UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IV – SUPPORT TO STUDENTS

Parameter A – STUDENT SERVICES (SSP)

1. SYSTEM – INPUTS AND PROCESSES

Board-approved Student Services Program

The University of Southern Mindanao (USM) delivers its Student Services Program (SSP) through the Office of Student Affairs (OSA). The OSA takes the lead in offering student services to graduate, undergraduate and secondary students, coordinates with other units so that services are made available, and monitors the implementation of student services in the autonomous and satellite campuses of the University, periodically reviewing their performance.

The Board of Regents (BOR), through Resolution No. 70 s. 2019, approved the reorganization of the Office of Student Affairs pursuant to CHED Memorandum Order (CMO) No. 9, series of 2013. The reorganization (a) strengthened OSA services within the limitations and expertise of the unit and (b) realigned some student services to the offices best equipped to deliver them. The approved structure is made up of five departments: Counseling and Career; Student Development Services; Scholarship and Financial Assistance; Diversity and Integrative Services; and Student Policy and Research.

The program and its components are also codified in the Student Code (Book IV of the USM Code, Title Nine – Student Affairs and Services), which is published in the Student Manual (2024 Edition) of the Office of Student Affairs.

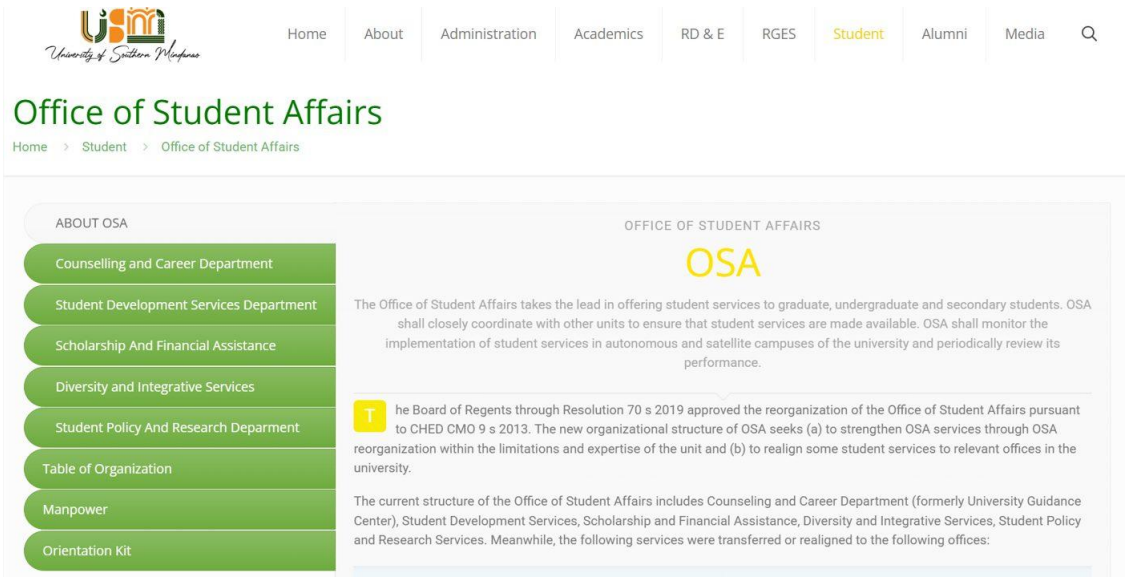


Figure 1. Office of Student Affairs page of the University stating that the Board of Regents approved the OSA reorganization through Resolution No. 70 s. 2019, pursuant to CHED CMO 9 s. 2013.

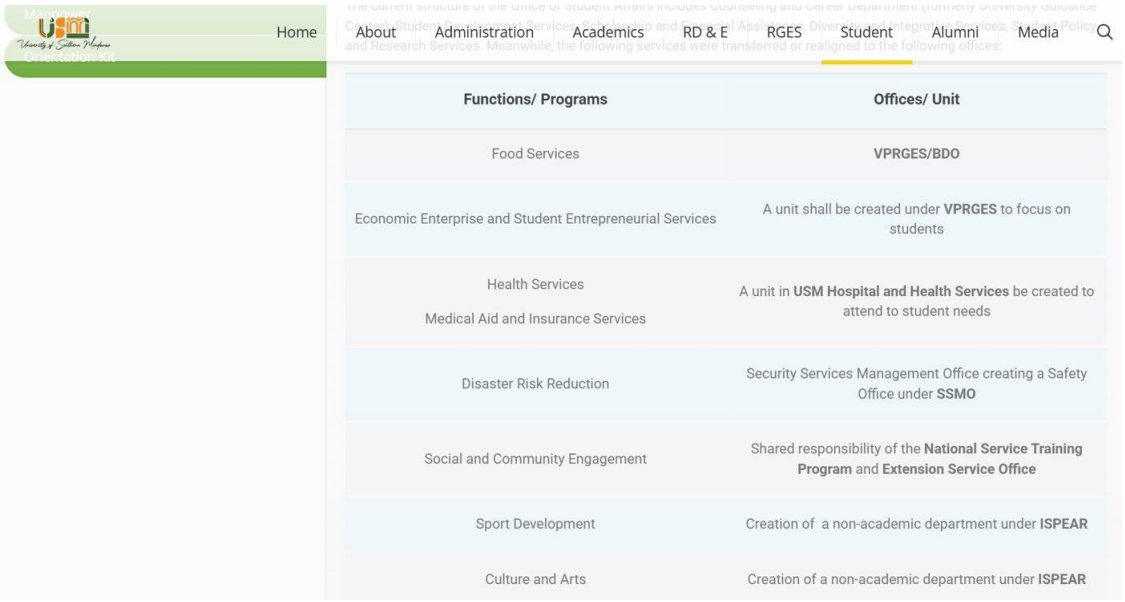


Figure 2. Student services realigned to relevant offices under the BOR-approved reorganization (part 1).

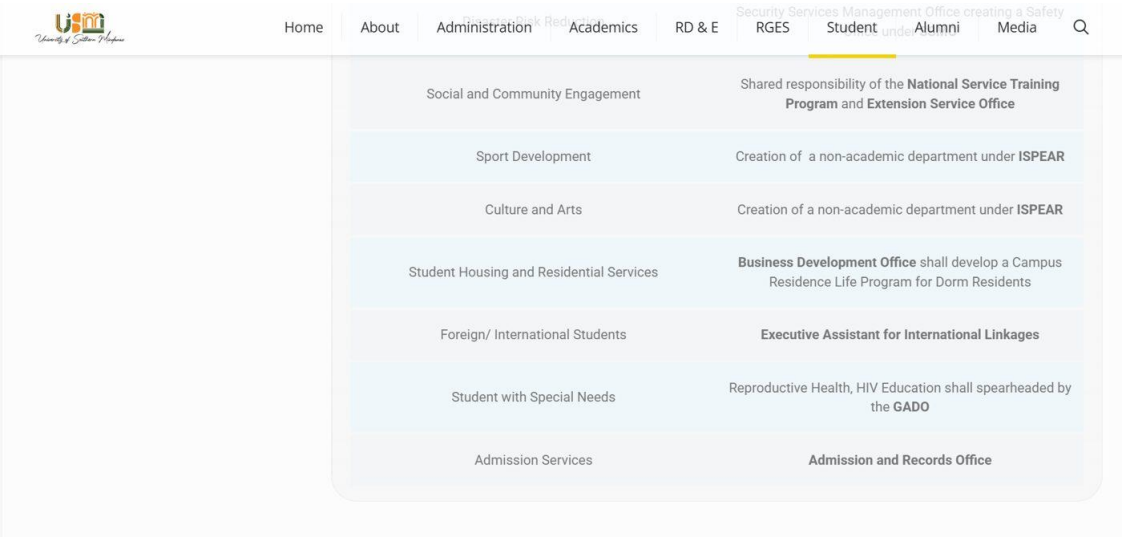


Figure 3. Student services realigned to relevant offices under the BOR-approved reorganization (part 2).

2. IMPLEMENTATION

A.1. Description of the Institution's Student Services Program and its components

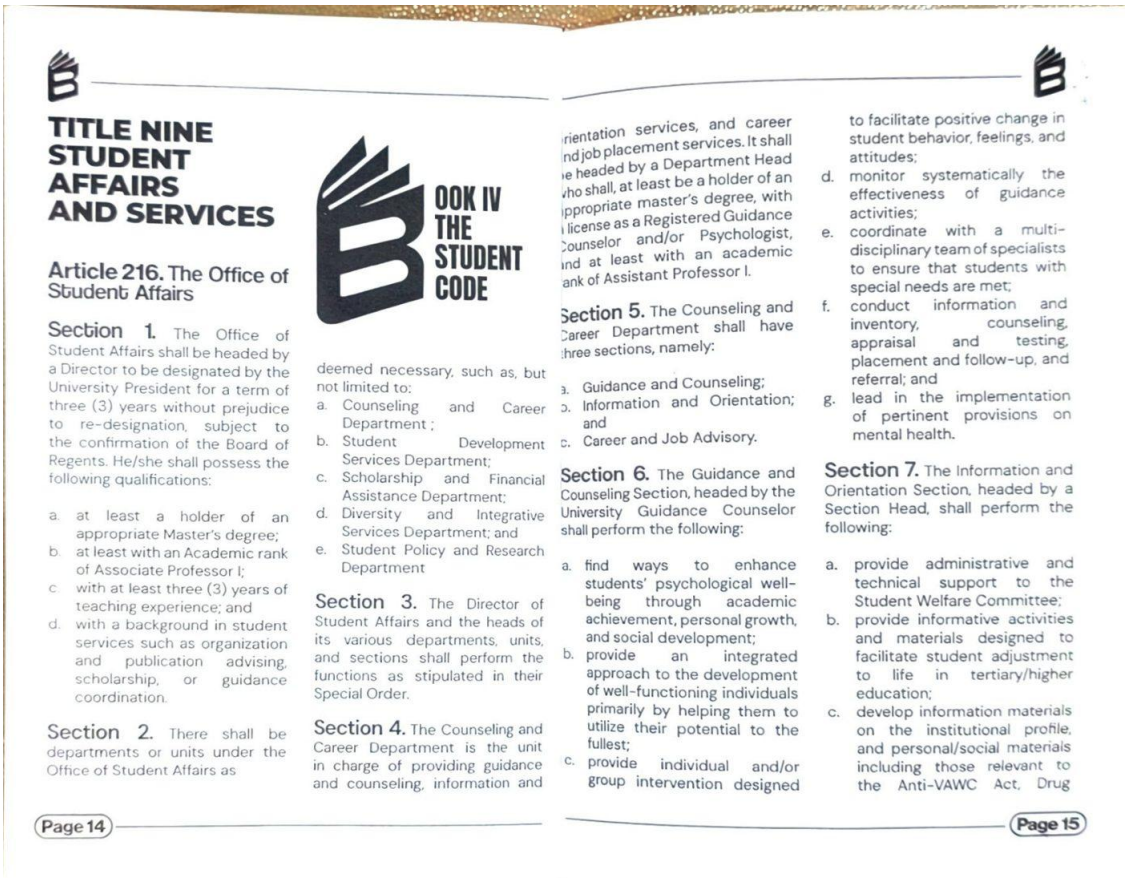
The USM Student Services Program is a set of programs, projects and services designed to promote the welfare and holistic development of students. It is anchored on CMO No. 9, series of 2013 and is organized into three groups: (1) student welfare services, (2) student development services and (3) institutional student programs and services. The Student Code spells out each service in its chapters: Student Welfare Services (Articles 219–228), Student Development Services (Articles 229–234), Student Convocation, Campus Activities Management, Student Publication, Scholarship and Financial Assistance, Diversity and Integrative Services, and Student Conduct and Discipline.

Component	Services	Delivering unit
Student welfare programs and services	• Information and Orientation Services • Guidance and Counseling Services • Career and Job Placement Services • Economic Enterprise Development • Student Handbook Development	Counseling and Career Department (Information and Orientation; Guidance and Counseling; Career and Job Advisory sections) Unit under the VPRGES (economic enterprise) Student Policy and Research Department (Student Handbook)
Student development programs and services	• Student Activities • Student Organizations and Activities • Leadership Training • Student Council/Government • Student Discipline • Student Publication/Year Book	Student Development Services Department (Campus Organization Regulation and Development; Student Publication; Campus Activity Monitoring and Permits; Leadership Enhancement) University Student Government Student Policy and Research Department (Student Discipline)
Institutional student programs and services	• Admission Services • Scholarships and Financial Assistance • Food Services • Health and Wellness Services • Safety and Security Services • Student Housing and Residential Services • Multi-faith and Inter-faith Services • Foreign/International Students Services • Services for Students with Special Needs • Culture and Arts Programs • Sports and Development Programs • Social and Community Involvement Programs	Admission and Records Office Scholarship and Financial Assistance Department VPRGES/Business Development Office (food; housing) USM Hospital and Health Services Security Services Management Office (safety and security) Diversity and Integrative Services Department (multi-faith; special needs), with the Gender and Development Office Executive Assistant for International Linkages ISPEAR non-academic departments (culture and arts; sports) National Service Training Program and Extension Service Office (community involvement)

Within the OSA, the five departments carry out the following functions under the Student Code:

- **Counseling and Career Department:** guidance and counseling, information and orientation, and career and job advisory services, headed by a licensed psychologist or registered guidance counselor with a master's degree.
- **Student Development Services Department:** regulation, accreditation and development of student organizations, student publication, monitoring of campus activities and permits, and leadership enhancement.
- **Scholarship and Financial Assistance Department:** scholarship administration, financial aid and student loan, student work assistance, and scholarship scanning and monitoring.

- **Diversity and Integrative Services Department:** multi-faith and peace advocacy services, diversity and affirmative action, and the Bai Matabay Plang Legacy.
- **Student Policy and Research Department:** student handbook, research, monitoring and evaluation, student discipline, and student assistance and grievance.



TITLE NINE
STUDENT AFFAIRS AND SERVICES

BOOK IV THE STUDENT CODE

Article 216. The Office of Student Affairs

Section 1. The Office of Student Affairs shall be headed by a Director to be designated by the University President for a term of three (3) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall possess the following qualifications:

a. at least a holder of an appropriate Master's degree;
b. at least with an Academic rank of Associate Professor I;
c. with at least three (3) years of teaching experience; and
d. with a background in student services such as organization and publication advising, scholarship, or guidance coordination.

Section 2. There shall be departments or units under the Office of Student Affairs as deemed necessary, such as, but not limited to:

a. Counseling and Career Department;
b. Student Development Services Department;
c. Scholarship and Financial Assistance Department;
d. Diversity and Integrative Services Department; and
e. Student Policy and Research Department

Section 3. The Director of Student Affairs and the heads of its various departments, units, and sections shall perform the functions as stipulated in their Special Order.

Section 4. The Counseling and Career Department is the unit in charge of providing guidance and counseling, information and orientation services, and career and job placement services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree, with a license as a Registered Guidance Counselor and/or Psychologist, and at least with an academic rank of Assistant Professor I.

Section 5. The Counseling and Career Department shall have three sections, namely:

a. Guidance and Counseling;
b. Information and Orientation; and
c. Career and Job Advisory.

Section 6. The Guidance and Counseling Section, headed by the University Guidance Counselor shall perform the following:

a. find ways to enhance students' psychological well-being through academic achievement, personal growth, and social development;
b. provide an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potential to the fullest;
c. provide individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes;
d. monitor systematically the effectiveness of guidance activities;
e. coordinate with a multi-disciplinary team of specialists to ensure that students with special needs are met;
f. conduct information and inventory, counseling, appraisal and testing, placement and follow-up, and referral; and
g. lead in the implementation of pertinent provisions on mental health.

Section 7. The Information and Orientation Section, headed by a Section Head, shall perform the following:

a. provide administrative and technical support to the Student Welfare Committee;
b. provide informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education;
c. develop information materials on the institutional profile, and personal/social materials including those relevant to the Anti-VAWC Act, Drug

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Figure 4. Student Code (Article 216), Office of Student Affairs: qualifications of the Director and the departments under the OSA.

A.2. Objectives of the Student Services Program

The Office of Student Affairs envisions quality services geared towards students' holistic development. Its mission is to provide responsive and excellent academic and non-academic services to the University studentry. The objectives of the program are:

1. To initiate and coordinate specific programs and services for the students' personal and social growth.
2. To provide opportunities for the students' active involvement in the activities of the University.
3. To promote a wholesome and conducive working environment for the University and the community.

