility and citation potential

These outputs demonstrate that faculty research:

- Contributes to knowledge generation in Management Accounting
- Enhances institutional reputation
- Supports evidence-based teaching practices

3. BEST PRACTICES

- *Cite as many best practices as you can on Parameter F (Professional Performance and Scholarly Works*

A. Professional Performance

- **Performance-Based Faculty Evaluation** – Regular evaluation of faculty performance through the Individual Performance Commitment and Review (IPCR) and other institutional assessment mechanisms.
- **Merit-Based Promotion System** – Implementation of faculty promotion and career advancement in accordance with NBC 461, Civil Service Commission policies, and university guidelines.
- **Competency-Based Faculty Development** – Identification of faculty training needs through competency gap assessments and Learning and Development (L&D) Plans.
- **Continuous Professional Development –** Participation of faculty in seminars, conferences, workshops, and professional training relevant to accounting, management accounting, taxation, auditing, and finance.
- **Industry-Aligned Faculty Competence** – Engagement of part-time faculty members with relevant industry experience to teach specialized subjects and provide practical insights.

Scholarly Works and Research Productivity

- Institutional Faculty Development Program – Implementation of the university's Board of Regents-approved Faculty Development Program (2022–2031) to strengthen faculty research and scholarly productivity.
- Research Agenda Alignment – Alignment of faculty research with university research priorities, national development goals, and emerging issues in business and management accounting.
- Research-Based Instruction – Integration of faculty research findings into classroom discussions, learning materials, and case analyses.
- Publication of Scholarly Works – Encouragement of faculty to publish research articles in peer-reviewed journals and other reputable academic publications.
- Research Presentation in Conferences – Participation in local, national, and international research conferences to disseminate findings and receive scholarly feedback.
- Collaborative Research – Promotion of research partnerships among faculty members, students, other academic institutions, and industry practitioners.
- Student-Faculty Research Collaboration – Involvement of students in faculty research projects to strengthen research competencies and scholarly engagement.
- Research Mentoring – Provision of guidance to early-career researchers and students in research design, data analysis, academic writing, and publication.
- Research Capability-Building Activities – Conduct of workshops on research methodology, statistical analysis, citation management, and scientific writing.
- Research Funding and Grants – Encouragement of faculty to seek institutional and external research grants to support scholarly investigations.
- Research Incentive Mechanisms – Recognition and support for faculty members who produce quality publications, present research, or generate impactful outputs..
- Research Dissemination Activities – Sharing of research results through conferences, forums, publications, seminars, and stakeholder consultations.

PARAMETER G. SALARIES, FRINGE BENEFITS AND INCENTIVES

1. SYSTEM-INPUTS AND PROCESSES

- *Present relevant national and institutional policies on salaries; compensation and grants of benefits.*
- *Present the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines including the Institution's Guidelines on the Grant of Performance Based Bonus (PBB).*
- *Enumerate the Institution's grant of Leave benefits*

A. National and Institutional Policies on Salaries, Compensation, and Benefits

The institution adopts and implements national government policies on compensation and benefits, ensuring compliance with laws and DBM issuances.

National Policies:

• **Salary Standardization Law (SSL**) – provides standardized salary grades for government personnel

• **DBM Budget Circular No. 2024-1** – governs the Uniform/Clothing Allowance (U/CA) grant, including eligibility, rates, and funding sources.

• **DBM Circular on Year-End Bonus and Cash Gift** – mandates the grant of bonuses equivalent to one-month basic salary and ₱5,000 cash gift.

Institutional Policies:

• The **USM Code** contains provisions on:

- Personnel benefits and welfare
- Compensation structure
- Incentives and rewards system

• The **Faculty Manual** :

- Benefits, compensation, privileges, and rights of faculty

These policies ensure **a transparent, standardized, and legally compliant** compensation system.

B. PRAISE and Performance-Based Bonus (PBB)

The institution adopts the Program on Awards and Incentives for Service Excellence (PRAISE) consistent with Civil Service Commission guidelines.

PRAISE aims to:

- Recognize faculty contributions such as:
- Research outputs
- Innovations
- Publications
- Outstanding service

• Provide cash incentives and recognition awards

• Encourage excellence, integrity, and productivity in public service

In addition, the institution implements the Performance-Based Bonus (PBB):

- Granted based on performance ratings and institutional targets
- Linked to productivity and service excellence
- Documented through payroll and official releases

C. Leave Benefits Granted by the Institution

The institution provides comprehensive leave benefits in accordance with Civil Service rules and institutional policies.

Leave Benefits Include:

1. Maternity Leave / Paternity Leave (with pay)
2. Sick Leave
3. Study Leave (with or without pay)
4. Vacation Leave
5. Sabbatical Leave
6. Compensatory Overtime Credit
7. Deloading for Thesis/Dissertation Completion
8. Thesis/Dissertation Aid

These provisions support faculty welfare, professional development, and work-life balance.

2. IMPLEMENTATION

- *Describe the system of compensating and rewarding the faculty, with specifis description of the following:*
  - *basis of the faculty salary rates (Salary Standardization Law);*
  - *other benefits (PERA-Personnel Economic & Relief Allowance; bonuses, etc.);*
  - *mode of overload teaching copensation.*

System of Compensation and Rewards

The institution implements a structured and multi-component compensation system:

1. Basis of Salary Rates

- Salaries follow the Salary Standardization Law (SSL)
- Faculty are assigned salary grades based on rank, qualifications, and experience
- Adjustments are implemented in accordance with national government issuance

2. Other Benefits

Faculty receive statutory and institutional benefits, including:

- **PERA (Personnel Economic Relief Allowance)**
- **Mid-Year Bonus**
- **Year-End Bonus and Cash Gift**
- **Clothing/Uniform Allowance**
- **Anniversary Bonus**
- **Performance-Based Bonus (PBB**)

3. Mode of Overload Teaching Compensation

Teaching assignments beyond regular load are compensated through:

- **Overload Pay**
- **Service Credits (monetized or converted to leave credits)**

B. Fringe Benefits (Last 3–5 Years)

Fringe Benefit/s

Rice Subsidy (Faculty Assoc.)

Clothing Allowance

Performance-Based Bonus

Anniversary Bonus

Research Honoraria

Housing Privilege

Tuition Fee Discount (Dependents)

Others (e.g., Thesis Aid, Sabbatical Support)

C. Incentives System for Outstanding Faculty

The institution implements a robust incentives system:

• Publication Incentives

o Scopus/Web of Science indexed: up to ₱30,000 or higher

o Incentives distributed among authors

• Awards and Recognition

o "Gawad Parangal" awards for outstanding achievements

• Research Incentives

o Honoraria for research leadership and outputs

• Conference Support

o Subsidies for participation, presentation, and publication These incentives

promote:

- Research productivity
- Academic excellence
- Professional growth

System of compensating and rewarding the faculty, with specific description of the following:

o basis of the faculty salary rates (Salary Standardization Law);
o other benefits (PERA-Personnel Economic & Relief Allowance; bonuses, etc.);
o mode of overload teaching copensation.