These objectives support the University's vision of quality and relevant education that produces globally competitive, culture-sensitive and morally responsive human resources, and its mission of improving quality of life through instruction, research, extension and resource generation. They also follow CMO No. 9, series of 2013.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines
Tel. No. (064) 572-2623
Email Address: officeofstudents@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Vision

The University of Southern Mindanao Office of Student Affairs envisions quality services geared towards students' holistic development.

Mission

The University of Southern Mindanao Office Of Student Affairs is committed to provide responsive and excellent academic and non-academic services to the University studentry.

Objectives:

1. To initiate and coordinate specific programs and services for the students' personal and social growth.
2. To provide opportunities for the students' active involvement in the activities of the University.
3. To promote wholesome and conducive working environment for the University and the community.

Student Affairs and Services

1. Admission Services
2. Information and Orientation
3. Scholarships and Financial Assistance
4. Guidance and Counseling
5. Student Activities
6. Student Council / Government

Figure 5. Vision, Mission and Objectives of the Office of Student Affairs.

A.3. Organizational structure of the Student Services Program/Units

Under the Table of Organization approved by the BOR (Resolution No. 70 s. 2019), the Director of the Office of Student Affairs reports to the Vice President for Academic Affairs and the University President. The Director supervises the five departments, each headed by a Department Head, and works with the Chancellors/Campus Heads and Deans of academic units. Services that are not under the direct supervision of the OSA (for example food services, health, safety and security, housing, admission, sports, culture and arts, and international students) are delivered by the offices shown on the right side of the chart, in coordination with the OSA. The department staff support the sections shown, and the OSA serves as secretariat to the University student-related committees (Scholarship Board, Student Development Committee, Students Welfare Committee, University Student Council and Student Discipline Committee).

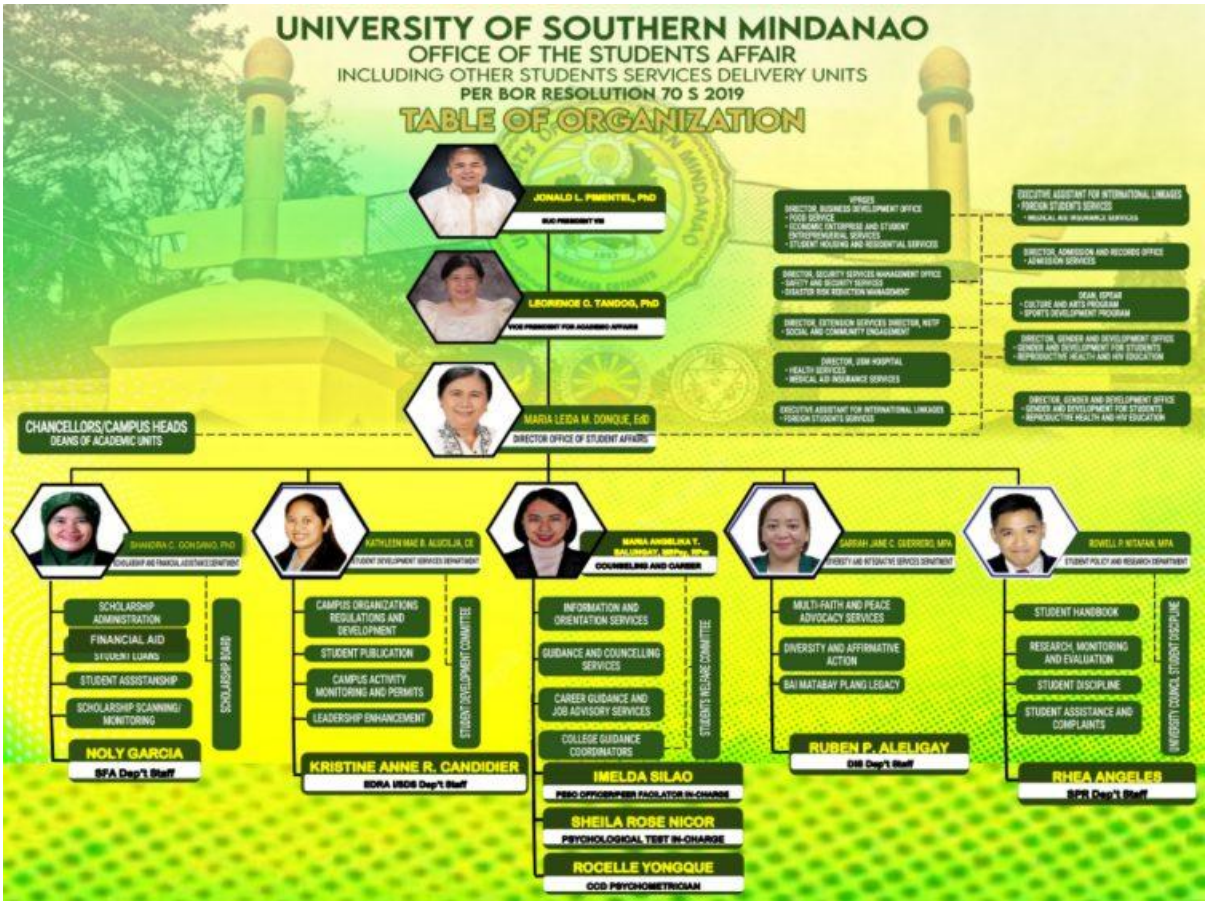


Figure 6. Table of Organization of the Office of Student Affairs, including other student services delivery units (per BOR Resolution 70 s. 2019).

A.4. Profile of the Student Services Program officials

	Student Services Program/Unit	Head of Unit/ Designated Position	Educational Qualification	Length of Experience in the SSP
1.	Office of Student Affairs	Maria Leida M. Donque, EdD – Director, Office of Student Affairs	BS Biology, University of Southern Mindanao (1997) Master of Arts in Teaching Science, Southwestern University, Cebu City (2013) Doctor of Education, Southwestern University, Cebu City (2016)	
2.	Counseling and Career Department	Maria Angelika T. Balungay, MSPsy, RPm – Department Head (Assistant Professor)	MS Psychology (Clinical Psychology), De La Salle University (2017–2022) BA Psychology, Ateneo de Davao University (2015)	
3.	Student Development Services Department	Kathleen Mae B. Alucilja, CE – Department Head	BS Civil Engineering, University of Southern Mindanao (2000) Master in Information Management, University of Southern Mindanao (2009) PhD in Civil Engineering, De La Salle University–Manila (on-going)	

	Student Services Program/Unit	Head of Unit/ Designated Position	Educational Qualification	Length of Experience in the SSP
4.	Scholarship and Financial Assistance Department	Shandra C. Gonsang, PhD – Department Head	PhD	
5.	Diversity and Integrative Services Department	Sarrah Jane C. Guerrero, MPA – Department Head	DPA	
6.	Student Policy and Research Department	Rowell P. Nitafan, MPA – Department Head	DPA	

Note: Educational qualifications above are taken from the Personal Data Sheets and the curriculum vitae in the submitted files. The Student Code requires the Director to hold an appropriate master's degree, an academic rank of at least Associate Professor I, three years of teaching experience, and a background in student services; department heads must hold an appropriate master's degree and an academic rank of at least Assistant Professor I, and the Counseling and Career head must be a registered guidance counselor and/or psychologist.

3. OUTCOMES

Instances showing that students are knowledgeable and satisfied with the operations/services of the SSP

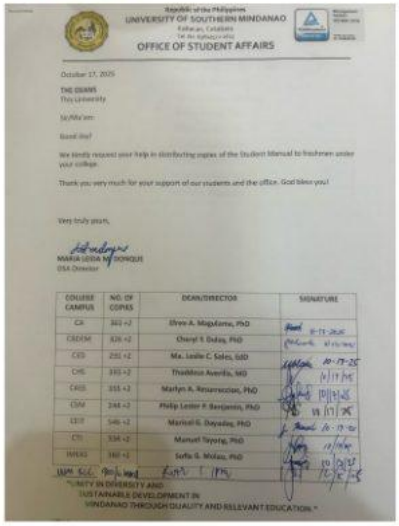
A. Students are knowledgeable about the SSP

- **Dissemination of the Student Manual (2024 Edition).** The OSA distributed the Student Manual to 4,434 students through the colleges and campuses. The manual contains the Student Code, the rights and duties of students and the full list of student services, which promotes informed student conduct and institutional transparency.
- **Orientation programs.** Student Week 2026 (July 20–22 and 27) included the College Freshman Orientation, the Student Affairs Services Orientation, the University Awareness Campaign and the University Convocation, so students learn about services from their first term.
- **Information campaigns on services.** The University regularly posts calls and announcements for student services, such as the USM College Entrance Examination registration (A.Y. 2026–2027), the Scholarship Programs, Opportunities and Student Assistance call, and the Brief Psychosocial Well-being Screening and Coaching Program of the Counseling and Career Department.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Student Manual

One of the key accomplishments during the period was the facilitation of the distribution of the Student Manual (2024 Edition). The office ensured the timely and efficient dissemination of the manual to 4,434 students, thereby supporting students' awareness and understanding of university policies, rules, and procedures. This initiative contributed to promoting informed student conduct and strengthening institutional transparency.


Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
OFFICE OF STUDENT AFFAIRS

October 17, 2025

THE DEANS
This University

Sir/Ma'am:

Good day!

We kindly request your help in distributing copies of the Student Manual to freshmen under your college.

Thank you very much for your support of our students and the office. God bless you!

Very truly yours,

MARIA LEIDA M. DONQUIL
OSA Director

COLLEGE/ CAMPUS	NO. OF COPIES	DEAN/DIRECTOR	SIGNATURE
CA	302 +2	Elnes A. Magdatu, PhD	
CADEM	326 +2	Cheryl T. Dulay, PhD	
CED	231 +2	Ma. Leslie C. Sales, EdD	
CHS	335 +2	Thaddeus Averilla, MD	
CNSS	355 +2	Marlyn A. Resurreccion, PhD	
CSM	244 +2	Philip Lester P. Benjamin, PhD	
CEIT	546 +2	Marivel G. Dayadag, PhD	
CTI	334 +2	Manuel Tayong, PhD	
IHEAS	360 +1	Sofia G. Molato, PhD	
USM SLC			

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

Figure 26. Distribution report to colleges of Student Manual

Figure 7. Accomplishment report: distribution of the Student Manual (2024 Edition) to 4,434 students, with the distribution report to the colleges.



Figure 8. Student Week 2026 schedule (College Freshman Orientation, Student Affairs Services Orientation, University Awareness Campaign, University Convocation).

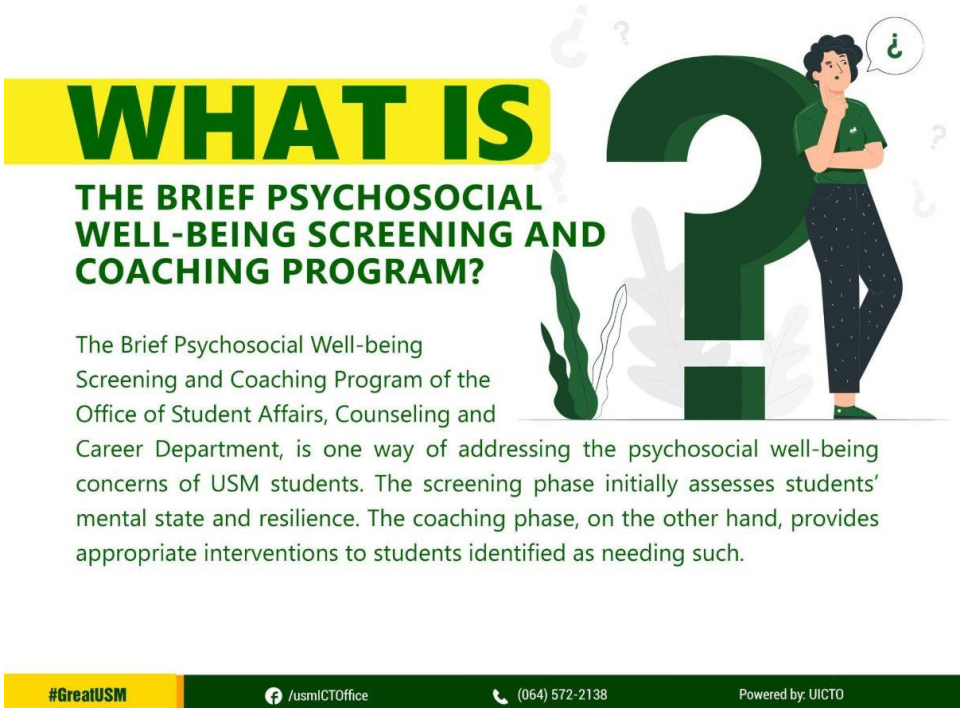
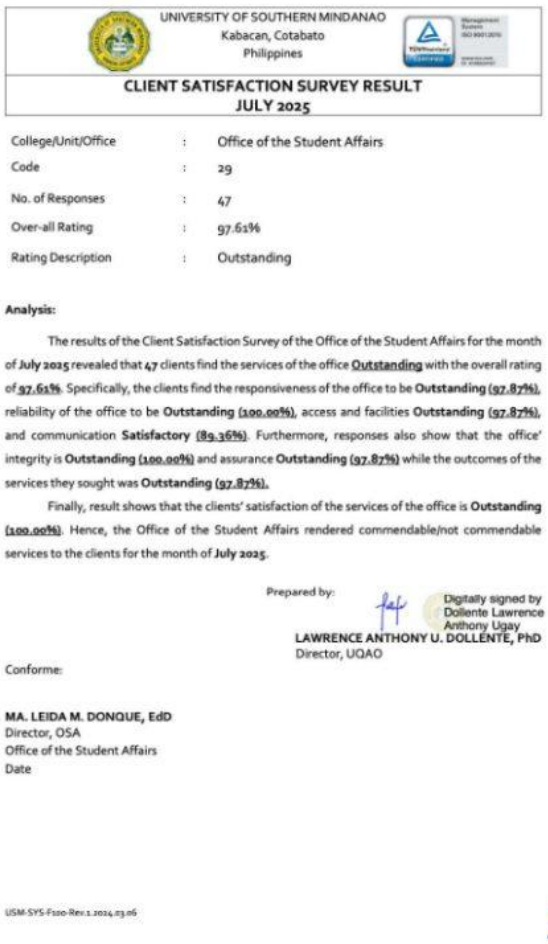


Figure 9. Information material on the Brief Psychosocial Well-being Screening and Coaching Program.

B. Students are satisfied with the SSP

- **Client Satisfaction Survey (CSS), July 2025.** The OSA received 47 responses (24 from students) and obtained an overall rating of 97.61%, described as Outstanding. Responsiveness, reliability, access and facilities, integrity, assurance and outcome were all rated Outstanding (97.87% to 100%), and communication was rated Satisfactory (89.36%).
- **Monthly CSS results (January–June).** Monthly overall ratings were 100.00%, 94.39%, 100.00%, 97.14%, 98.04% and 100.00%, an average of about 98.26%; five of the six months were rated Outstanding and one Very Satisfactory.
- **Student satisfaction survey by department.** A questionnaire using a four-point scale (Strongly Agree to Strongly Disagree) measures the quality of services provided by the Counseling and Career Department and the Diversity and Integrative Services Department, among others, so that results can guide improvement.
- **Participation in and benefit from the program.** In SY 2025–2026, 1,879 students received scholarships through 24 programs, which shows broad access to scholarships and financial assistance. Students are also active in organizations and activities, as shown by the Junior Philippine Institute of Accountants (JPIA) USM Chapter's results in Pasiklaban 2026 (champion in Patintero and placements in debate, essay writing and canvas painting) and its third place in the IDEA CTRL: CBMS Innovation Challenge at the 2026 Komunikasyon. The chapter also receives support such as a prayer meeting for CPA licensure examinees.