OUTCOMES

The institution demonstrates positive outcomes in faculty satisfaction, as evidenced by:

- Faculty acknowledgment of timely salary releases
- Continuous availment of benefits and incentives
- Active participation in research and publication activities
- Recognition of faculty achievements through awards

"The faculty are satisfied with their compensation and rewards."
This reflects a high level of morale, motivation, and institutional trust.

BEST PRACTICES

- The institution demonstrates the following best practices:
- Full compliance with national compensation laws and DBM issuances
- Clear institutional policies through the USM Code and Faculty Manual
- Implementation of PRAISE for structured recognition and incentives
- Transparent and performance-based PBB system
- Timely and regular salary disbursement system
- Comprehensive leave benefits system supporting faculty welfare

- Strong research incentive program (publication rewards)
- Provision of conference and publication subsidies
- Availability of housing privileges and tuition discounts
- Support for faculty development (study leave, sabbatical, thesis aid)
- Integration of financial and non-financial incentives
- Recognition programs such as Gawad Parangal
- Availability of overload compensation and service credit system
- Regular policy dissemination through meetings and memoranda
- Strong linkage between performance, rewards, and institutional goal

PARAMETER H – PROFESSIONALISM

1. SYSTEM-INPUTS AND PROCESSES

- Present Institution's Guidelines/Policies on Work Ethics, Attendance in Classes, submission of Academic Reports and Decorum.
- Present legal documents that contain policies on professionalism adopted by the Institution 9RA 6713 & Code of Ethics of the Profession).

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. — This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. — As used in this Act, the term:

(a) "Government" includes the national government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) "Gift" refers to a thing or a right disposed of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) "Loan" covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

(h) "Person" includes natural and juridical persons unless the context indicates otherwise.

(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas, inso* and *balae*.

Section 4. Norms of Conduct of Public Officials and Employees. — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) *Commitment to public interest.* — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) *Professionalism.* — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) *Political neutrality.* — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) *Responsiveness to the public.* — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-

economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) *Nationalism and patriotism.* — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) *Commitment to democracy.* — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) *Simple living.* — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees. — In the performance of their duties, all public officials and employees are under obligation to:

(a) *Act promptly on letters and requests.* — All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) *Submit annual performance reports.* — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) *Process documents and papers expeditiously.* — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer–in-charge shall sign for and in their behalf.

(d) *Act immediately on the public's personal transactions.* — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) *Make documents accessible to the public.* — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

Section 6. System of Incentives and Rewards. — A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions. — In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) *Financial and material interest.* — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) *Outside employment and other activities related thereto.* — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) *Disclosure and/or misuse of confidential information.* —
Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

(1) To further their private interests, or give undue advantage to anyone; or
(2) To prejudice the public interest.

(d) *Solicitation or acceptance of gifts.* — Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 8. Statements and Disclosure. — Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) *Statements of Assets and Liabilities and Financial Disclosure.* — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

(a) real property, its improvements, acquisition costs, assessed value and current fair market value;

(b) personal property and acquisition cost;

(c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) liabilities, and;

(e) all business interests and financial connections.

The documents must be filed:

(a) within thirty (30) days after assumption of office;

(b) on or before April 30, of every year thereafter; and

(c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforestated documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

(1) Constitutional and national elective officials, with the national office of the Ombudsman;

(2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President;

(3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;

(4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) *Identification and disclosure of relatives.* — It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) *Accessibility of documents.* — (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) *Prohibited acts.* — It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9. Divestment. — A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10. Review and Compliance Procedure. — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. — (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: *Provided, however*, That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for

individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards. — Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

Section 14. Appropriations. — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the Annual General Appropriations Act.

Section 15. Separability Clause. — If any provi[redacted]he application of such provision to any person or circumstanc[redacted]he remainder of the Act or the application of such provisi[redacted]or circumstances shall not be affected by such declaration.

Section 16. Repealing Clause. — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17. Effectivity. — This Act shall take effect after thirty (30) days following the completion of its publication in the *Official Gazette* or in two (2) national newspapers of general circulation.

Approved, February 20, 1989.

IMPLEMENTATION

The institution effectively implements its policies through structured supervision and monitoring systems, ensuring that faculty consistently demonstrate professionalism in all academic functions.

A. Supervision of Faculty Performance

1. Preparation of Instructional Materials

Faculty are required to prepare course syllabi, modules, and instructional materials, which are reviewed and approved by academic heads. These materials are regularly updated to align with curricular outcomes and standards.

2. Formulation, Updating, and Enrichment of Syllabi

Faculty members are tasked to:

- Develop and regularly update syllabi
- Ensure alignment with Program Outcomes (POs) and Course Learning Outcomes
- (CLOs)
- Integrate relevant and updated content

These are subject to review by the Dean and academic committees.

3. Class Preparation and Delivery

Faculty demonstrate professionalism through:

- Regular and prompt attendance in classes
- Preparedness in lesson delivery
- Use of appropriate teaching strategies

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 08**	Day/Time	TTh 10:00 am - 11:30 am /
Course Description	**Cost Accounting and Control**	Room	LED - 15 /
Students: Year/Course/Sec	**2 BSMA- A**	Professor	**Guiaman, Baikongan B.**
Type of Class	☑ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2026-2027 1ST SEMESTER

Name	Date													
	7/30	8/4	8/6	8/11	8/13	8/20	8/25	9/8	9/10	10/6	10/13	10/14	10/20	
1 . ABO, Celestine May, Avanzado	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2 . ANIÑON, Cloemar,	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3 . BELOSO, Stephany, Toledo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4 . BILLENA, Roger, Jr. Escubio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5 . BLANDO, Marlee Miccoh, Salinas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
6 . CANUDAY, Jara Mae, Bunao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7 . CAOILI, Lawrence, Fuentes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
8 . CARTALABA, Marianne, Primitiva	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9 . CORTEZ, Rhea Elyza, Bantolo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10 . DAÑOLA, Ryan Jay, Dablo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11 . DELA CRUZ, Reynard Vien, Buada	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
12 . DEMANAWA, Lelly Joan, Sambrano	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13 . ESPESOR, Daphney Nadine Nykaellah, Saplaan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14 . ESTOLLOSO, Arjie Lou, Penuela	✓	✓	E	E	E	✓	✓	✓	✓	✓	✓	✓	✓	
15 . FAJARDO, Jonnah Liza, Orendain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
16 . FERRER, Francine Saiyen, Ramos	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
17 . GEMOYA, Cassandra Rose,	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
18 . JAVIER, Brynt Gio, Intong	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
19 . LUCERO, Nordy Louise II, Zona	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
20 . MALACO, Juhaina, Baulo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
21 . MANAMBA, Princess Sarah, Razon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	
22 . MAÑOZ, Geremae Pauline, Pablo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
23 . NEBREDA, Aurian Dave, Dingson	✗	✓	✓	✓	✗	✓	✓	✗	✓	✓	✗	✗	✓	
24 . NIMER, Mariniel, Tambogon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25 . ONG, Bob Zychar, Hecto	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	
26 . PAMPLONA, Melody, J.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27 . SINAHAN, Narlyn Jean, Jobiane	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
28 . SOLITO, Mark Clinton, Dela Peña	✗	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✗	✓	
29 . UY, John Limar, Cabaluna	✓	✓	✓	✗	✓	✗	✗	✓	✓	✗	✓	✓	✓	