- **Use of feedback.** The feedback gathered is reviewed by the SAS Unit and used to improve services. This continuing evaluation shows that the University values students' views and acts on them.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLIENT SATISFACTION SURVEY RESULT
JULY 2025

College/Unit/Office	:	Office of the Student Affairs
Code	:	29
No. of Responses	:	47
Over-all Rating	:	97.61%
Rating Description	:	Outstanding

Analysis:

The results of the Client Satisfaction Survey of the Office of the Student Affairs for the month of **July 2025** revealed that **47** clients find the services of the office **Outstanding** with the overall rating of **97.61%**. Specifically, the clients find the responsiveness of the office to be **Outstanding (97.87%)**, reliability of the office to be **Outstanding (100.00%)**, access and facilities **Outstanding (97.87%)**, and communication **Satisfactory (89.36%)**. Furthermore, responses also show that the office' integrity is **Outstanding (100.00%)** and assurance **Outstanding (97.87%)** while the outcomes of the services they sought was **Outstanding (97.87%)**.

Finally, result shows that the clients' satisfaction of the services of the office is **Outstanding (100.00%)**. Hence, the Office of the Student Affairs rendered commendable/not commendable services to the clients for the month of **July 2025**.

Prepared by:

Digitally signed by Dollente Lawrence Anthony Ugay

LAWRENCE ANTHONY U. DOLLENTE, PhD
Director, UQAO

Conforme:

MA. LEIDA M. DONQUE, EdD
Director, OSA
Office of the Student Affairs
Date

USM-SYS-F100-Rev.1.2024.03.06

Figure 10. Client Satisfaction Survey result, Office of Student Affairs, July 2025 (overall rating 97.61%, Outstanding).



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

CLIENT SATISFACTION SURVEY RESULT
JULY 2025

Office of the Student Affairs (OSA)

Details:

NUMBER OF RESPONDENTS					
Student	24	Staff	1	Visitor	
Faculty		Parent/Guardian			
Alumni	21	Supplier/Service Provider			

NATURE OF TRANSACTIONS					
Application/Request of Documents	20	Submission of Documents	1	Follow-up on a Request/Complaint	
Bills/Fees Payment		Delivery of Supplies		Research Concerns	
Inquiry on Services	1	Filing a Complaint		Others*	14

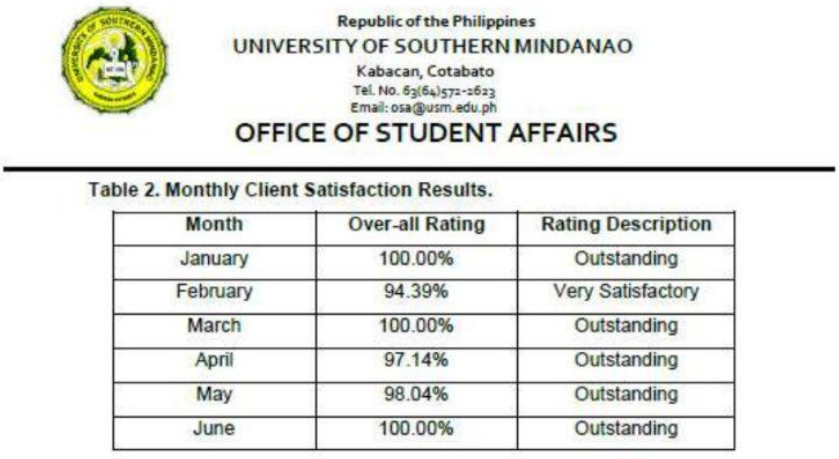
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STATEMENT	MEAN	DESCRIPTION
SQD0. I am satisfied with the service that I availed.	100.00%	Outstanding
SQD1. Responsiveness. I spent a reasonable amount of time for my transaction.	97.87%	Outstanding
SQD2. Reliability. The office followed the transaction's requirements and steps based on the information provided.	100.00%	Outstanding
SQD3. Access and Facilities. The steps (including payment) I needed to do for my transaction were easy and simple.	97.87%	Outstanding
SDQ4. Communication. I easily found information about my transaction from the office or its website.	89.36%	Satisfactory
SDQ5. Cost. I paid a reasonable amount of fees for my transaction. *(If service was free, mark the 'N/A' column)*	N/A	N/A
SDQ6. Integrity. I feel the office was fair to everyone, or "*walang palakasan*", during my transaction.	100.00%	Outstanding
SDQ7. Assurance. I was treated courteously by the staff, and (if asked for help) the staff was helpful.	97.87%	Outstanding
SQD8. Outcome. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me.	97.87%	Outstanding
Over-all Rating and Description	97.61%	Outstanding

Legend: ~~**Below 60.00%**~~ – *Poor*, ~~**60.0%-75.9%**~~ – *Fair*, ~~**80.0%-89.9%**~~ – *Satisfactory*, ~~**90.0%-94.9%**~~ – *Very Satisfactory*, ~~**95.0%-100%**~~ – *Outstanding*

USM-SYS-F100-Rev.1.2024.03.06

Figure 11. Client Satisfaction Survey details by service quality dimension, July 2025.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-1623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Table 2. Monthly Client Satisfaction Results.

Month	Over-all Rating	Rating Description
January	100.00%	Outstanding
February	94.39%	Very Satisfactory
March	100.00%	Outstanding
April	97.14%	Outstanding
May	98.04%	Outstanding
June	100.00%	Outstanding

Figure 12. Monthly Client Satisfaction Results of the Office of Student Affairs.

4. BEST PRACTICES

The following practices on the Student Services Program are supported by the documents submitted:

1. **Reorganization based on CHED CMO No. 9 s. 2013.** The BOR-approved reorganization (Resolution 70 s. 2019) created five specialized departments and realigned services such as food, health, safety, housing, sports and culture to the offices best able to deliver them.
2. **Clear organizational structure and committees.** A published Table of Organization shows lines of authority, with student-related committees (Scholarship Board, Student Development Committee, Students Welfare Committee, Student Discipline Committee) supported by the OSA as secretariat.
3. **Qualification standards written into the Student Code.** The Code sets minimum degree, rank, experience and licensure requirements for the Director and department heads, including a registered guidance counselor or psychologist for the Counseling and Career Department.
4. **Wide dissemination of the Student Manual.** The 2024 Edition was distributed to 4,434 students, with a distribution report from the colleges and campuses.
5. **Orientation from the first term.** Student Week includes the college freshman orientation, the student affairs services orientation, the University awareness campaign and the convocation.
6. **Regular, standardized client satisfaction measurement.** Monthly CSS reporting using controlled forms, with narrative analysis signed by the Director and the Quality Assurance Office, and overall ratings of 94.39% to 100%.
7. **Department-level student satisfaction survey.** An instrument that asks students to rate each department's services on a four-point scale supports targeted improvement.
8. **Mental health and well-being support.** The Brief Psychosocial Well-being Screening and Coaching Program, guidance and counseling, and psychological testing handled by a psychometrician and a psychological test in-charge.
9. **Broad scholarship and financial assistance.** 1,879 students benefited from 24 scholarship programs in SY 2025–2026, supported by scholarship administration, scanning and monitoring, and regular calls for applications and surveys.
10. **Student leadership development.** The USM LEAP (Leaders' Engagement for Accelerated Performance) Academy trains student leaders in strategic and operational planning, with lectures delivered by University officials and the Student Development Services head.
11. **Active student government and organizations.** The University Student Government and accredited organizations hold flagship events such as Pasiklaban 2026, with multi-day competitions in sports, arts, literary and cultural events.
12. **Support for students' academic and professional goals.** Student organizations such as the JPIA USM Chapter compete in intercollegiate events and hold activities for CPA licensure examinees, supported by the OSA.
13. **Inclusive and multi-faith services.** The Diversity and Integrative Services Department provides multi-faith and peace advocacy services, services for students with special needs, and the Bai Matabay Plang Legacy activities; the Gender and Development Office addresses reproductive health and HIV education.

14. **Online and accessible services.** Admission (USMCEE registration), scholarship calls and surveys, and announcements are released online and through official social media pages.
15. **Documented accomplishments and performance review.** The OSA prepares an annual Narrative Accomplishment Report and holds a Year-End Performance Management Review with staff to assess results and plan improvements.
16. **Dedicated budget.** A Special Budget for CY 2025 under tuition funds is allocated to the Student Affairs and Services for operations, training, travel, supplies, utilities and equipment.

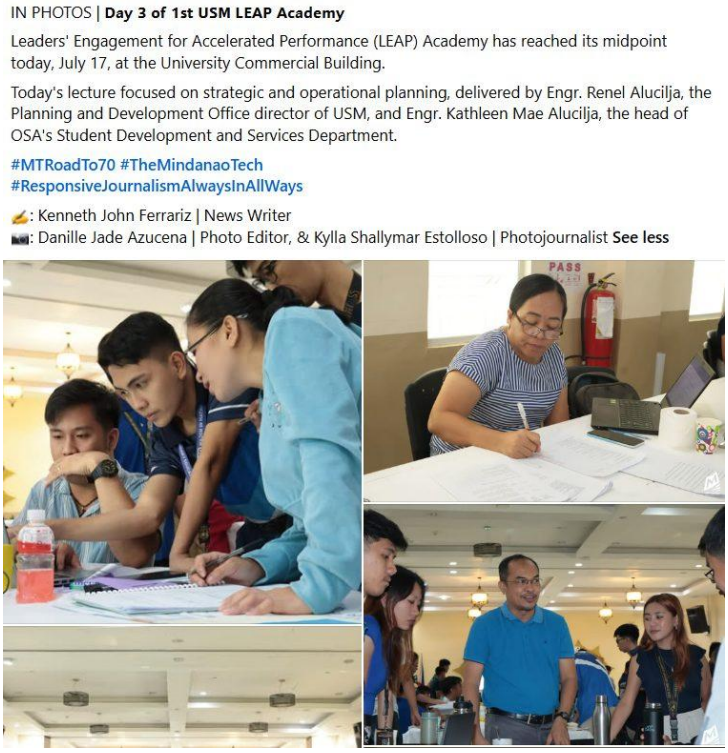


Figure 13. USM LEAP Academy, Day 3: leadership training for student leaders.



Figure 14. Pasiklaban 2026 event calendar.



Figure 15. University Student Government official page featuring Pasiklaban 2026.

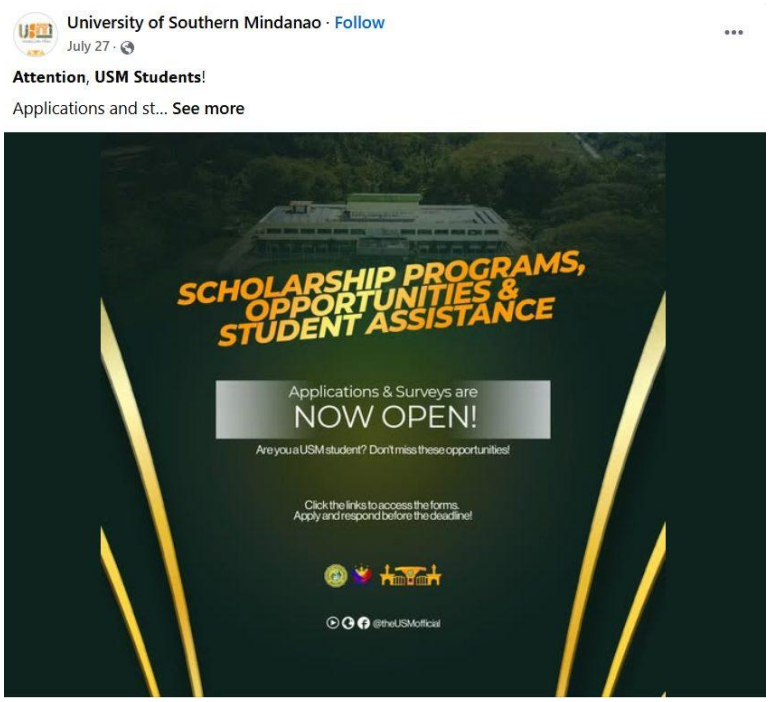


Figure 16. Call for Scholarship Programs, Opportunities and Student Assistance.



Figure 17. USMCEE registration announcement for A.Y. 2026–2027.



Figure 18. Year-End Performance Management Review of the Office of Student Affairs.

Overview and Compliance Matrix- PARAMETER B- STUDENT WELFARE

This document presents the evidence of the University of Southern Mindanao (USM) for **Area IV – Support to Students, Parameter B – Student Welfare**, in support of the accreditation of the BS Management Accounting program. It is organized according to the four parts required by the accreditation instrument: (1) System – Inputs and Processes, (2) Implementation, (3) Outcomes, and (4) Best Practices. Student welfare services at USM are delivered by the Office of Student Affairs (OSA) through its Counseling and Career Department (CCD), working with College Guidance Coordinators (CGCs) in every college and institute and with the Student Peer Facilitators Organization (SPFO).

Table 1. Compliance matrix: what the instrument requires and where it is answered

Requirement	Where addressed	Principal evidence
1. System – Inputs and Processes		
Institutional guidelines on Information and Orientation of Students	Part 1, Section 1.1	Student Handbook Art. 220 and Art. 219 Sec. 7(b)
Duly approved Student Handbook	Part 1, Section 1.2	Student Handbook Chapter 63 (Student Welfare Services) and Chapter 69 (Diversity and Integrative Services)
Approved Guidance and Counseling Program	Part 1, Section 1.3	Art. 219; CCD Calendar of Activities, 2nd Sem SY 2025–2026, signed and approved by the OSA Director
Legal documents (RA 9262, Anti-Bullying Act, drug abuse guidelines, RA 7877, RA 9442)	Part 1, Section 1.4	RA 9262 text; information materials for each law and related concerns
2. Implementation		
Information and Orientation Services	Part 2, Section 2.1	Orientation, Group Growth Program, Guidance Seminar Series, IEC materials
Guidance program and its services (table)	Part 2, Section 2.2	Table 2; personnel credentials, facilities, records, testing, counseling, referral
Career and Job Placement Services	Part 2, Section 2.3	Labor Education, Pre-employment Coaching, Job Fair 2025, job postings, exit survey
Economic Enterprise Development	Part 2, Section 2.4	Student laboratory activities, SOALIS, OSA student-support programs
Student Handbook Development	Part 2, Section 2.5	Student Code revision consultation; OSA production of the Student Manual
3. Outcomes	Part 3	Reach and results of services; satisfaction ratings; photo documentation
4. Best Practices	Part 4	Fifteen practices with supporting evidence

A cross-reference between this document and the indicator codes used in the separately submitted files (S.1–S.15, I.1–I.19, O.1) is given in **Annex A**.

Part 1. System – Inputs and Processes

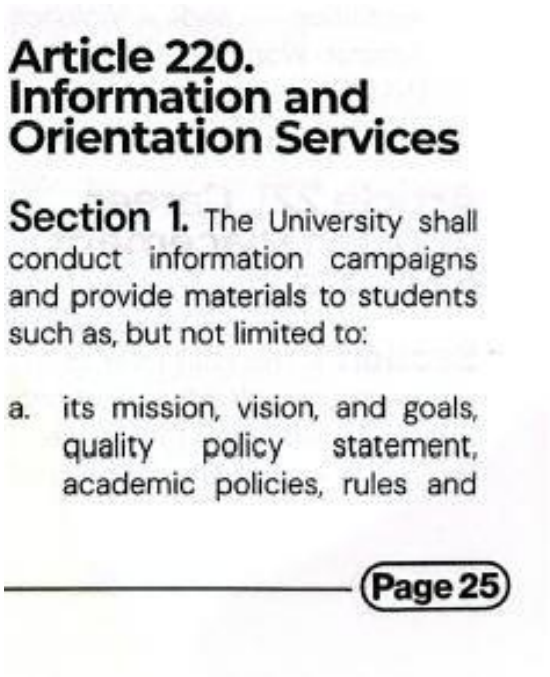
1.1 Institutional guidelines on Information and Orientation of Students

The University's guidelines on information and orientation are contained in the Student Handbook, **Chapter 63, Article 220 – Information and Orientation Services**. Section 1 directs the University to conduct information campaigns and provide materials to students, including but not limited to:

- the University's mission, vision and goals, quality policy statement, academic policies, rules and regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for the student's resettlement, growth and development;
- organized, updated and readily available educational, career, and personal/social materials in different accessible formats; and
- statutes affecting students, such as anti-sexual harassment, biosecurity, culture sensitivity, disaster risk reduction and management, drug abuse prevention and control, gender and development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and violence against women and children (VAWC).

Article 219, Section 7(b) adds that the Guidance and Counseling Section shall spearhead a regular, comprehensive orientation program for new and continuing students that responds to their needs, including orientation on the dynamics and nature of persons with disabilities. Under Article 219, Section 4(e), the faculty members designated as College Guidance Coordinators prepare a college briefer for orientation.

How the guidelines are put into practice. The CCD sets the orientation and information activities in its annual Calendar of Activities (see Section 1.3), delivers them through the CGCs and the SPFO in each college, and supports them with printed and online information, education and communication (IEC) materials (see Section 1.4).



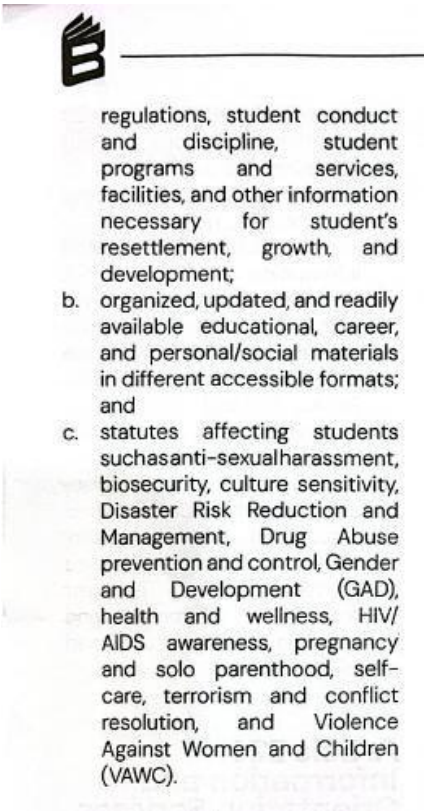
Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

a. its mission, vision, and goals, quality policy statement, academic policies, rules and

Page 25

Figure 1. Student Handbook, Article 220 (start), p. 25



regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for student's resettlement, growth, and development;

b. organized, updated, and readily available educational, career, and personal/social materials in different accessible formats; and

c. statutes affecting students such as anti-sexual harassment, biosecurity, culture sensitivity, Disaster Risk Reduction and Management, Drug Abuse prevention and control, Gender and Development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and Violence Against Women and Children (VAWC).

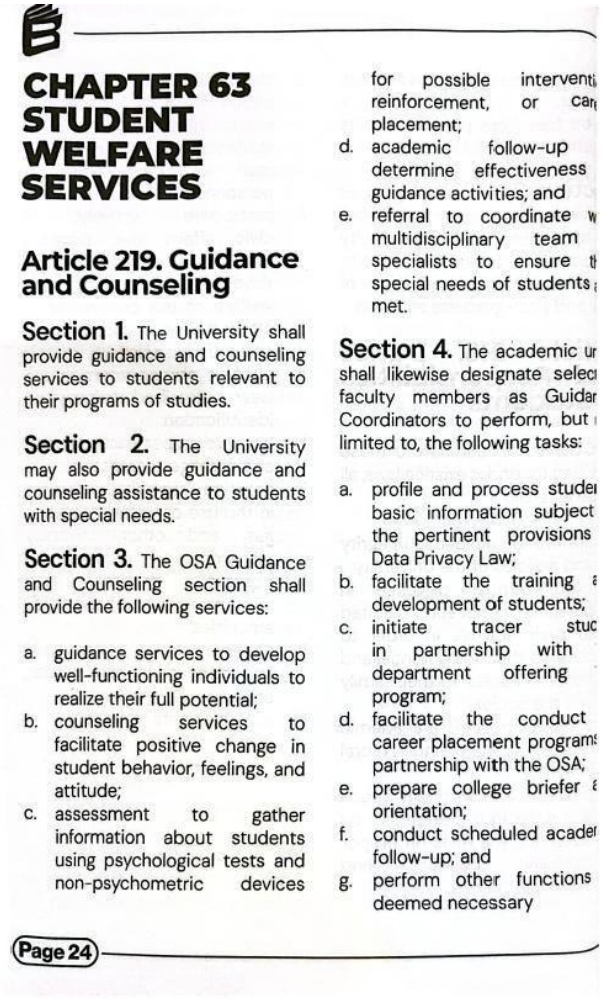
Figure 2. Student Handbook, Article 220 (continuation)

1.2 The duly approved Student Handbook

The Student Handbook contains **Chapter 63 – Student Welfare Services**, which sets out the University's commitments on:

- **Article 219 – Guidance and Counseling** (guidance, counseling, assessment, academic follow-up and referral; CGC functions; registered guidance counselors; standard counseling rooms; cumulative records consistent with the Data Privacy Act; a well-planned assessment program administered by licensed psychometricians);
- **Article 220 – Information and Orientation Services** (Section 1.1 above);
- **Article 221 – Career and Job Placement Services** (data appraisal of students for career placement, periodic tracer studies for all programs, career guidance and advisory services, job fairs, career seminars, resume writing and e-portfolio clinics, skills training, and liaison with the Department of Labor and Employment and the Public Employment Service Office); and
- **Article 222 – Health Services** (primary health care and wellness programs for students, conducted by licensed professionals).

Chapter 69 – Diversity and Integrative Services (Articles 249 and 250) provides for multi-faith service and for programs, activities and accommodations for persons with special needs, working students, orphans, expectant mothers, senior citizens, and students with health problems, together with measures that promote cultural identity, creativity, sensitivity and tolerance.



CHAPTER 63
STUDENT WELFARE SERVICES

Article 219. Guidance and Counseling

Section 1. The University shall provide guidance and counseling services to students relevant to their programs of studies.

Section 2. The University may also provide guidance and counseling assistance to students with special needs.

Section 3. The OSA Guidance and Counseling section shall provide the following services:

a. guidance services to develop well-functioning individuals to realize their full potential;
b. counseling services to facilitate positive change in student behavior, feelings, and attitude;
c. assessment to gather information about students using psychological tests and non-psychometric devices for possible interventi reinforcement, or car placement;
d. academic follow-up determine effectiveness guidance activities; and
e. referral to coordinate multidisciplinary team specialists to ensure t special needs of students met.

Section 4. The academic ur shall likewise designate selec faculty members as Guidar Coordinators to perform, but limited to, the following tasks:

a. profile and process stude basic information subject the pertinent provisions Data Privacy Law;
b. facilitate the training development of students;
c. initiate tracer stuc in partnership with department offering program;
d. facilitate the conduct career placement program partnership with the OSA;
e. prepare college briefer orientation;
f. conduct scheduled acade follow-up; and
g. perform other functions deemed necessary

Page 24

Figure 3. Student Handbook, Chapter 63, Art. 219, p. 24



Section 5. The University shall deploy adequate number of registered guidance counselors, as required by law, to undertake gender- sensitive individual and group counseling.

Section 6. The University Guidance Center shall maintain standard counseling rooms to ensure the privacy and confidentiality of data, practice, and counseling sessions, in accordance with law and existing policy.

Section 7. The Guidance and Counseling Section shall, as much as practicable:

a. administer appropriate and pro-active intervention programs and strategies such as, but not limited to, group growth and tutorial program to ensure that every student's need for guidance and counseling and psycho-social services is provided;
b. spearhead the conduct of regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities;
c. maintain individual student cumulative record which contains relevant and updated information such as, but not limited to, family background, test data, and disability records, consistent with the relevant provisions of Data Privacy Act; and
d. provide a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by licensed psychometricians. The test results are interpreted and released to the concerned client.

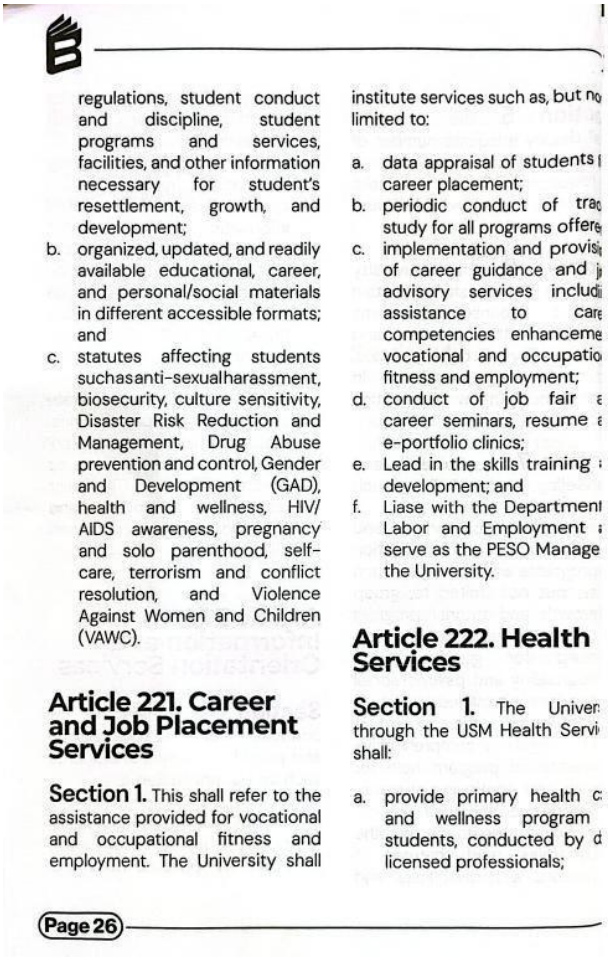
Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

a. its mission, vision, and goals, quality policy statement, academic policies, rules and

Page 25

Figure 4. Student Handbook, Art. 219 (cont.) and Art. 220, p. 25



regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for student's resettlement, growth, and development;

b. organized, updated, and readily available educational, career, and personal/social materials in different accessible formats; and

c. statutes affecting students such as anti-sexual harassment, biosecurity, culture sensitivity, Disaster Risk Reduction and Management, Drug Abuse prevention and control, Gender and Development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and Violence Against Women and Children (VAWC).

Article 221. Career and Job Placement Services

Section 1. This shall refer to the assistance provided for vocational and occupational fitness and employment. The University shall institute services such as, but no limited to:

a. data appraisal of students career placement;
b. periodic conduct of trac study for all programs offere
c. implementation and provisi of career guidance and j advisory services includi assistance to care competencies enhanceme vocational and occupatio fitness and employment;
d. conduct of job fair a career seminars, resume a e-portfolio clinics;
e. Lead in the skills training development; and
f. Liase with the Department Labor and Employment serve as the PESO Manage the University.

Article 222. Health Services

Section 1. The Univer through the USM Health Servi shall:

a. provide primary health c and wellness program students, conducted by d licensed professionals;

Page 26

Figure 5. Student Handbook, Art. 220–222, p. 26



CHAPTER 69 DIVERSITY AND INTEGRATIVE SERVICES

Article 249. Multi-Faith Service

Section 1. The University shall provide an environment conducive to free expression of one's religious and cultural orientation in accordance with institutional principles and policies.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

a. ensure that the right of religion and indigenous belief is respected;
b. provide mechanism for the use of facilities;
c. conduct inter-faith dialogues;
d. supervise campus ministry programs and indigenous belief practices;
e. supervise religious and indigenous belief organizations in coordination with the OSA's Student Development Services Department; and
f. promote cultural identity, practice, sensitivity, and tolerance

Article 250. Diversity and Affirmative Action

Section 1. The University shall provide programs and activities designed to provide equal opportunities to students with special needs such as the Persons with Special Needs, indigenous peoples, solo parents, working students, orphans, expectant mothers, senior citizen students, and those with gender issues and health problems.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

a. conduct programs for life skills training such as conflict management and counseling or testing referrals whenever necessary;
b. ensure that academic accommodation is made available to PWDs and learners with special needs, upon proper consultation

Page 4

Figure 6. Student Handbook, Chapter 69 – Diversity and Integrative Services

1.3 The approved Guidance and Counseling Program

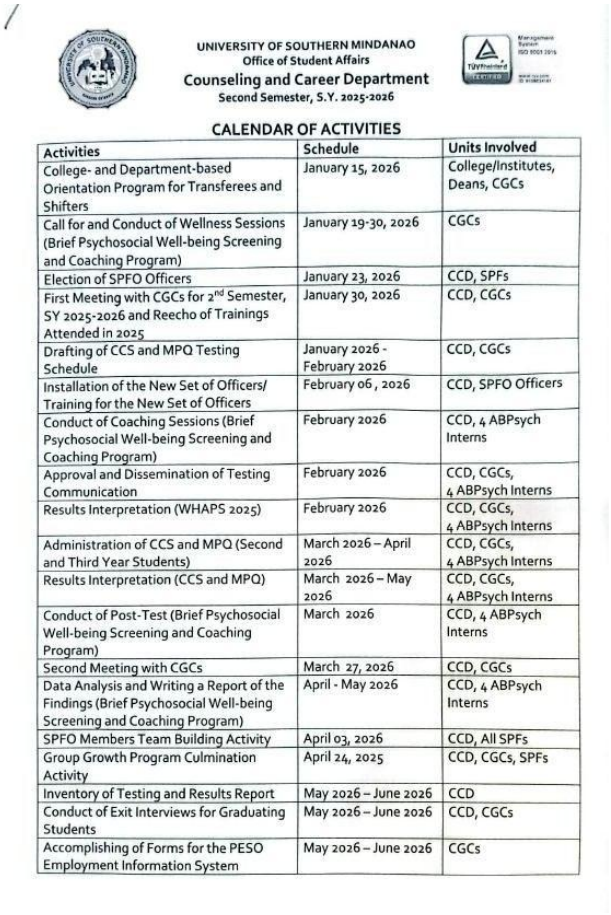
The Guidance and Counseling Program is anchored on Article 219, Section 3 of the Student Handbook, under which the OSA Guidance and Counseling Section provides **(a)** guidance services to develop well-functioning individuals who realize their full potential; **(b)** counseling services that facilitate positive change in student behavior, feelings and attitude; **(c)** assessment of students through psychological tests and non-psychometric devices for possible intervention, reinforcement or placement; **(d)** academic follow-up; and **(e)** referral to multidisciplinary specialists to meet students' special needs. These are organized into the five program services: **information and inventory, counseling, appraisal and testing, placement and follow-up, and referral.**

The program is carried out through the CCD's **Calendar of Activities**, prepared by the Testing In-charge and the University Guidance Counselor, noted by the Head of the Counseling and Career Department, and **approved by the OSA Director, Dr. Maria Leida M. Donque**. The calendar for the Second Semester, SY 2025–2026 is reproduced below and shown in the signed copies that follow.