Legend: ✓ - Present ✗ - Absent E – Excuse

BAIKONGAN B. GUIAMAN
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 15**	Day/Time	M 09:00 am - 11:00 am / W 08:30 am - 11:30 am
Course Description	**Intermediate Accounting III**	Room	LED - 14 / LED - 14
Students: Year/Course/Sec	**3 BSMA- A**	Professor	**Guiaman, Baikongan B.**
Type of Class	☐ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2026-2027 1ST SEMESTER

Name	Date													
	7/24	8/3	8/5	8/10	8/12	8/17	8/19	8/24	9/2	9/9	10/7	10/14	10/21	
1 . ABELLANA, Xienna Clouville, Berame	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2 . ALAWI, Princess Najma, Viajar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3 . ANDUS, Jerome Jay Kkouz, Lorigas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4 . ARABEJO, Izey, Gablino	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5 . BACAY, Romelyn, Bazar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
6 . BANQUIL, Kathleen Joy, Cañete	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	
7 . BANTOLO, Czarlaine Franchette, Agting	✓	✓	✓	✓	X	E	✓	✓	X	✓	✓	✓	✓	
8 . BARUA, Aleah, Sarip	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9 . BAYLON, Scinachem Rael, Dolido	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10 . BELDAD, Margaret,	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11 . BOHOS, Evan Rex, Ellan	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	
12 . BULISIG, Alexander John, Pamplona	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13 . CABILLAR, Chainy Lyne, Campo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14 . CAMBA, Anne Marione, Blanca	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
15 . CASTILLO, Marvin, Libertino	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
16 . CERBOLLES, Justine Aicelle, Cuenca	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
17 . DAGOHOY, Jillian Mae, Villar	✓	E	E	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
18 . DAQUIPA, Samantha Dianne, Montero	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
19 . DAYAG, Bryan, Mariano	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
20 . DUREMDES, Charisse Mae, Formento	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
21 . ELMEDULAN, Jacinth Faith, Flores	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
22 . ESTOYA, Marjun Ville, Pascual	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
23 . FAJANILBO, Kieth, Liguan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
24 . FANTILANAN, Pia Marie, Borra	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25 . FLORES, Jhanna Ravein, Capitan	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	
26 . GALO, Samantha Louiseanna, Fuertes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27 . GILLE, Cristian Jay, Fronda	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	
28 . GONZAGA, Phoebe Princess, Roldan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
29 . GUILLARDO, Rechelle Joy, Veloso	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
30 . HAPALLA, PRINCESS ROLYN JOY, Calimpon	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	X	
31 . LIMBAGA, Ritchel, Lausa	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	

Legend: ✓ - Present ✗ - Absent E – Excuse

BAIKONGAN B. GUIAMAN

Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 10:00 am - 11:30 am /
Course Description	**Business Taxation**	Room	LED - 14 /
Students: Year/Course/Sec	**3 BSMA- A**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐Lecture ☐Laboratory ☐Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	1/13	1/15	1/20	1/22	1/27	1/29	02/03	02/05	02/10	02/12	02/17	02/19	02/24	02/26	03/05
1. ABALOS, Ellain Joy, Florida	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2. ABREQUE, Diane, Jangalay	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3. BACAY, Romelyn, Bazar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4. BADUEL, John Kenneth, Dupa	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5. BANLASAN, Joycee Ann, L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6. BANTOLO, Czarlaine Franchette, Agting	/	/	E	/	/	/	/	/	/	/	/	/	/	/	/
7. BANZUELA, Ivan Kyle, Liboon	X	/	/	/	/	X	/	/	/	/	/	/	/	/	/
8. BASOY, John Jezrel, Jadraque	/	X	/	/	/	/	/	/	/	/	/	/	/	/	/
9. BOHOS, Evan Rex, Ellan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10. BURGOS, Recia Catherine, Ballenas	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11. CADUNGON, Vanessa, Astronomo	X	X	/	/	/	/	/	/	/	/	/	/	/	/	/
12. CASTRO, Mark Anthony, Lamaclamac	/	/	/	/	/	/	E	/	/	/	/	/	/	/	X
13. DAYAG, Nicole Ayenne, Collado	/	/	/	/	/	/	-	/	/	/	/	/	/	/	X
14. DAYAO, Catherine Bernadette, Ondoy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15. DINOPOL, Bea Bianca, Abecia	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16. FAILANO, Gian Carlo, Barretto	/	/	/	/	/	/	/	/	/	/	/	/	/	/	X
17. FRANCISCO, Juliana Caezar, Mangod	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18. GANOY, Nicole Jamyrahdeth, Madaliday	X	/	/	/	/	/	/	/	/	/	/	/	/	/	X
19. GAYRAMARA, Sheenah, Dulloso	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20. GOJO CRUZ, Vyl, Paculanan	/	X	/	/	/	/	E	/	/	/	/	/	/	/	/
21. GONZALES, Kyla Angela, Pascual	/	/	X	/	/	/	/	/	/	/	/	/	/	/	X
22. HAPALLA, PRINCESS ROLYN JOY, Calimpon	X	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23. HUGOS, Jasmine Kate, Jondonero	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24. INFORTUNA, Roxanne Faye, Pungyan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25. LOQUERE, Krystal Mae, Deñega	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26. MANA-AY, Eian Chin, Urboda	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27. MORTEJO, Vinge Sophia, Salas	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28. NIMER, Carl James, Abrio	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29. PARAON, Asciater May, Junsay	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30. POTUTAN, Rona Grace, Quiao	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31. RIVAS, Cherry Mae, Tugahan	X	X	/	/	/	/	X	/	/	/	/	/	/	/	/

Legend: ✓ - **Present** ✗ - **Absent** **E – Excuse**

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 10:00 am - 11:30 am /
Course Description	**Business Taxation**	Room	LED - 14 /
Students: Year/Course/Sec	**3 BSMA- A**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐Lecture ☐Laboratory ☐Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	1/13	1/15	1/20	1/22	1/27	1/29	02/03	02/05	02/10	02/12	02/19	02/24	02/26	03/05
32 . ROLLON, Lawrence, Navarro	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
33 . SABAY, Nherone Bryle, Caponpon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
34 . SANTOS, Eden Grace, Mostoles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
35 . SOBREVEGA, Mikaela, Engada	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
36 . SOLAIMAN, Farhana Gem, Calunsing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
37 . TAMBAGAN, Jostine Imee, Aquino	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
38 . TAÑO, Jenny, Doyola	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
39 . TASIC, Izzy Shane, Mosquera	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
40 . UTTO, Sofia Trisha, Davao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
41 . VILLASIS, KHENN LOYD, Benitez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Legend: ✓ - Present ✗ - Absent E – Excuse