Table 2a. CCD Calendar of Activities, Second Semester, SY 2025–2026

Activity	Schedule	Units involved
College and department-based orientation program for transferees and shifters	January 15, 2026	Colleges/institutes, Deans, CGCs
Call for and conduct of wellness sessions (Brief Psychosocial Well-being Screening and Coaching Program)	January 19–30, 2026	CGCs
Election of SPFO officers	January 23, 2026	CCD, SPFs

Activity	Schedule	Units involved
First meeting with CGCs for 2nd Semester and re-echo of trainings attended in 2025	January 30, 2026	CCD, CGCs
Drafting of CCS and MPQ testing schedule	January–February 2026	CCD, CGCs
Installation and training of the new set of SPFO officers	February 6, 2026	CCD, SPFO officers
Conduct of coaching sessions (Brief Psychosocial Well-being Screening and Coaching Program)	February 2026	CCD, CGCs, ABPsych interns
Approval and dissemination of testing communication	February 2026	CCD, CGCs, ABPsych interns
Results interpretation (WHAPS 2025)	February 2026	CCD, CGCs, ABPsych interns
Administration of CCS and MPQ (second- and third-year students)	March–April 2026	CCD, CGCs, ABPsych interns
Results interpretation (CCS and MPQ)	March–May 2026	CCD, CGCs, ABPsych interns
Conduct of post-test (Brief Psychosocial Well-being Screening and Coaching Program)	March 2026	CCD, ABPsych interns
Second meeting with CGCs	March 27, 2026	CCD, CGCs
Data analysis and report of findings (Brief Psychosocial Well-being Screening and Coaching Program)	April–May 2026	CCD, ABPsych interns
SPFO members' team-building activity	April 3, 2026	CCD, all SPFs
Group Growth Program culmination activity	April 24 (as printed)	CCD, CGCs, SPFs
Inventory of testing and results report	May–June 2026	CCD
Conduct of exit interviews for graduating students	May–June 2026	CCD, CGCs
Accomplishing forms for the PESO Employment Information System	May–June 2026	CGCs
PGCA Annual Conference	May 2026 (TBA)	CCD, CGCs
Seminar 1: Labor Education for Graduating Students	May 29, 2026 (AM)	CCD, CGCs, SPFs
Seminar 2: Pre-employment Coaching Workshop (application letter, resume writing, job interview skills)	May 29, 2026 (PM)	CCD, CGCs, SPFs
Job Fair (graduating students, alumni)	June 5, 2026	CCD, CGCs, DOLE, PESO
Third meeting with CGCs	June 19, 2026	CCD, CGCs
Planning and team building / rest and recreation	June 26–27, 2026	CCD, CGCs
Suicide prevention, intervention and postvention strategies / orientation on the University Suicide Protocol	July 17, 2026	CCD, CGCs, OSA, Infirmary, resource speakers

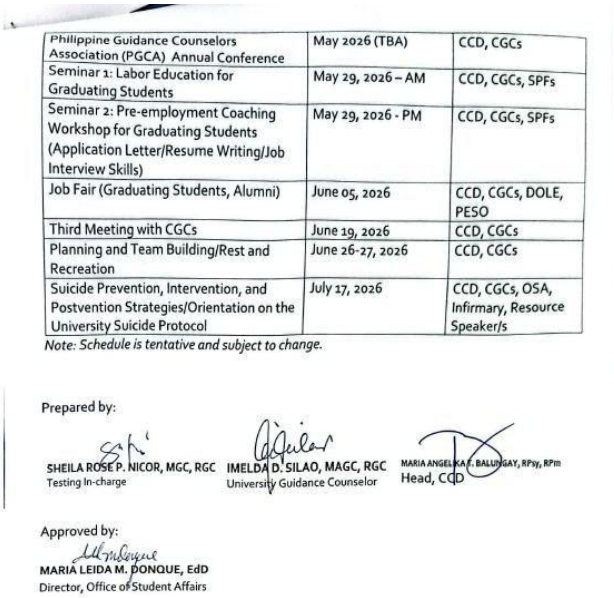


UNIVERSITY OF SOUTHERN MINDANAO
Office of Student Affairs
Counseling and Career Department
Second Semester, S.Y. 2025-2026

CALENDAR OF ACTIVITIES

Activities	Schedule	Units Involved
College- and Department-based Orientation Program for Transferees and Shifters	January 15, 2026	College/Institutes, Deans, CGCs
Call for and Conduct of Wellness Sessions (Brief Psychosocial Well-being Screening and Coaching Program)	January 19-30, 2026	CGCs
Election of SPFO Officers	January 23, 2026	CCD, SPFs
First Meeting with CGCs for 2nd Semester, SY 2025-2026 and Reecho of Trainings Attended in 2025	January 30, 2026	CCD, CGCs
Drafting of CCS and MPQ Testing Schedule	January 2026 - February 2026	CCD, CGCs
Installation of the New Set of Officers/ Training for the New Set of Officers	February 06 , 2026	CCD, SPFO Officers
Conduct of Coaching Sessions (Brief Psychosocial Well-being Screening and Coaching Program)	February 2026	CCD, 4 ABPsych Interns
Approval and Dissemination of Testing Communication	February 2026	CCD, CGCs, 4 ABPsych Interns
Results Interpretation (WHAPS 2025)	February 2026	CCD, CGCs, 4 ABPsych Interns
Administration of CCS and MPQ (Second and Third Year Students)	March 2026 – April 2026	CCD, CGCs, 4 ABPsych Interns
Results Interpretation (CCS and MPQ)	March 2026 – May 2026	CCD, CGCs, 4 ABPsych Interns
Conduct of Post-Test (Brief Psychosocial Well-being Screening and Coaching Program)	March 2026	CCD, 4 ABPsych Interns
Second Meeting with CGCs	March 27, 2026	CCD, CGCs
Data Analysis and Writing a Report of the Findings (Brief Psychosocial Well-being Screening and Coaching Program)	April - May 2026	CCD, 4 ABPsych Interns
SPFO Members Team Building Activity	April 03, 2026	CCD, All SPFs
Group Growth Program Culmination Activity	April 24, 2025	CCD, CGCs, SPFs
Inventory of Testing and Results Report	May 2026 – June 2026	CCD
Conduct of Exit Interviews for Graduating Students	May 2026 – June 2026	CCD, CGCs
Accomplishing of Forms for the PESO Employment Information System	May 2026 – June 2026	CGCs

Figure 7. Calendar of Activities, 2nd Sem SY 2025–2026 (p. 1)



Philippine Guidance Counselors Association (PGCA) Annual Conference	May 2026 (TBA)	CCD, CGCs
Seminar 1: Labor Education for Graduating Students	May 29, 2026 – AM	CCD, CGCs, SPFs
Seminar 2: Pre-employment Coaching Workshop for Graduating Students (Application Letter/Resume Writing/Job Interview Skills)	May 29, 2026 - PM	CCD, CGCs, SPFs
Job Fair (Graduating Students, Alumni)	June 05, 2026	CCD, CGCs, DOLE, PESO
Third Meeting with CGCs	June 19, 2026	CCD, CGCs
Planning and Team Building/Rest and Recreation	June 26-27, 2026	CCD, CGCs
Suicide Prevention, Intervention, and Postvention Strategies/Orientation on the University Suicide Protocol	July 17, 2026	CCD, CGCs, OSA, Infirmary, Resource Speaker/s

Note: Schedule is tentative and subject to change.

Prepared by:

SHEILA ROSE P. NICOR, MGC, RGC
Testing In-charge

IMELDA D. SILAO, MAGC, RGC
University Guidance Counselor

MARIA ANGELIKA F. BALUBAGAY, RPsy, RPm
Head, CCD

Approved by:

MARIA LEIDA M. DONQUE, EdD
Director, Office of Student Affairs

Figure 8. Calendar of Activities (p. 2), with signatures and OSA Director approval

1.4 Legal documents and related information materials

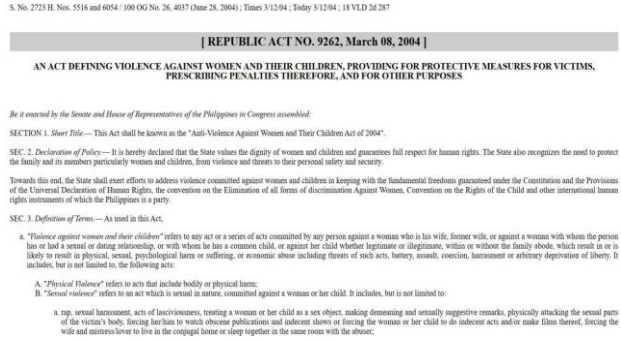
The University makes the following laws and concerns known to students through the Student Handbook (Art. 220), orientation, seminars, and printed and online IEC materials. Evidence for each is shown after the table.

Table 3. Laws and concerns covered, with the evidence presented

Law / concern	Evidence presented
R.A. 9262 – Anti-Violence Against Women and Their Children Act of 2004	Full text of the Act (approved March 8, 2004); Gender Equality poster; USM GAD Helpline
Anti-Bullying Act	Anti-bullying posters (“Understanding and Taking Action”; “We Stand Against Bullying”) from the Gender and Development Office
Guidelines on drug abuse prevention and control	“Drug Abuse Prevention” information material (effects, call to action); Handbook Art. 220 Sec. 1(c)
R.A. 7877 – Anti-Sexual Harassment Act of 1995	Seminar program “Combatting Harassment and Sexual Misconduct” (Counseling and Career Department); Seminar 2 of the Guidance Seminar Series
HIV/AIDS awareness	“HIV in the Philippines” awareness material (#StayNegatHIVe)
Self-care and healthy lifestyles	#WellnessWednesday breathing techniques; “Feeling Anxious and Distressed?” seminar program; “A Wise Mind Accepts”; Guidance Corner; “Health+Goals: 5 Ways to Wellbeing”, “What is Anxiety and How to Lessen It?”, and “Positive Self-Talk” brochures

Law / concern	Evidence presented
R.A. 9442 – public ridicule and vilification of persons with disability	R.A. 9442 information material (prohibited acts, key points, who is protected)

R.A. 9262 – Anti-VAWC Act and gender equality



S. No. 2723 H. Nos. 5516 and 6054 / 100 OG No. 26, 4037 (June 28, 2004) ; Times 3/12/04 ; Today 3/12/04 ; 18 VLD 2d 287

[REPUBLIC ACT NO. 9262, March 08, 2004]

AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

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

SECTION 1. *Short Title.*— This Act shall be known as the "Anti-Violence Against Women and Their Children Act of 2004".

SEC. 2. *Declaration of Policy.* — It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

SEC. 3. *Definition of Terms.* — As used in this Act,

a. *"Violence against women and their children"* refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

A. *"Physical Violence"* refers to acts that include bodily or physical harm;
B. *"Sexual violence"* refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:

a. rap, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;

Figure 9. R.A. 9262, text of the Act (1)



SEC. 46. *Implementing Rules and Regulations.* — Within six (6) months from the approval of this Act, the DOJ, the NCRFW, the DSWD, the DILG, the DOH, and the PNP, and three (3) representatives from NGOs to be identified by the NCRFW, shall promulgate the Implementing Rules and Regulations (IRR) of this Act.

SEC. 47. *Suppletory Application.* — For purposes of this Act, the Revised Penal Code and other applicable laws, shall have suppletory application.

SEC. 48. *Separability Clause.* — If any section or provision of this Act is held unconstitutional or invalid, the other sections or provisions shall not be affected.

SEC. 49. *Repealing Clause.* — All laws, Presidential decrees, executive orders and rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 50. *Effectivity.* — This Act shall take effect fifteen (15) days from the date of its complete publication in at least two (2) newspapers of general circulation.

Approved,

(Sgd.) FRANKLIN M. DRILON
President of the Senate

(Sgd.) JOSE DE VENECIA JR.
Speaker of the House of Representatives

This Act, which is a consolidation of Senate Bill No. 2723 and House Bill Nos. 5516 and 6054, was finally passed by the Senate and the House of Representatives on January 29, 2004 and February 2, 2004, respectively.

(Sgd.) OSCAR G. YABES
Secretary of the Senate

(Sgd.) ROBERTO P. NAZARENO
Secretary General House of Representatives

Approved: MAR 08 2004

(Sgd.) GLORIA MACAPAGAL - ARROYO
President of the Philippines

Figure 10. R.A. 9262, text of the Act (2), approved March 8, 2004

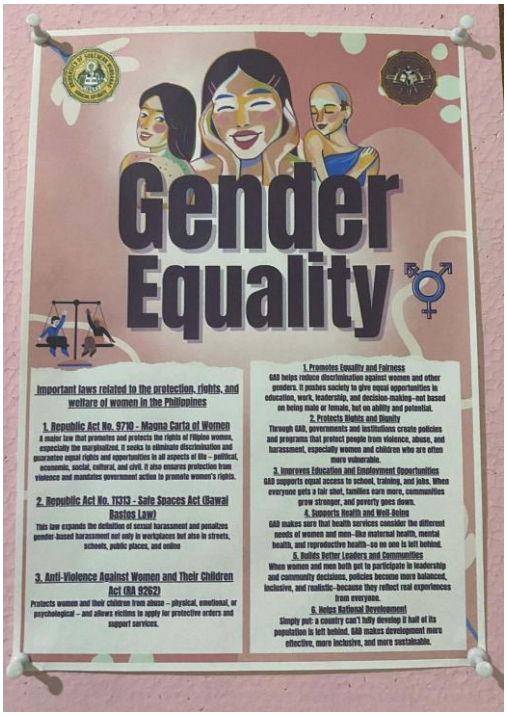


Figure 11. Gender Equality information poster



Figure 12. USM GAD Helpline

Anti-Bullying Act

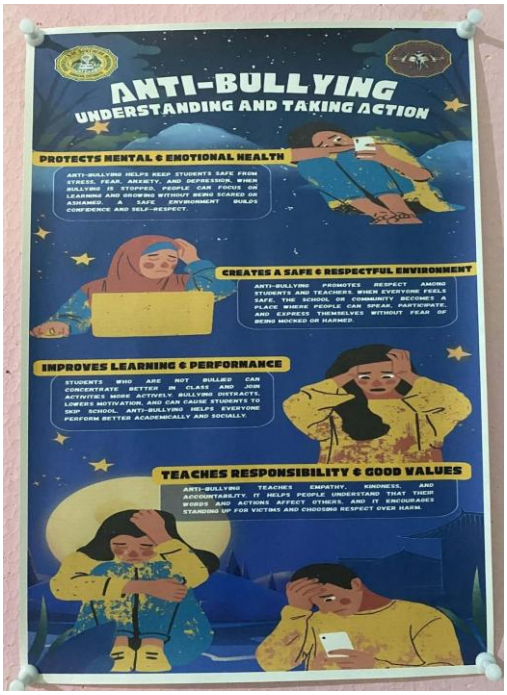


Figure 13. Anti-bullying poster: understanding and taking action



Figure 14. Gender and Development Office: "We Stand Against Bullying"

Guidelines on drug abuse prevention and control



Figure 15. Drug Abuse Prevention information material

R.A. 7877 – Anti-Sexual Harassment Act

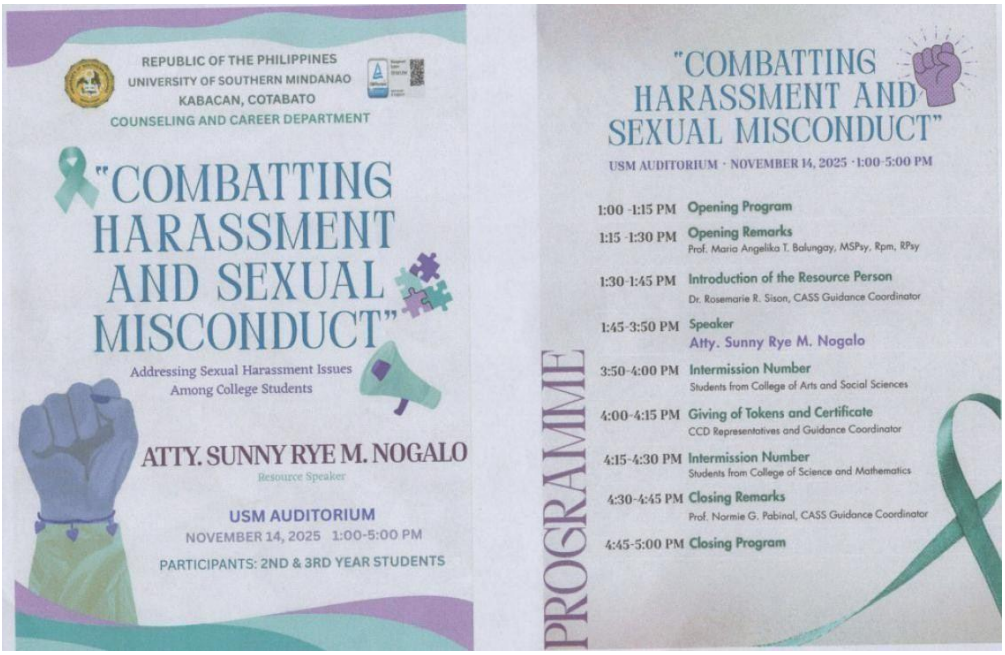


Figure 16. Seminar program: Combatting Harassment and Sexual Misconduct

HIV/AIDS awareness



Figure 17. HIV awareness material: #StayNegatHIVe

Self-care and healthy lifestyles

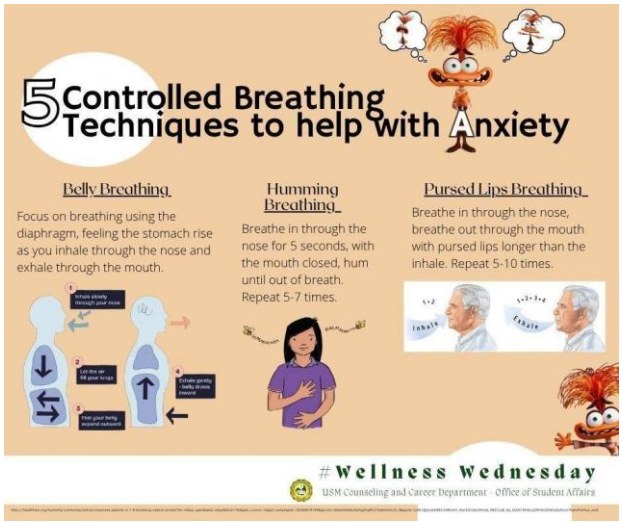


Figure 18. #WellnessWednesday: controlled breathing techniques

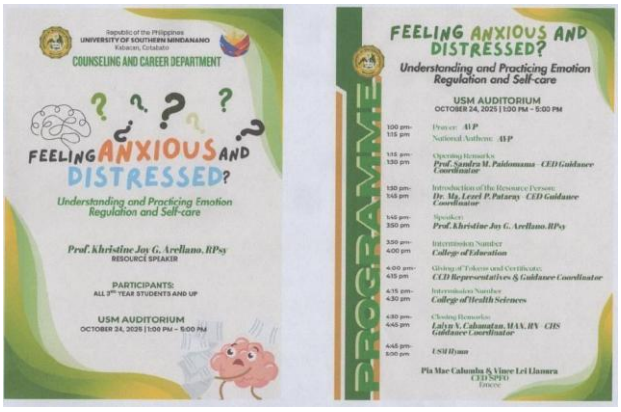


Figure 19. Seminar program: Feeling Anxious and Distressed?