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 08:30 am - 10:00 am /
Course Description	**Business Taxation**	Room	LED - 15 /
Students: Year/Course/Sec	**3 BSMA- B**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	1/13	1/15	1/20	1/22	1/27	1/29	02/03	02/05	02/10	02/12	02/17	02/19	02/24	02/26
1. ABELLAR, Jovannah Nathalie, Mancera	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	✓	✓
2. ADTUGAN, Rohana, Edza	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. ANUNCIADO, Cokie Mae, Rusiana	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. BAHINTING, Rhea Jean, Cordova	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. BAIR, Marionne Lea, Molleno	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. BAIR, Ted Gabriel, Molleno	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. BAYOT, Jmearnel Amor, Alvarez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. BAYRON, Christine Joy, Padillo	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. BELARMINO, Jocell, Tagapia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. BOSI, Aya Blessa Cher, Alave	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. BUDIONGAN, Abigail, Bautista	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. CALMA, Sophia Nicole, Magbanua	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. CANILLADA, Prietz Anne Meanilah, Migue	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. CENTINO, Angelica Rose, Baluyot	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. DALAWIS, Jovelyn, Lacia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. DAQUIPIL, Phoebe Kate, Gemota	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17. DONATO, Vanessa Mae, Escoto	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18. ESCOPALAO, Danessa Rose, Tingson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19. FUENTES, Rene, Jr. Aliponga	✓	✓	X	✓	✓	✓	E	E	E	E	✓	✓	✓	✓
20. GALLIBOT, Kinny Rose, Blasquez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21. IGNACIO, Resha Raven, Malasador	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22. JENOTAN, Kent, Angulo	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23. KARNAIN, Hamdan, Denga	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	X	✓	✓
24. LUMOGDANG, Ana Piera, Delos Santos	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25. MADALOGDOG, Jan Jelven, Borra	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26. MADJILON, Audrie Abdelbari, Haron	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27. MAGUATE, John Mckinley, Zambales	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28. MAYORDOMO, Kizza Maree, Abanira	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29. PAGOTAISIDRO, Limuel, Abellera	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30. PALMES, Alexi Margueritte, Carcillar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31. SALI, Rickie Haze, Tanaid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Legend: ✓ - **Present** ✖ - **Absent** **E – Excuse**

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 08:30 am - 10:00 am /
Course Description	**Business Taxation**	Room	LED - 15 /
Students: Year/Course/Sec	**3 BSMA- B**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	1/13	1/15	1/20	1/22	1/27	1/29	02/03	02/05	02/10	02/12	02/17	02/19	02/24	02/26
32 . SOLOMON, Carl Ciedrick, Bayon-on	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
33 . TABUGOC, Leah Mae, Reblora	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
34 . TACADAO, Brainer John, Villar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Legend: ✓ - Present ✗ - Absent E – Excuse

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 10:00 am - 11:30 am /
Course Description	**Business Taxation**	Room	LED - 14 /
Students: Year/Course/Sec	**3 BSMA- A**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐Lecture ☐Laboratory ☐Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	03/10	03/12	03/17	04/07 F	04/10	04/12	04/14	04/14	04/23	04/24				
1. ABALOS, Ellain Joy, Florida	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
2. ABREQUE, Diane, Jangalay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
3. BACAY, Romelyn, Bazar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
4. BADUEL, John Kenneth, Dupa	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
5. BANLASAN, Joycee Ann, L	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
6. BANTOLO, Czarlaine Franchette, Agting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
7. BANZUELA, Ivan Kyle, Liboon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
8. BASOY, John Jezrel, Jadraque	✓	X	✓	✓	✓	✓	✓	✓	✓	X				
9. BOHOS, Evan Rex, Ellan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
10. BURGOS, Recia Catherine, Ballenas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
11. CADUNGON, Vanessa, Astronomo	✓	✓	X	✓	✓	✓	✓	✓	✓	✓				
12. CASTRO, Mark Anthony, Lamaclamac	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
13. DAYAG, Nicole Ayenne, Collado	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
14. DAYAO, Catherine Bernadette, Ondoy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
15. DINOPOL, Bea Bianca, Abecia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
16. FAILANO, Gian Carlo, Barretto	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
17. FRANCISCO, Juliana Caezar, Mangod	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
18. GANOY, Nicole Jamyrahdeth, Madaliday	✓	✓	✓	✓	✓	✓	✓	✓	✓	X				
19. GAYRAMARA, Sheenah, Dulloso	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
20. GOJO CRUZ, Vyl, Paculanan	✓	✓	✓	✓	✓	✓	F	✓	✓	✓				
21. GONZALES, Kyla Angela, Pascual	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
22. HAPALLA, PRINCESS ROLYN JOY, Calimpon	✓	✓	✓	✓	X	✓	✓	✓	✓	✓				
23. HUGOS, Jasmine Kate, Jondonero	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
24. INFORTUNA, Roxanne Faye, Pungyan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
25. LOQUERE, Krystal Mae, Deñega	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
26. MANA-AY, Eian Chin, Urboda	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
27. MORTEJO, Vinge Sophia, Salas	✓	✓	✓	✓	✓	✓	X	✓	✓	✓				
28. NIMER, Carl James, Abrio	✓	✓	✓	✓	✓	✓	✓	✓	✓	.				
29. PARAON, Asciater May, Junsay	✓	✓	✓	✓	✓	✓	✓	X	✓	✓				
30. POTUTAN, Rona Grace, Quiao	✓	✓	X	✓	✓	✓	✓	✓	✓	✓				
31. RIVAS, Cherry Mae, Tugahan	✓	X	✓	✓	✓	✓	✓	E	✓	✓				

Legend: ✓ - **Present** x - **Absent** **E – Excuse**

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	**AEC 17a**	Day/Time	TTh 10:00 am - 11:30 am /
Course Description	**Business Taxation**	Room	LED - 14 /
Students: Year/Course/Sec	**3 BSMA- A**	Professor	**Garcia, Allen Shane C.**
Type of Class	☐Lecture ☐Laboratory ☐Lec w/ Lab	Sem, School Year	2025-2026 2ND SEMESTER

Name	Date													
	07/10	07/12	07/17	07/07	07/10	07/12	07/16	07/14	07/23	07/28				
32 . ROLLON, Lawrence, Navarro	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
33 . SABAY, Nherone Bryle, Caponpon	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓				
34 . SANTOS, Eden Grace, Mostoles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
35 . SOBREVEGA, Mikaela, Engada	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
36 . SOLAIMAN, Farhana Gem, Calunsing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
37 . TAMBAGAN, Jostine Imee, Aquino	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
38 . TAÑO, Jenny, Doyola	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
39 . TASIC, Izzy Shane, Mosquera	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
40 . UTTO, Sofia Trisha, Davao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
41 . VILLASIS, KHENN LOYD, Benitez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