Figure 20. "A Wise Mind Accepts" information material

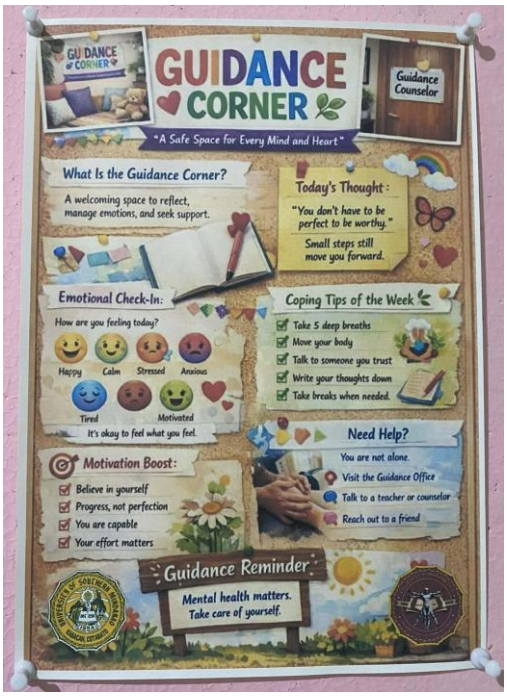


Figure 21. Guidance Corner: a safe space for every mind and heart



Figure 22. Brochure: What is anxiety and how to lessen it?

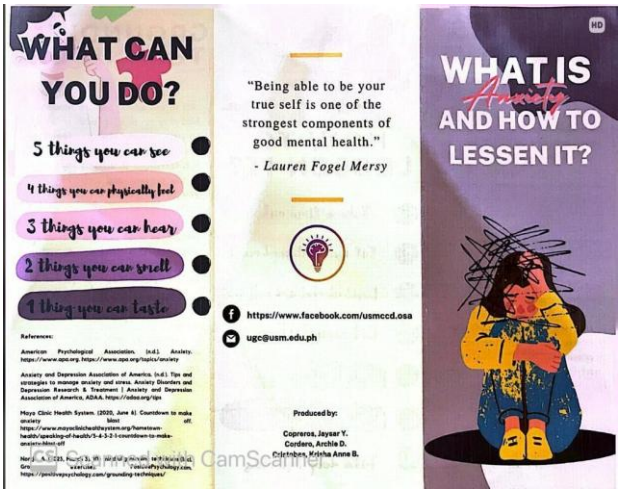


Figure 23. Brochure: What can you do? (outside panels)

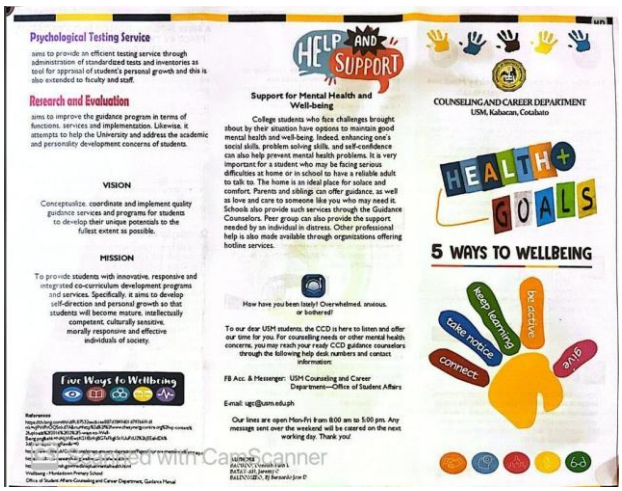


Figure 24. Brochure: Support for mental health and well-being



Figure 25. Brochure: healthy self-concept and services of the CCD

R.A. 9442 – public ridicule and vilification against persons with disability



Figure 26. R.A. 9442 information material

Part 2. Implementation

2.1 Information and Orientation Services

The University's information and orientation services are implemented at three levels: university-wide programs, college-based orientation, and continuous information dissemination.

Orientation programs

- **Orientation for transferees and shifters.** For the second semester of SY 2024–2025, the CCD, through the CGCs, hosted college- and department-based orientation for **124 transferees and shifters** to ensure a smooth transition and to familiarize them with college and department policies, academic requirements, support services and community culture. Of the 12 colleges/institutes, 11 (100% of those with transferees or shifters) held the orientation; one had no recorded transferees or new students. The activity is repeated each semester (scheduled January 15, 2026).
- **Group Growth Program (GGP) for freshmen and transferees.** The CCD, CGCs and student peer facilitators (SPFs) ran the GGP for all freshmen and transferees in SY 2024–2025. **2,989 freshmen and transferees completed the program**, and 26 outgoing SPFs were recognized for their service. The program culminated at the USM Auditorium on May 2.
- **Guidance Seminar Series.** Three seminars were held for students across year levels (September 12, October 24 and November 14, 2025). Seminar 1, "Grace Under Pressure: Etiquette Essentials in the University," was attended by **2,139 freshmen and transferees**; Seminar 3, "Feeling Anxious and Distressed?: Understanding and Practicing Emotion Regulation and Self-care," was attended by **785 third-year and higher students**, and the last two seminars were also streamed live on Facebook. Seminar 2, "Combatting Harassment and Sexual Misconduct," addresses RA 7877 and was programmed for second-year students.



Figure 27. Group Growth Program Culmination 2025, USM Auditorium



Figure 28. GGP session with freshmen and transferees



Figure 29. GGP peer facilitators and participants



Figure 30. GGP culmination activity

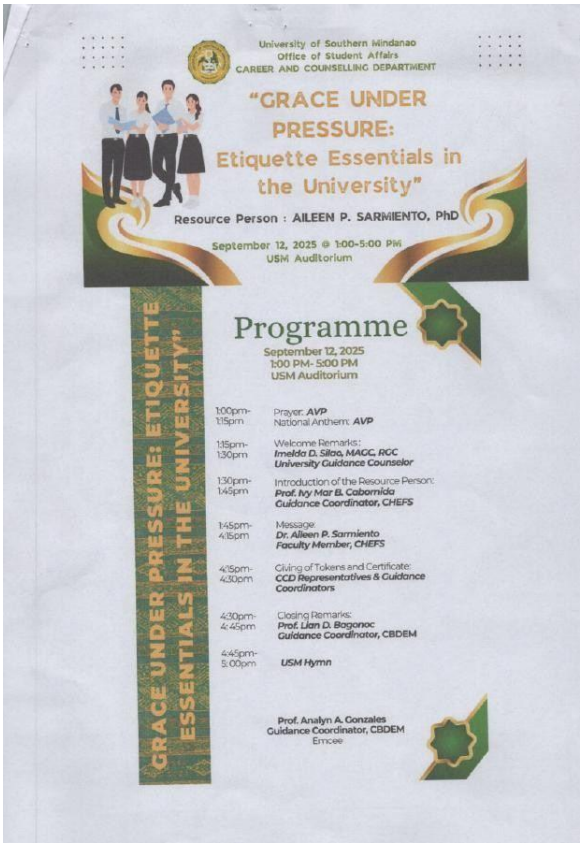


Figure 31. Guidance Seminar Series 1 programme

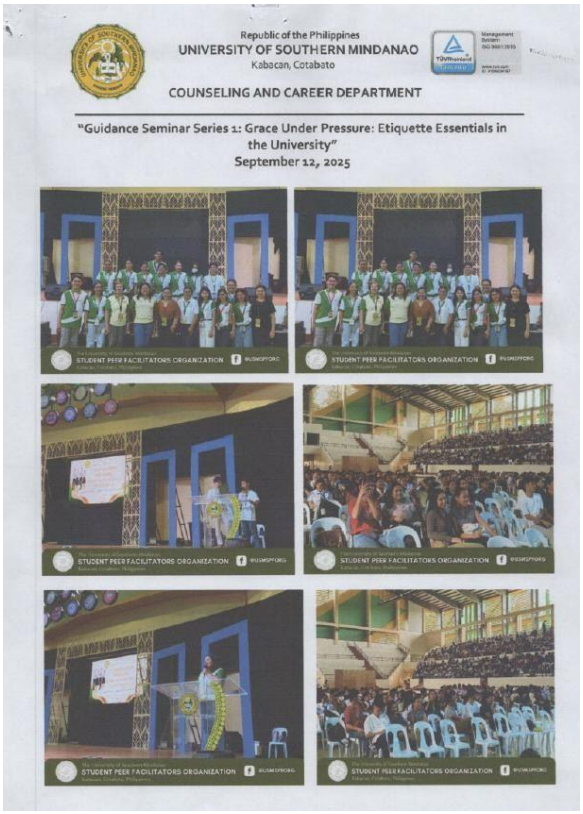
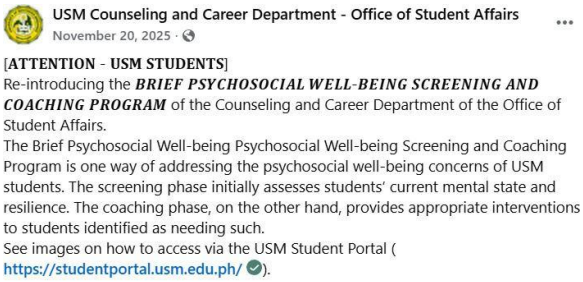


Figure 32. Guidance Seminar Series 1 photo documentation

Continuous information dissemination

- Printed and online IEC materials on the laws and concerns in Table 3, posted at the Guidance Corner and on the CCD–OSA Facebook page; **19 guidance-related IEC materials** were posted from July to December 2025.
- Announcements through the Student Portal, the USM AGAPAY Help Desk and social media (for example, the Brief Psychosocial Well-being Screening and Coaching Program, announced November 20, 2025).
- Published procedure for obtaining a Certificate of Good Moral Character; awareness posts on health observances such as Self-Injury Awareness Day.



USM Counseling and Career Department - Office of Student Affairs
November 20, 2025 ·

[ATTENTION - USM STUDENTS]
Re-introducing the ***BRIEF PSYCHOSOCIAL WELL-BEING SCREENING AND COACHING PROGRAM*** of the Counseling and Career Department of the Office of Student Affairs.
The Brief Psychosocial Well-being Psychosocial Well-being Screening and Coaching Program is one way of addressing the psychosocial well-being concerns of USM students. The screening phase initially assesses students' current mental state and resilience. The coaching phase, on the other hand, provides appropriate interventions to students identified as needing such.
See images on how to access via the USM Student Portal (https://studentportal.usm.edu.ph/).

The OSA-CCD will keep you posted on the results through your College Guidance Coordinators.

For more details, access the USM AGAPAY Help Desk (https://agapay.usm.edu.ph/auth/register/) and select "Psychological Testing for Students".
You may also visit us at the Counseling and Career Department (CCD) Office, USM Main Campus.

NOTE: The form is only accessible until **November 26, 2025**.

Figure 33. Announcement: Brief Psychosocial Well-being Screening and Coaching Program

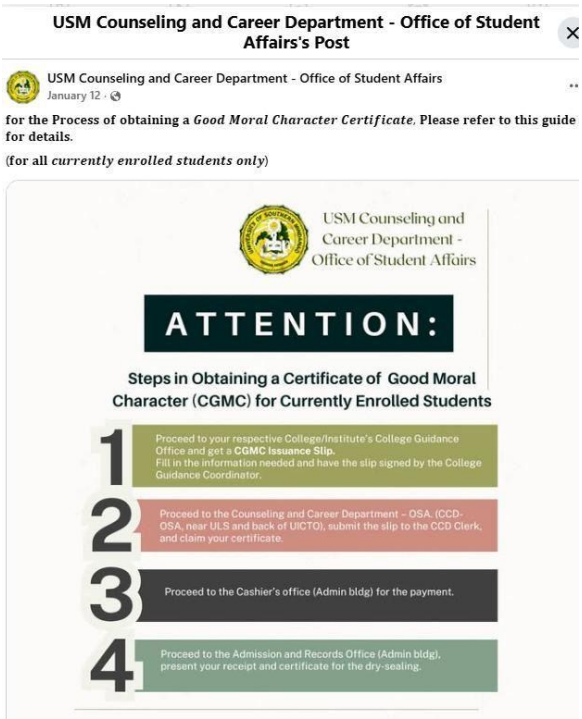


Figure 34. Steps in obtaining a Certificate of Good Moral Character



Figure 35. Information post: Self-Injury Awareness Day

2.2 The Guidance Program and its Services

Table 4 describes each guidance service, the projects and activities implemented, the system of monitoring and evaluation, and the status of implementation. Supporting evidence follows the table.

Table 4. Guidance services, projects, monitoring and evaluation, and status of implementation

Guidance services	Projects / activities implemented	System of monitoring and evaluation	Status of implementation
Information and inventory	• Individual Student Record (ISR): personal and family data, educational data, vocational and housing data, and psychological test results • Cumulative records kept in locked filing cabinets; record books and student logbooks per school year • Orientation and IEC campaigns; Guidance Corner; #WellnessWednesday	• Work Instruction for Accomplishing the OSA-CCD ISR (controlled document) • Annual inventory of testing and results report (May–June) • Regular CCD–CGC meetings (e.g., Nov. 21 and Dec. 11, 2025) • Satisfaction ratings of seminars	Implemented; updated every semester
Counseling	• Individual counseling (referred and walk-in): 23 students in 2nd Sem SY 2024–2025 and 41 in 1st Sem SY 2025–2026 • Group Growth Program: 2,989 freshmen and transferees completed • Brief Psychosocial Well-being Screening and Coaching Program (wellness sessions, coaching sessions, post-test) • Guidance Seminar Series; peer facilitation by the SPFO	• Plan of Intervention form (problem, risk assessment, target behaviors, plan of action, target date, actual results) • Pre/post-test and findings report for the coaching program • Seminar evaluation (Seminar 1 overall rating 3.55, “Very Satisfactory,” n = 1,217) • Semester accomplishment reports of the CCD	Implemented; counseling reported per semester; 2nd Sem SY 2025–2026 components scheduled in the Calendar of Activities
Appraisal and testing	• Career Competency Scale (CCS) for second-year students; Manchester Personality Questionnaire (MPQ) for third-year students; Work Habits, Attitudes and Productivity Scale (WHAPS) for fourth-year students • Testing schedules and communications to deans and faculty for each college • Results interpretation; psychological testing of 23 faculty and staff for employment (HRMDO request)	• Psychological Testing Inventory Report (examinees against expected number, per college and overall) • Turnout tables per semester • Report signed by the Testing In-charge, the Psychometrician and the CCD Head	Implemented every semester (turnout 79.97% to 100%; see Part 3)
Placement and follow-up	• Labor Education for Graduating Students; Pre-employment Coaching Seminar-Workshop; USM Job Fair 2025 • Job postings and advisories (60 in Jan–Jun 2025; 16 in Jul–Dec 2025) • Exit survey of graduating students; issuance of Certificates of Good Moral Character • Academic follow-up by CGCs (2,474 students in 2nd Sem SY 2024–2025); alumni career talks	• Attendance sheets and activity reports • Exit survey (Google Forms): 2,447 of 2,945 graduating students responded • Job fair results (hired on the spot; qualified upon submission of documents) • PESO Employment Information System forms accomplished by CGCs	Implemented; yearly cycle (labor education, coaching and job fair each year)
Referral	• Internal referral form (reasons: emotional/personal, social, academic, misbehavior, physical; priority: emergency, high, low) and external referral form and letter • Referrals to the USM Infirmary, OSA and resource specialists; suicide prevention, intervention and postvention protocol orientation • Student-support referrals: tutors, food coupons, uniforms, bicycles and financial assistance for students with special needs	• Referral forms with date received, referred-to office and priority level • Plan of Intervention for each referred student • CCD records of referred and walk-in clients per semester	Implemented; ongoing

Personnel: qualified and licensed staff

The program is delivered by licensed professionals who hold Professional Regulation Commission (PRC) licenses, supported by College Guidance Coordinators designated by the University (Special Orders) and by the Student Peer Facilitators Organization. Staff continue their professional development, for example through the PGCA annual and mid-year conventions, after which attendees re-echoed learnings to the CGCs on February 28, 2025.