Legend: ✓ - **Present** ✗ - **Absent** **E – Excuse**

ALLEN SHANE C. GARCIA
Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject, Course Number	AEC 22	Date/Time	[illegible] pm - 09:00 pm /
Course Description	Accounting for Government and Non profit Organizations	Room	[illegible] ONLINE /
Students, Year/Course/Sec	3 BSMA - B	Professor	Ormanbat, Michael P.
Type of Class	☐ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	[illegible] / [illegible] SEMESTER

Name	Date													
	1/13	1/20	1/26	2/2	2/10	2/17	2/24	3/2	3/9	3/16	3/23	3/30	4/6	4/13
1. BADOL, RASHEL KEITH Aguirre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. BUHAT, Mary Adelene Tongcua	✓	9	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. CASA, JHEN FREYTZ David	✓	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. DUEÑO, RODEZA MAE Patricio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. DULGUIME, KYRAH MAE Cubelo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. ENGGONA, Kyla Julynne Blanco	✓	9	✓	✓	✓	✓	✓	✓	9	✓	✓	✓	✓	✓
7. ESTOMATA, HANNAH BEA Delfin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. FACTO, LEIGH MARIE Mansale	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. FRANCISCO, MARK ANTHONY Tolentino	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. GALAN, BRYAN Ligat	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. GARMINO, PAULA DOMINIQUE Robles	✓	9	9	✓	✓	✓	✓	✓	✓	✓	9	✓	✓	✓
12. GARTALLA, JONALYN Divero	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. GORREON, ARIANE MALOU Leonida	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. HORNIDO, DAISY MAE Mamelic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. LACUMBO, JEE MARTH Fanan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	9	✓	✓
16. LAYSON, KEESHA TATE Laid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17. LEDAMA, FLORENCE Martinez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18. NELLAS, JESSIE MAY Agang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19. PONTERES, YZEITLE SHANE Piamonte	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	9	9	✓	9
20. RECES, IRISH JEAN Duhaylungsod	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	9	9	✓	✓
21. SOLIANO, XYLEM YRRESH Espesor	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22. SUAREZ, ALTEA JOY Tanton	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23. TALA, PSALM RUVI Benito	✓	✓	9	✓	✓	✓	✓	✓	✓	✓	9	✓	✓	✓
24. VALDEZ, GWYNETH NICOLE Londres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25. VIDO, ANGELENE Toledo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26. YRAY, YZEL GYLE Samon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27. YUSAY, Hezel Ares Macoy	✓	9	9	✓	✓	✓	✓	✓	9	✓	9	✓	✓	✓

Legend: ✓ - Present 9 - Absent E - Excuse

MICHAEL P. ORMANBAT
Signature over Printed Name of Professor

USM EDU-Fo/ Rev 1 2022 11 28

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject Course Number	AEC 22	Day/Time	[illegible]
Course Description	Accounting for Government and Non-profit Organizations	Room	VLE/ONLINE
Students Year/Course/Sec	3 BSMA - B	Professor	Omambat, Michael P.
Type of Class	☐ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2024 2025 2ND SEMESTER

Name	Date														
	4/04	5/8	5/15												
1 BADOL, RASHEL KEITH Aguirre	✓	✓	✓												
2 BUHAT, Mary Adelene Tongcua	✓	✓	✓												
3 CASA, IHEN FRYTZ David	✓	9	✓												
4 DUEÑO, RODEZA MAE Patricio	✓	✓	✓												
5 DULGUIME, KYRAH MAE Cubelo	✓	✓	✓												
6 ENGGONA, Kyla Julynne Blanco	✓	9	✓												
7 ESTOMATA, HANNAH BEA Delfin	✓	✓	✓												
8 FACTO, LEIGH MARIE Monsale	✓	✓	✓												
9 FRANCISCO, MARK ANTHONY Tolentino	✓	✓	✓												
10 GALAN, BRYAN Ugat	✓	✓	✓												
11 GARMINO, PAUL ADOMINIQUE Robles	✓	9	✓												
12 GARTALLA, JONALYN Divero	✓	✓	✓												
13 GORREON, ARIANE MALOU Leonida	✓	9	✓												
14 HORNIDO, DAISY MAE Mamelic	✓	9	✓												
15 LACUMBO, JEE MARTH Fasan	✓	✓	✓												
16 LAYSON, KEESHA TATE Laid	✓	✓	✓												
17 LEDAMA, FLORENCE Martinez	✓	✓	✓												
18 NELLAS, JESSIE MAY Agang	✓	✓	✓												
19 PONTERES, YZEITLE SHANE Piamonte	✓	✓	✓												
20 RECES, IRISH JEAN Duhaylungsod	✓	9	✓												
21 SOLIANO, XYLEM YRRESH Espesor	✓	✓	✓												
22 SUAREZ, ALTEA JOY Tanilon	✓	✓	✓												
23 TALA, PSALM RUVI Benico	✓	9	✓												
24 VALDEZ, GWYNETH NICOLE Londres	✓	✓	✓												
25 VIDO, ANGELENE Toledo	✓	✓	✓												
26 YRAY, YZEL GYLE Samon	✓	✓	✓												
27 YUSAY, Hezel Aires Macoy	✓	✓	✓												

Legend: ✓ - Present 9 - Absent E - Excuse

MICHAEL P. OMAMBAT
Signature over Printed Name of Professor

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	AEC 07	Day/Time	T 04:30 pm - 06:30 pm / Th 04:30 pm - 07:30 pm
Course Description	Accounting Information System	Room	VLE/ONLINE / VLE/ONLINE
Students: Year/Course/Sec	2 BSMA - A	Professor	Alocelja, Lady Enginee H.
Type of Class	■ Lecture ☐ Laboratory ☐ Lec w/ Lab	Sem, School Year	2024-2025 2ND SEMESTER

Name	Date													
	01.21	01.28	02.04	02.11	02.18	02.25	03.04	03.11	03.21	03.25	03.31	04.08	04.15	04.22
1. ABALOS, Ellain Joy Florida	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. ABREQUE, Diane Jangalay	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. BACAY, Romelyn Bazar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. BANLASAN, Joycee Ann L	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. BANTOLO, Czarlaine Franchette Agting	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. BANZUELA, Ivan Kyle Liboon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. BASOY, John Jezrel Jadraque	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓
8. BOHOS, Evan Rex Ellan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. BURGOS, Recia Catherine Ballenas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. CADUNGON, Vanessa Astronomo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. DAYAG, Nicole Ayenne Collado	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓
12. DINOPOL, Bea Bianca Abecia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. FAILANO, Gian Carlo Barretto	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. FRANCISCO, Juliana Caezar Mangod	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. GANOY, Nicole Jamyrahdeth Madaliday	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. GAYRAMARA, Sheenah Dulloso	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17. GOJO CRUZ, Vyl Paculanan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18. HUGOS, Jasmine Kate Jondonero	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19. INFORTUNA, Roxanne Faye Pungyan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20. LOQUERE, Krystal Mae Deñega	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓
21. MANA-AY, Elan Chin Urboda	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22. PARAON, Asciater May Junsay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓
23. POTUTAN, Rona Grace Quiao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24. RIVAS, Cherry Mae Tugahan	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25. ROLLON, Lawrence Navarro	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26. SABAY, Nherone Bryle Caponpon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27. SANTOS, Eden Grace Mostoles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28. SOBREVEGA, Mikaela Engada	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓
29. SOLAIMAN, Farhana Gem Calunsing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30. TAMBAGAN, Jostine Imee Aquino	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31. TAÑO, Jenny Doyola	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Legend: ✓ - Present ✗ - Absent E – Excuse

LADY ENGINEE RAMOSA-ALOCELJA, CPA

Signature over Printed Name of Professor

University of Southern Mindanao
Kabacan, Cotabato
Philippines

CLASS ATTENDANCE

Subject: Course Number	AEC 07	Day/Time	T 04:30 pm - 06:30 pm / Th 04:30 pm - 07:30 pm
Course Description	Accounting Information System	Room	VLE/ONLINE / VLE/ONLINE
Students: Year/Course/Sec	2 BSMA - A	Professor	Alocelja, Lady Enginee H.
Type of Class	☐Lecture ☐Laboratory ☐Lec w/ Lab	Sem, School Year	2024-2025 2ND SEMESTER

Name	Date													
	01.21	01.28	02.04	02.11	02.18	02.25	03.04	03.11	03.21	03.25	03.31	04.08	04.15	04.22
32 . TASIC, Izzy Shane Mosquera	✓	✓	✓	✓	E	E	E	E	E	✓	✓	✓	✓	✓
33 . UTTO, Sofia Trisha Davao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Legend: ✓ - Present ✗ - Absent E – Excuse

LADY ENGINEE[illegible]ATIBOSA-ALOCELJA, CPA

Signature over Printed Name of Professor

USM-EDU-F07-Rev.1.2022.11.28

Republic of the Philippines
University of Southern Mindanao
Kabacan, North Cotabato

DAILY TIME RECORD

GARCIA, ALLEN SHANE C.
NAME

Covered Dates : September - September, 2026

Schedule:

Official hours for arrival and departures
{Regular Days
{Saturdays

Dates	A.M.		P.M.		O.T.		Late	U-time
	IN	OUT	IN	OUT	IN	OUT	Mins.	Mins.
1 Tuesday	7:10 AM	12:05 PM	12:07PM	5:09 PM				
2 Wednesday	8:02 AM	12:28 PM	12:36PM	5:07 PM				
3 Thursday	7:52 AM	12:09 PM	12:11PM	5:20 PM				
4 Friday	WORK From Home							
5 Saturday								
6 Sunday								
7 Monday	7:40 AM	12:06 PM	12:29PM	5:01 PM				
8 Tuesday	8:04 AM	12:20 PM	12:44PM	5:18 PM				
9 Wednesday	7:59 AM	12:09 PM	12:11PM	5:15 PM				
10 Thursday	8:05 AM	12:15 PM	12:18PM	5:03 PM				
11 Friday		WORK From Home						
12 Saturday								
13 Sunday								
14 Monday		WORK From Home						
15 Tuesday	7:12 AM	12:30 PM	12:35PM	5:12 PM				
16 Wednesday		WORK From Home						
17 Thursday	7:08 AM	12:39 PM	~~7:08AM~~ ~~12:40 pm~~	5:57 PM				
18 Friday		WORK From Home						
19 Saturday								
20 Sunday			12:30pm					
21 Monday	6:39 AM	12:24 PM	~~6:39AM~~	5:10 PM				
22 Tuesday	7:41 AM	12:15 PM	12:18PM	5:03 PM				
23 Wednesday	O.B							
24 Thursday	6:40 AM	12:33 PM	12:38PM	5:17 PM				
25 Friday	WORK From Home							
26 Saturday								
27 Sunday								
28 Monday	8:09 AM	12:22 PM	12:24PM	5:04 PM				
29 Tuesday	6:05 AM	12:32 PM	1:09PM	4:22 PM				
30 Wednesday	8:18 AM	12:27 PM	12:30PM	6:49 PM				

Total - -

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, recordS of which was made daily at the time of arrival and at the time of departure from Office.

Signature

Verified as to prescribe office hours.

CHERYL P. DULAY, DBA
In-Charge
(Signature Over-Printed Name)

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University of Southern Mindanao

Faculty Daily Time Record (FDTR)

A faculty member shall write his instruction, administrative, research and development, extension, production, health and wellness activities in this record. I - Instruction, A- Administrative, R - Research, E- Extension, P - Resource Generation, H - Health and Wellness. Biometric entries are required as an attachment for class and laboratory schedules. At least one (1) hour a week per subject per section should be deveoted for student consultation.

FACULTY DETAILS

Name of Faculty	Garcia,Allen Shane	Month / Year	September / 2026
Academic Rank	Assistant Professor I	College	College of Business, Development Economics and Management
Designation		Department	

#	Task ID	Activities	Venue	Time In	Time Out	Number of Hours I	A	R	E	P	H	LD	S
04		checked students activities	Home	08:00	12:00	4.00							
		Recorded students activities	Home	01:00	03:00	2.00							
		Prepared learning materials	Home	03:00	05:00	2.00							
11		attended PANAGBURAS	USM	08:00	10:00								2.00
		Prepared Midterm Examinations	Home	10:00	12:00	2.00							
		Recorded students activities	Home	01:00	03:00	2.00							
		Walking	Home	03:00	05:00						2.00		
14		conducted online class	Home	08:00	12:00	4.00							
		gave activities to students (asynchrounous)	Home	01:00	03:00	2.00							
		prepared midterm examinations questions	Home	03:00	05:00	2.00							
16		gave activities to students	Home	08:00	12:00	4.00							
		finalized midterm examination questionnaire	Home	01:00	03:00	2.00							
		Recorded students activities	Home	03:00	05:00	2.00							
18		Attended Faculty Association Meeting	Home	08:00	12:00	4.00							
		recorded students quizzes	Home	01:00	03:00	2.00							
		walking	Home	03:00	05:00						2.00		
25		checked midterm examinations	Home	08:00	12:00	4.00							
		recorded midterm examination	Home	01:00	03:00	2.00							
		Jogging	Jogging Ar	03:00	05:00						2.00		
					Total Number of Hours	40					6		2

Add another sheet when necessary

TOTAL NUMBER OF HOURS : 48

1st Week = 8 2nd Week = 8 3rd Week= 24 4th Week= 8 5th Week=

CERTIFICATION
(To be handwritten by the Faculty)

I hereby certify that I have rendered the services for September, 2026,

ALLEN SHANE GARCIA
NAME AND SIGNATURE OF FACULTY

Note: Please copy this statement and write on the left side:

"I hereby certify that I have rendered the services for [month and year], except on [month,date/s,year], in case of absences/s],in which the Application for Leave had been approved"

Attested:

NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR

JSM-HRD-053-Rev.0.2020.04.01

Republic of the Philippines
University of Southern Mindanao
Kabacan, North Cotabato