Table 5. CCD personnel and credentials

Name	Position	Credential
Maria Angelika T. Balungay, MSPsy, RPm	Head, Counseling and Career Department	Licensed Psychologist (PRC) and Registered Psychometrician
Imelda D. Silao, MAGC, RGC	University Guidance Counselor; OIC Head, CCD (September 2025); University PESO Manager	Registered Guidance Counselor (PRC)
Sheila Rose P. Nicor, MAGC, RGC, LPT	Guidance Counselor; Testing In-charge	Registered Guidance Counselor (PRC); Licensed Professional Teacher
Rocelle Jean J. Yongque, RPm	Psychometrician	Registered Psychometrician (PRC)
Rostica E. Mendoza	CCD Clerk	Licensed Professional Teacher (PRC)
College Guidance Coordinators (CGCs)	One or more per college/institute, designated by the University	Designation orders on file; reporting to the CCD



Figure 36. PRC ID: Guidance Counselor

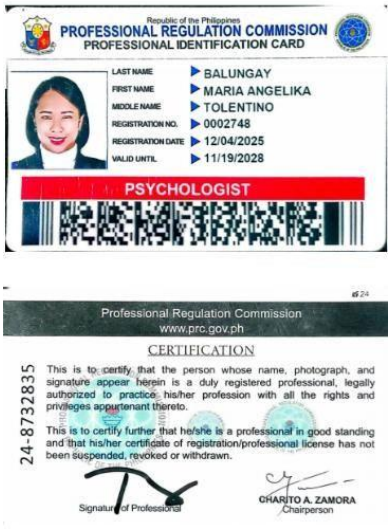


Figure 37. PRC ID: Psychologist



Figure 38. PRC ID: Psychometrician



Figure 39. PRC ID: Guidance Counselor (Nicor)



Figure 40. PRC certification (Nicor)





Figure 41. PRC ID: Professional Teacher (CCD Clerk)

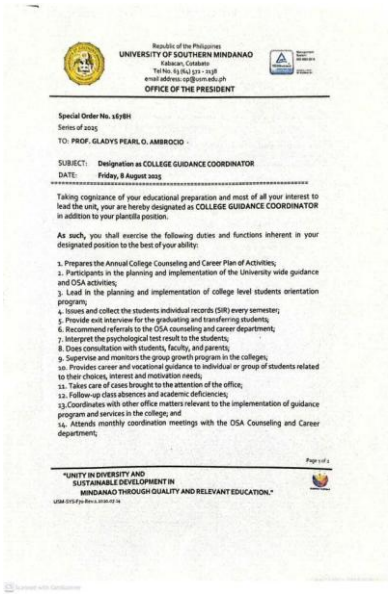


Figure 42. Designation as College Guidance Coordinator (1)



Figure 43. Designation (2)

Facilities and records

A dedicated **counseling room** provides privacy and confidentiality for counseling sessions, in line with Article 219, Section 6 of the Student Handbook. Student records are stored in lockable filing cabinets, and record books and student logbooks are kept for each school year. The Individual Student Record follows the OSA-CCD Work Instruction shown below, and the psychological test results portion of the record is not filled up by the student but by the CCD.



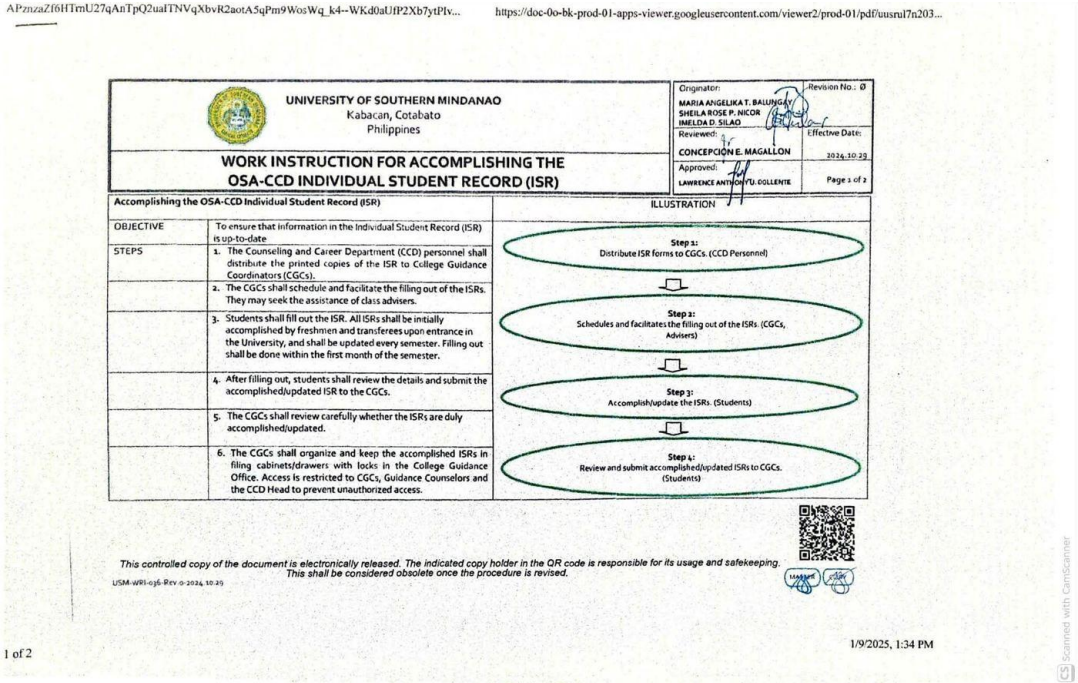
Figure 44. Counseling Room



Figure 45. Filing cabinets for student records



Figure 46. Record books and student logbooks, SY 2025–2026



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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Originator: MARIA ANGELIKA T. BALUNGAY, SHEILA ROSE P. NICOR, IMELDA D. SILAO
Revision No.: 0
Reviewed: CONCEPCION E. MAGALLON
Effective Date: 2024.10.29
Approved: LAWRENCE ANTHONY U. GOLLENTE
Page 1 of 2

WORK INSTRUCTION FOR ACCOMPLISHING THE OSA-CCD INDIVIDUAL STUDENT RECORD (ISR)

Accomplishing the OSA-CCD Individual Student Record (ISR)		ILLUSTRATION
OBJECTIVE	To ensure that information in the Individual Student Record (ISR) is up-to-date	
STEPS	1. The Counseling and Career Department (CCD) personnel shall distribute the printed copies of the ISR to College Guidance Coordinators (CGCs).	Step 1: Distribute ISR forms to CGCs. (CCD Personnel)
	2. The CGCs shall schedule and facilitate the filing out of the ISRs. They may seek the assistance of class advisers.	Step 2: Schedules and facilitates the filing out of the ISRs (CGCs, Advisers)
	3. Students shall fill out the ISR. All ISRs shall be initially accomplished by freshmen and transferees upon entrance in the University, and shall be updated every semester. Filling out shall be done within the first month of the semester.	Step 3: Accomplish/update the ISRs. (Students)
	4. After filling out, students shall review the details and submit the accomplished/updated ISR to the CGCs.	Step 4: Review and submit accomplished/updated ISRs to CGCs. (Students)
	5. The CGCs shall review carefully whether the ISRs are duly accomplished/updated.	
	6. The CGCs shall organize and keep the accomplished ISRs in filing cabinets/drawers with locks in the College Guidance Office. Access is restricted to CGCs, Guidance Counselors and the CCD Head to prevent unauthorized access.	

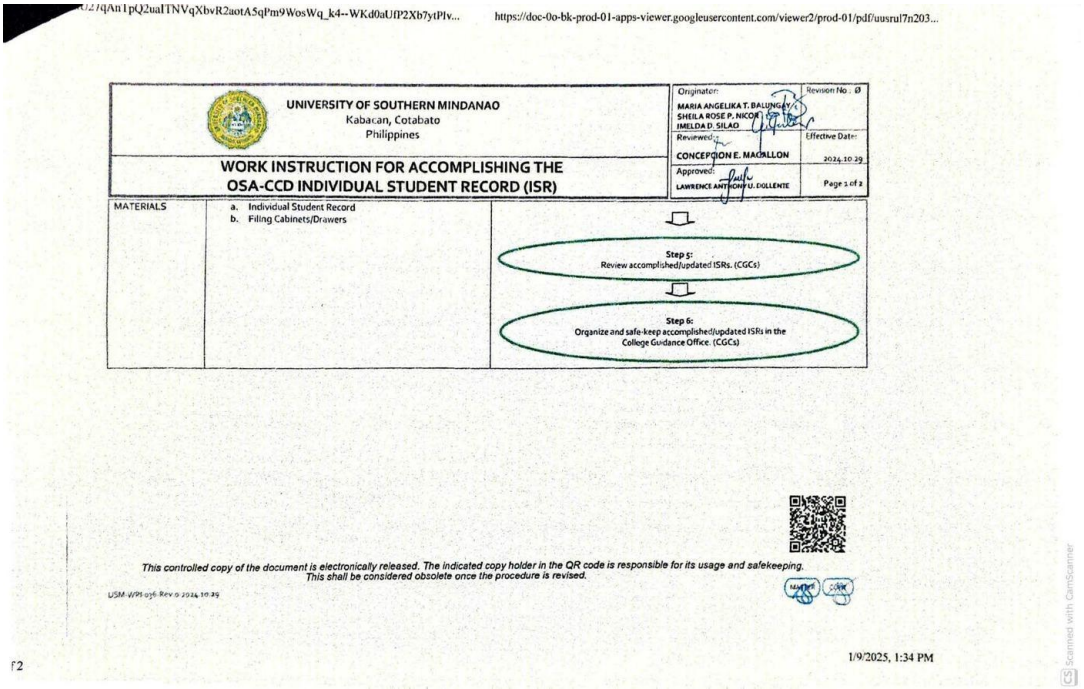
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USM-WRI-036-Rev 0-2024.10.29

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Figure 47. Work Instruction for accomplishing the OSA-CCD Individual Student Record (p. 1)



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

WORK INSTRUCTION FOR ACCOMPLISHING THE OSA-CCD INDIVIDUAL STUDENT RECORD (ISR)

Originator: MARIA ANGELIKA T. BALUNGAY, SHEILA ROSE P. NICOR, IMELDA D. SILAO
Revision No.: 0
Reviewed: CONCEPCION E. MACALLON
Effective Date: 2024.10.29
Approved: LAWRENCE ANTHONY U. DOLLENTE
Page 1 of 2

MATERIALS
a. Individual Student Record
b. Filing Cabinets/Drawers

Step 5: Review accomplished/updated ISRs. (CGCs)

Step 6: Organize and safe-keep accomplished/updated ISRs in the College Guidance Office. (CGCs)

This controlled copy of the document is electronically released. The indicated copy holder in the QR code is responsible for its usage and safekeeping. This shall be considered obsolete once the procedure is revised.

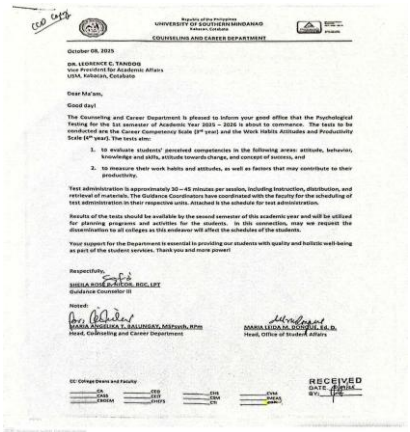
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Figure 48. Work Instruction for accomplishing the OSA-CCD Individual Student Record (p. 2)

Appraisal and testing

Psychological testing is planned each semester: the CCD sends communications and schedules to the deans, CGCs coordinate test administration with faculty, tests are administered, scored and interpreted by qualified staff, and results are summarized in the Psychological Testing Inventory Report. Test administration takes 30 to 45 minutes per session; results are made available to the University for use in planning programs and for the students.



UNIVERSITY OF SOUTHERN MINDANAO
COUNSELING AND CAREER DEPARTMENT

October 09, 2025

DR. LEORENCE C. TANDOG
Vice President for Academic Affairs
USM, Kabacan, Cotabato

Dear Ma'am,
Good day!

The Counseling and Career Department is pleased to inform your good office that the Psychological Testing for the 1st semester of Academic Year 2025 – 2026 is about to commence. The tests to be conducted are the Career Competency Scale (3rd year) and the Work Habits Attitudes and Productivity Scale (4th year). The tests aim:

1. to evaluate students' perceived competencies in the following areas: attitude, behavior, knowledge and skills, attitude towards change, and concept of success, and
2. to measure their work habits and attitudes, as well as factors that may contribute to their productivity.

Test administration is approximately 30 – 45 minutes per session, including instruction, distribution, and retrieval of materials. The Guidance Coordinators have coordinated with the faculty for the scheduling of test administration in their respective units. Attached is the schedule for test administration.

Results of the tests should be available by the second semester of this academic year and will be utilized for planning programs and activities for the students. In this connection, may we request the dissemination to all colleges as this endeavor will affect the schedules of the students.

Your support for the Department is essential in providing our students with quality and holistic well-being as part of the student services. Thank you and more power!