DAILY TIME RECORD

VILDAC, JAY-R G.
NAME

Covered Dates : September - September, 2026

Schedule:

Official hours for arrival and departures
{Regular Days
{Saturdays

05 OCT 2026

Dates	A.M.		P.M.		O.T.		Late	U-time
	IN	OUT	IN	OUT	IN	OUT	Mins.	Mins.
1 Tuesday	KALUNGAN FESTIVAL							
2 Wednesday	6:30 AM	12:15 PM	12:16PM	4:25 PM				
3 Thursday	6:33 AM	12:15 PM	12:20PM	5:24 PM				
4 Friday	O.B							
5 Saturday								
6 Sunday								
7 Monday	6:46 AM	12:22 PM	12:24PM	4:22 PM				
8 Tuesday	6:12 AM	12:18 PM	12:20PM	4:00 PM				
9 Wednesday	12:37 PM O.B	12:29 PM	12:37PM	4:37 PM	TIME IN: 8:00 AM			
10 Thursday	6:52 AM O.B	12:20 PM	12:22PM	4:00 PM				
11 Friday								
12 Saturday								
13 Sunday								
14 Monday	6:27 AM	12:26 PM	12:41PM	4:32 PM				
15 Tuesday	6:44 AM	12:25 PM	12:27PM	4:56 PM				
16 Wednesday	6:32 AM	12:38 PM	12:38PM	4:06 PM				
17 Thursday	BIRTHDAY LEAVE							
18 Friday								
19 Saturday								
20 Sunday								
21 Monday	6:45 AM	12:31 PM	12:31PM	4:07 PM				
22 Tuesday	O.B							
23 Wednesday	O.B							
24 Thursday	O.B							
25 Friday	O.B							
26 Saturday	O.B							
27 Sunday								
28 Monday	6:41 AM	12:14 PM	12:14PM	5:00 PM				
29 Tuesday	12:11 PM	12:09 PM	12:11PM	2:00 PM	TIME IN: 4:00 AM			
30 Wednesday	6:45 AM	12:00 PM	12:35PM	4:01 PM				
					Total		-	-

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, recordS of which was made daily at the time of arrival and at the time of departure from Office.

Signature

Verified as to prescribe office hours.

In-Charge
(Signature Over-Printed Name)

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University of Southern Mindanao
Faculty Daily Time Record (FDTR)

A faculty member shall write his instruction, administrative, research and development, extension, production, health and wellness activities in this record. I - Instruction, A- Administrative, R - Research, E- Extension, P - Resource Generation, H - Health and Wellness. Biometric entries are required as an attachment for class and laboratory schedules. At least one (1) hour a week per subject per section should be deveoted for student consultation.

FACULTY DETAILS

Name of Faculty	Vildac,Jay-R	Month / Year	September / 2026
Academic Rank	Associate Professor I	College	
Designation	Coordinator, CHED UniFAST Scholarship	Department	

#	Task ID	Activities	Venue	Time In	Time Out	I	A	R	E	P	H	LD	S
11		Prepare Long quiz	Home	07:00	12:00	5.00							
		Sign and answer documents/letter	Home	01:00	04:00		3.00						
18		Prepare Midterm Examination	Home	07:00	04:00	9.00							
Add another sheet when necessary			Total Number of hours			14	3						

TOTAL NUMBER OF HOURS : 17

1st Week = 2nd Week = 8 3rd Week= 9 4th Week= 5th Week=

CERTIFICATION
(To be handwritten by the Faculty)

Note: Please copy this statement and write on the left side:
"I hereby certify that I have rendered the services for [month and year], except on [month,date/s,year], in case of absences/s],in which the Application for Leave had been approved"

Attested:

JAY-R VILDAC
NAME AND SIGNATURE OF FACULTY

NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR

USM-HRD-053-Rev.0.2020.04.01

Republic of the Philippines
University of Southern Mindanao
Kabacan, North Cotabato

DAILY TIME RECORD

BANGCAYA, SANDRA ANGELA A.
NAME

Covered Dates : September - September, 2026

Schedule:

Official hours for arrival and departures
{Regular Days _____
{Saturdays _____

Dates	A.M.		P.M.		O.T.		Late	U-time
	IN	OUT	IN	OUT	IN	OUT	Mins.	Mins.
1 Tuesday	7:~~55~~ AM	Sick leave	7:~~55~~AM 12:12 PM					
2 Wednesday	7:03 AM	12:10	7:~~03~~AM	5:00 PM				
3 Thursday	8:05 AM	12:55 PM	12:56PM	5:06 PM				
4 Friday	Work from home							
5 Saturday								
6 Sunday				5:04				
7 Monday	8:24 AM	12:04 PM	12:06PM	~~12:04~~ PM				
8 Tuesday	8:07 AM	12:47 PM	12:48PM	5:26 PM				
9 Wednesday	7:53 AM	12:15 PM	12:17PM	5:10 PM				
10 Thursday	8:44 AM O.B	12:23 PM	12:24PM	12:23 PM ~~5:05 PM~~				
11 Friday	Work from home							
12 Saturday								
13 Sunday								
14 Monday	Work from home							
15 Tuesday	8:09 AM	5:30 PM	8:09AM	5:30 PM				
16 Wednesday	Work from home			5:07 PM				
17 Thursday	7:54 AM	12:39 PM	12:40PM	~~12:39~~ PM				
18 Friday	Work from home							
19 Saturday								
20 Sunday								
21 Monday	7:05 AM	12:13 PM	12:15PM	5:10 PM				
22 Tuesday	7:58 AM	12:36 PM	12:37PM	5:09 PM				
23 Wednesday	12:19 PM	12:17 PM	12:19PM	5:15 PM				
24 Thursday	8:16 AM	12:07 PM	12:10PM	5:43 PM				
25 Friday	Work from home							
26 Saturday								
27 Sunday								
28 Monday	7:57 AM	12:26 PM	7:57AM	12:26 PM				
29 Tuesday	5:02 AM	~~2:53~~ PM 12:00 PM	5:~~02~~AM 12:02 PM	2:53 PM				
30 Wednesday	7:59 AM	12:15 PM	12:16PM	5:31 PM				
				Total	-	-		

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, recordS of which was made daily at the time of arrival and at the time of departure from Office.

Signature

Verified as to prescribe office hours.

Cheryl Y. Gulay, DBA
In-Charge
(Signature Over-Printed Name)

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University of Southern Mindanao

Faculty Daily Time Record (FDTR)

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FACULTY DETAILS

Name of Faculty	Bangcaya,Sandra Angela	Month / Year	September / 2026
Academic Rank	Assistant Professor II	College	College of Business, Development Economics and Management
Designation		Department	Department of Accountancy

#	Task ID	Activities	Venue	Time		Number of Hours							
				In	Out	I	A	R	E	P	H	LD	S
04		Check and record long quizzes	Quirino St	08:00	12:00	4.00							
		Prepare PowerPoint presentation	Quirino St	01:00	03:00	2.00							
		Health break	Quirino St	03:00	05:00						2.00		
11		Panagburas festival	Quirino St	08:00	12:00	4.00							
		Check long quiz	Quirino St	01:00	03:00	2.00							
		Health break	Quirino St	03:00	05:00						2.00		
14		Prepare lecture video	Quirino St	08:00	12:00	4.00							
		Send lecture, prepare activities for asynchrono	Quirino St	01:00	03:00	2.00							
		Student consutation	Quirino St	03:00	05:00	2.00							
16		Prepare long quizzes	Quirino St	08:00	12:00	4.00							
		Studend consultation online	Quirino St	01:00	03:00	2.00							
		Record student activities	Quirino St	03:00	05:00	2.00							
18		FA general assembly	Quirino St	08:00	12:00		4.00						
		Prepare exam	Quirino St	01:00	05:00	4.00							
25		Check midterm exam	Quirino St	08:00	12:00	4.00							
		Health break	Quirino St	01:00	03:00		2.00						
		Pasiklaban parade monitor JPIA	Quirino St	03:00	05:30		2.50						
Add another sheet when necessary				Total Number of hours		38	8.5				4		

TOTAL NUMBER OF HOURS : 48.5

1st Week = 8 2nd Week = 8 3rd Week= 24 4th Week= 8.5 5th Week=

CERTIFICATION
(To be handwritten by the Faculty)

I hereby certify that I have rendered the services for September 2026 as indicated above.

SANDRA ANGELA BANGCAYA
NAME AND SIGNATURE OF FACULTY

Note: Please copy this statement and write on the left side:

"I hereby certify that I have rendered the services for [month and year], except on [month,date/s,year], in case of absences/s],in which the Application for Leave had been approved"

Attested:

Cheryl Y. Dula, DBA
NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR

JSM-HRD-053-Rev.0.2020.04.01

Republic of the Philippines
University of Southern Mindanao
Kabacan, North Cotabato

DAILY TIME RECORD

GUIAMAN, BAIKONGAN B.
NAME

Covered Dates : September - September, 2026

Schedule:

Official hours for arrival and departures
{Regular Days
{Saturdays

Dates	A.M.		P.M.		O.T.		Late	U-time
	IN	OUT	IN	OUT	IN	OUT	Mins.	Mins.
1 Tuesday	8:35 AM	12:05 PM	12:07PM	5:09 PM				
2 Wednesday	8:05 AM	12:28 PM	12:36PM	5:07 PM				
3 Thursday	8:00 AM	12:09 PM	12:11PM	5:01 PM				
4 Friday	Work-from-Home							
5 Saturday								
6 Sunday								
7 Monday	8:21 AM	12:06 PM	12:30PM	5:01 PM				
8 Tuesday	7:55 AM	12:20 PM	12:24PM	5:18 PM				
9 Wednesday	8:14 AM	12:09 PM	12:12PM	5:22 PM				
10 Thursday	8:00 AM	12:36 PM	12:38PM	5:07 PM				
11 Friday	Work-from-Home							
12 Saturday								
13 Sunday								
14 Monday	Work-from-Home							
15 Tuesday	8:29 AM	12:~~20~~5:21 PM	12:~~38~~ 29AM	5:21 PM				
16 Wednesday	Work-from-Home							
17 Thursday	8:00 AM	12:41 PM	12:43PM	5:~~12~~:41 PM				
18 Friday	Work-from-Home							
19 Saturday								
20 Sunday								
21 Monday	6:59 AM	12:26 PM	12:30PM	5:16 PM				
22 Tuesday	7:59 AM	5:13 PM	7:59AM	5:13 PM	- Proctored midterm exam (Prof Ed 02) @ CAS ID from 11am-1pm			
23 Wednesday	8:43 AM	12:18 PM	12:20PM	5:31 PM				
24 Thursday	6:58 AM	12:37 PM	12:39PM	5:27 PM				
25 Friday	Work-from-Home							
26 Saturday								
27 Sunday								
28 Monday	8:14 AM	12:26 PM	12:28PM	5:09 PM				
29 Tuesday	7:04 AM	12:22 PM	12:24PM	4:28 PM				
30 Wednesday	8:19 AM	12:31 PM	12:33PM	05:~~12~~:31 PM				
				Total	-	-	-	-

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, recordS of which was made daily at the time of arrival and at the time of departure from Office.

Signature

Verified as to prescribe office hours.

Cheryl Y. Dulay, DBA
In-Charge
(Signature Over-Printed Name)

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University of Southern Mindanao

Faculty Daily Time Record (FDTR)

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FACULTY DETAILS

Name of Faculty	Guiaman,Baikongan	Month / Year	September / 2026
Academic Rank	Asst. Prof. I	College	CBDEM
Designation		Department	Department of Accountancy

#	Task ID	Activities	Venue	Time		Number of Hours							
				In	Out	I	A	R	E	P	H	LD	S
04		Checked student activities, recorded scores	Home	08:00	12:00	4.00							
		Continued checking of student papers	Home	01:00	03:00	2.00							
		Health & wellness activity (Rest, walk, read)	Home	03:00	05:00						2.00		
11		Attended Panagburas Festival	Home	08:00	12:00						4.00		
		Prepared questions for long quizzes (AEC 15)	Home	01:00	05:00	4.00							
14		Prepared activity for AEC 08	Home	08:00	09:00	1.00							
		Assigned asynchronous activities for AEC 08	Home	09:00	11:00	2.00							
		Checked AEC 08 activity submissions, recorded s	Home	11:00	12:00	1.00							
		Assigned asynchronous activities for AEC 16	Home	01:00	03:00	2.00							
		Checked papers, recorded scores	Home	03:00	05:00	2.00							
16		Prepared midterm exam questions for AEC 16	Home	08:00	12:00	4.00							
		Continued preparation of midterm exam for AEC 1	Home	01:00	03:00	2.00							
		Took a rest and walking (wellness activity)	Home	03:00	05:00						2.00		
18		Attended FA Online General Assembly meeting	Home	08:00	12:00		4.00						
		Finalized AEC 15 midterm exam, printed & sorted	Home	01:00	05:00	4.00							
25		Checked midterm exam papers	Home	08:00	12:00	4.00							
		Continued checking midterm exams, recorded scor	Home	01:00	05:00	4.00							
Add another sheet when necessary			Total Number of hours			36	4				8		

TOTAL NUMBER OF HOURS : 48

1st Week = 8 2nd Week = 8 3rd Week= 24 4th Week= 8 5th Week=

CERTIFICATION
(To be handwritten by the Faculty)

I hereby certify that I have rendered the services for September, 2026.

BAIKONGAN GUIAMAN
NAME AND SIGNATURE OF FACULTY

Note: Please copy this statement and write on the left side:

"I hereby certify that I have rendered the services for [month and year], except on [month,date/s,year], in case of absences/s],in which the Application for Leave had been approved"

Attested:

SANDRA ANGELA A. BANGCAYA
Cheryl Y. [illegible], DBA
NAME AND SIGNATURE OF IMMEDIATE SUPERVISOR

JSM-HRD-053-Rev.0.2020.04.01