Respectfully,
SHEILA ROSE P. NICOR, RGC, LPT
Guidance Counselor III

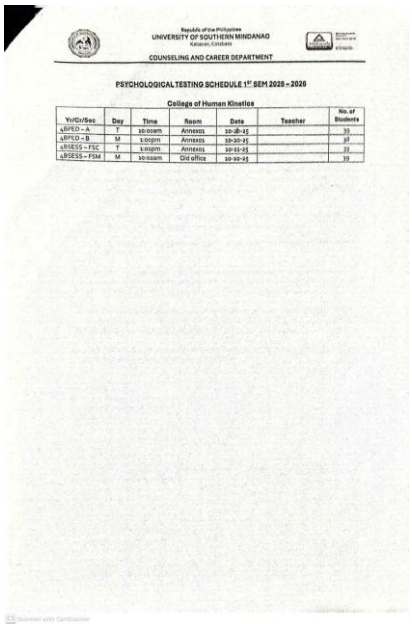
Noted:
MARIA ANGELIKA T. BALUNGAY, MSpsych, RPm
Head, Counseling and Career Department

MARIA LUISA M. BORGUE, Ed. D.
Head, Office of Student Affairs

CC: College Deans and Faculty

RECEIVED
DATE

Figure 49. Letter on psychological testing, 1st Sem SY 2025–2026



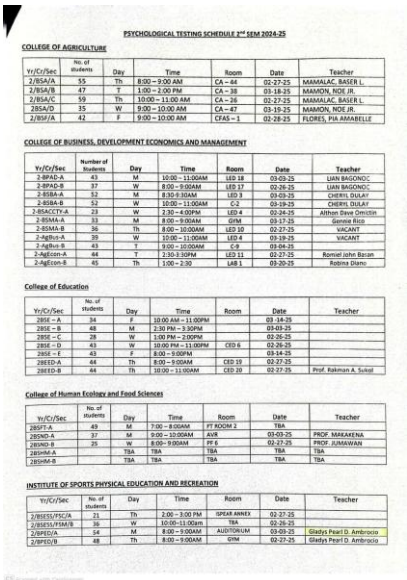
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
COUNSELING AND CAREER DEPARTMENT

PSYCHOLOGICAL TESTING SCHEDULE 1ST SEM 2025 – 2026

College of Human Kinetics

Yr/Cr/Sec	Day	Time	Room	Date	Teacher	No. of Students
4BPED – A	T	10:00am	Annexes	10-28-25		39
4BPED – B	M	1:00pm	Annexes	10-20-25		37
4BSESS – FSC	T	1:00pm	Annexes	10-21-25		39
4BSESS – FSM	M	10:00am	Old office	10-20-25		39

Figure 50. Testing schedule, 1st Sem SY 2025–2026



PSYCHOLOGICAL TESTING SCHEDULE 2ND SEM 2024-25

COLLEGE OF AGRICULTURE

Yr/Cr/Sec	No. of students	Day	Time	Room	Date	Teacher
2/BSA/A	55	Th	8:00 – 9:00 AM	CA – 44	02-27-25	MAMALAC, BASER L.
2/BSA/B	47	T	1:00 – 2:00 PM	CA – 38	03-18-25	MAMON, NOE JR.
2/BSA/C	59	Th	10:00 – 11:00 AM	CA – 26	02-27-25	MAMALAC, BASER L.
2BSA/D	35	W	9:00 – 10:00 AM	CA – 47	03-19-25	MAMON, NOE JR.
2/BSF/A	42	F	9:00 – 10:00 AM	CFAS – 1	02-28-25	FLORES, PIA AMABELLE

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

Yr/Cr/Sec	Number of Students	Day	Time	Room	Date	Teacher
2-BPAD-A	43	M	10:00 – 11:00AM	LED 18	03-03-25	LIAN BAGONOC
2-BPAD-B	37	W	8:00 – 9:00AM	LED 17	02-26-25	LIAN BAGONOC
2-BSBA-A	52	M	8:30-9:30AM	LED 3	03-03-25	CHERYL DULAY
2-BSBA-B	52	W	10:00 – 11:00AM	C-2	03-19-25	CHERYL DULAY
2-BSACCTY-A	23	W	2:30 – 4:00PM	LED 4	02-26-25	Althon Dave Omictin
2-BSMA-A	33	M	8:00 – 9:00AM	GYM	03-17-25	Gensie Rico
2-BSMA-B	36	Th	8:00 – 10:00AM	LED 10	02-27-25	VACANT
2-AgBus-A	39	W	10:00 – 11:00AM	LED 4	03-19-25	VACANT
2-AgBus-B	43	T	9:00 – 10:00AM	C-9	03-04-25	
2-AgEcon-A	44	T	2:30-3:30PM	LED 11	02-27-25	Romiel John Bacan
2-AgEcon-B	45	Th	1:00 – 2:30	LAB 1	03-20-25	Rebina Diano

College of Education

Yr/Cr/Sec	No. of students	Day	Time	Room	Date	Teacher
2BSE – A	34	F	10:00 AM – 11:00PM		03-14-25	
2BSE – B	48	M	2:30 PM – 3:30PM		03-03-25	
2BSE – C	28	W	1:00 PM – 2:00PM		02-26-25	
2BSE – D	43	W	10:00 PM – 11:00PM	CED 6	02-26-25	
2BSE – E	43	F	8:00 – 9:00PM		03-14-25	
2BEED-A	44	Th	8:00 – 9:00AM	CED 10	02-27-25	
2BEED-B	44	Th	10:00 – 11:00AM	CED 10	02-27-25	Prof. Rakman A. Sukol

College of Human Ecology and Food Sciences

Yr/Cr/Sec	No. of students	Day	Time	Room	Date	Teacher
2BSFT-A	49	M	7:00 – 8:00AM	FT ROOM 2	TBA	
2BSND-A	37	M	9:00 – 10:00AM	AVR	03-03-25	PROF. MAKAKENA
2BSND-B	25	W	8:00 – 9:00AM	FF 6	02-27-25	PROF. JUMAWAN
2BSHM-A		TBA	TBA	TBA	TBA	TBA
2BSHM-B		TBA	TBA	TBA	TBA	TBA

INSTITUTE OF SPORTS PHYSICAL EDUCATION AND RECREATION

Yr/Cr/Sec	No. of students	Day	Time	Room	Date	Teacher
2/BSESS/FSC/A	21	Th	2:00 – 3:00 PM	GREAT ANNEX	02-27-25	
2/BSESS/FSM/B	36	W	10:00-11:00am	TBA	02-26-25	
2/BPED/A	54	M	8:00 – 9:00AM	AUDITORIUM	03-03-25	Gladys Pearl D. Ambrocio
2/BPED/B	48	Th	8:00 – 9:00AM	GYM	02-27-25	Gladys Pearl D. Ambrocio

Figure 51. Testing schedule, 2nd Sem SY 2024–2025

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

(COUNSELING AND CAREER DEPARTMENT)

PSYCHOLOGICAL TESTING INVENTORY REPORT
2nd SEM 2024 – 2025

Test	Total Number of Examinees	Expected Number of Students	Percentage
Career Competency Scale – College Students (CCS-CS)	2,260	2,826	79.97

College of Agriculture

Yr/Cr/Sec	Number of Examinees	Total Number of Examinees	Expected Number of Students	Percentage
2/BSA/A	44	183	238	76.89
2/BSA/B	42			
2/BSA/C	28			
2BSA/D	33			
2/BSF/A	36			

College of Arts and Social Sciences

Yr/Cr/Sec	Number of Examinees	Total Number of Examinees	Expected Number of Students	Percentage
2BAEL-A	35			
2BAEL-B	32			
2ABPhilo-A	32			
2ABPsych-A	48			

Figure 52. Psychological Testing Inventory Report, 2nd Sem 2024–2025 (1)

College of Trades and Industries

Yr/Cr/Sec	Number of Examinees	Total Number of Examinees	Expected Number of Students	Percentage
2BSIT-A		152	231	65.80
2BSIT-B	35			
2BSIT-C	33			
2BSIT-D	37			
2BTVTED-A DT	19			
2BTVTED-D ET	28			

Institute of Sports Education and Recreation

Yr/Cr/Sec	Number of Examinees	Total Number of Examinees	Expected Number of Students	Percentage
2/BSESS/FSC/A	22	131	170	77.06
2/BSESS/FSM/B	28			
2/BPED/A	47			
2/BPED/B	44			

Prepared by:

sgd
SHEILA ROSE P. NICOR, RGC, LPT
Testing In-charge

sgd
ROCELLE JEAN J. YONGQUE, RPm
Psychometrician

Noted:

sgd
MARIA ANGELIKA T. BALUNGAY, MSPsy, RPm
CCD Head

Figure 53. Inventory Report (2)

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL STUDENT RECORD

(DO NOT FILL-UP THIS PORTION)

PSYCHOLOGICAL TEST RESULTS

1. Filipino Intelligence Test (FIT)

Raw Score	T-Score	Percentile Rank	Verbal Description

2. Career Competency Scale for College Students (CCS-CS)

Subscales	Stanine	Description
Knowledge and Skills		
Attitude		
Behaviour		
Concept of Success		
Attitude towards Change		

3. Manchester Personality Questionnaire (MPQ)

Subscales	Stanine	Description
Creativity		
Agreeableness		
Achievement		
Extroversion		
Resilience		

4. Work Habits, Attitudes and Productivity Scale (WHAPS)

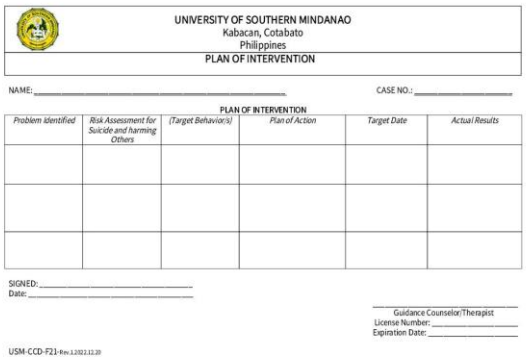
Subscales	Stanine	Description
General Concentration		
Motivation		
Job Attitude		
Productivity Level		
Work Orientation		

3

Figure 54. Psychological test results portion of the Individual Student Record

Counseling, intervention and referral

Students are served through individual counseling (referred or walk-in), group counseling through the GGP, and the Brief Psychosocial Well-being Screening and Coaching Program, in which students with elevated levels of depression, anxiety or stress identified during screening are invited to coaching and to wellness sessions in their college guidance offices. Each intervention is recorded in a Plan of Intervention, and cases that require other services are referred through the internal or external referral forms.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

PLAN OF INTERVENTION

NAME: _____ CASE NO.: _____

PLAN OF INTERVENTION

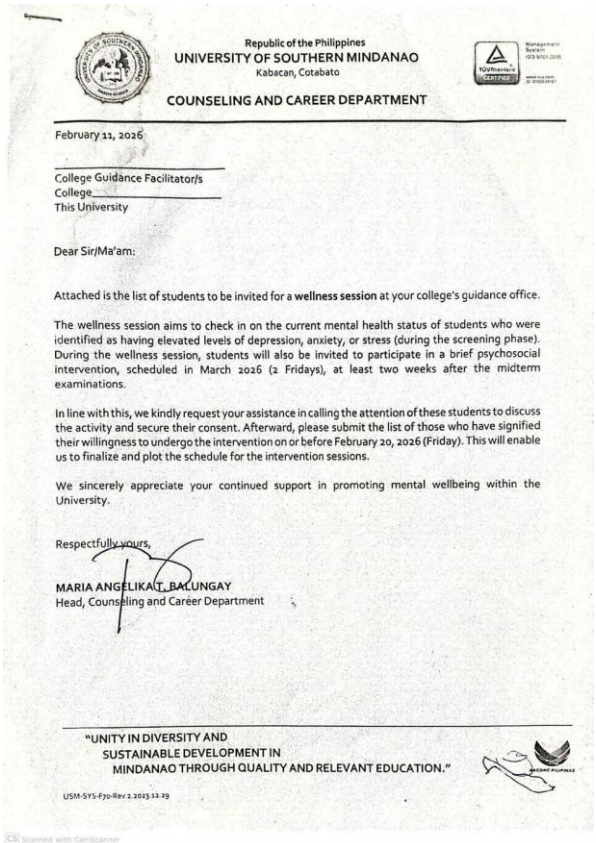
Problem Identified	Risk Assessment for Suicide and harming Others	(Target Behavior/s)	Plan of Action	Target Date	Actual Results

SIGNED: _____
Date: _____

Guidance Counselor/Therapist
License Number: _____
Expiration Date: _____

USM-CCD-F21-Rev.1.2021.12.20

Figure 55. Plan of Intervention form



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COUNSELING AND CAREER DEPARTMENT

February 11, 2026

College Guidance Facilitator/s
College
This University

Dear Sir/Ma'am:

Attached is the list of students to be invited for a **wellness session** at your college's guidance office.

The wellness session aims to check in on the current mental health status of students who were identified as having elevated levels of depression, anxiety, or stress (during the screening phase). During the wellness session, students will also be invited to participate in a brief psychosocial intervention, scheduled in March 2026 (2 Fridays), at least two weeks after the midterm examinations.

In line with this, we kindly request your assistance in calling the attention of these students to discuss the activity and secure their consent. Afterward, please submit the list of those who have signified their willingness to undergo the intervention on or before February 20, 2026 (Friday). This will enable us to finalize and plot the schedule for the intervention sessions.

We sincerely appreciate your continued support in promoting mental wellbeing within the University.

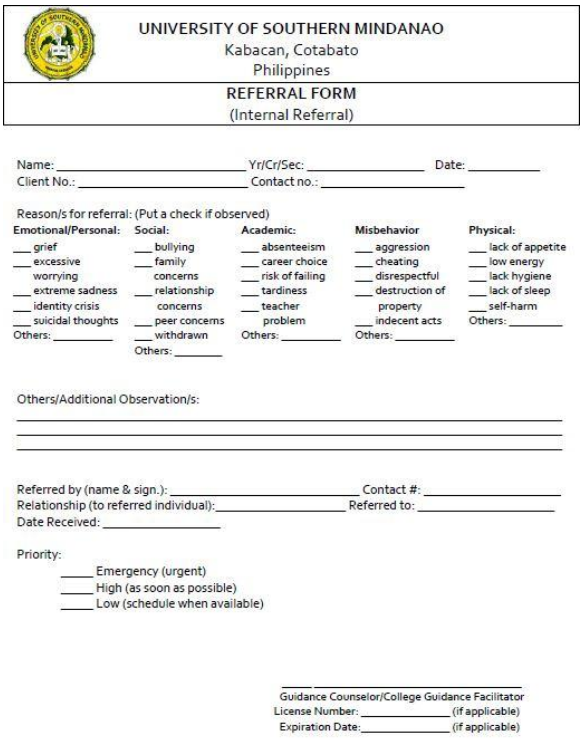
Respectfully yours,

MARIA ANGELIKA T. BALUNGAY
Head, Counseling and Career Department

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

USM-SYS-F70-Rev.1.2023.12.29

Figure 56. Letter to College Guidance Facilitators on wellness sessions



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

REFERRAL FORM
(Internal Referral)

Name: _____ Yr/Cr/Sec: _____ Date: _____
Client No.: _____ Contact no.: _____

Reason/s for referral: (Put a check if observed)

Emotional/Personal:	Social:	Academic:	Misbehavior	Physical:
___ grief	___ bullying	___ absenteeism	___ aggression	___ lack of appetite
___ excessive worrying	___ family concerns	___ career choice	___ cheating	___ low energy
___ extreme sadness	___ relationship concerns	___ risk of failing	___ disrespectful	___ lack hygiene
___ identity crisis	___ peer concerns	___ tardiness	___ destruction of property	___ lack of sleep
___ suicidal thoughts	___ withdrawn	___ teacher problem	___ indecent acts	___ self-harm
Others: _____	Others: _____	Others: _____	Others: _____	Others: _____

Others/Additional Observation/s:
_____
_____
_____

Referred by (name & sign.): _____ Contact #: _____
Relationship (to referred individual): _____ Referred to: _____
Date Received: _____

Priority:
_____ Emergency (urgent)
_____ High (as soon as possible)
_____ Low (schedule when available)

_____
Guidance Counselor/College Guidance Facilitator
License Number: _____ (if applicable)
Expiration Date: _____ (if applicable)

USM-CCD-F22-Rev.1.2022.12.20

Figure 57. Referral Form (Internal Referral)



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

REFERRAL FORM
(External Referral)

Referring Agency: Counseling & Career Department - University of Southern Mindanao
Date: _____
Address: CCD - USM, Kabacan, Cotabato Contact #: (064) 572 - 2873

Referral Agency: _____
Address: _____ Contact #: _____

Name of Student: _____ Contact #: _____

Reason/s for Referral:
_____
_____
_____
_____

Referred by (Name & signature): _____ Contact Number: _____
Referred to (Name & signature): _____ Date Received: _____

USM-CCD-F25-Rev.0.2021. 12.20

Figure 58. Referral Form (External Referral)

2.3 Career and Job Placement Services

Career and job placement services are provided under Article 221 of the Student Handbook and are delivered by the CCD with the CGCs, SPFs, the University PESO, and partner agencies and companies. They follow a yearly sequence for graduating students: exit interview and survey, labor education, pre-employment coaching, the job fair, and continuous posting of job opportunities.

Table 6. Career and job placement services and their implementation

Service	Description and evidence
Appraisal data for career and job placement	Career Competency Scale for second-year students and Work Habits, Attitudes and Productivity Scale for fourth-year students; results recorded in the Individual Student Record.
Career counseling and choice of major	Career guidance and advisory services by the CCD and CGCs; Career Talk Series featuring USM alumni.
Labor Education for Graduating Students (LEGS)	June 4, 2025, USM Auditorium. **2,131 of 2,945** graduating students attended (72.40%).
Pre-employment Coaching Seminar-Workshop	June 4, 2025 (PM): application letter, resume writing and job interview skills. **1,812 of 2,945** attended (61.53%). Some students could not attend because they were still rendering duty hours at their OJT sites.
USM Job Fair 2025	June 13, 2025, USM Auditorium; theme “Create. Sustain. Transform.” **2,116 of 2,945** graduating students (71.85%) and 64 individuals from outside the University participated; 3 were hired on the spot and 321 qualified upon submission of documents.
Job postings and information materials	60 job opportunities/advisories posted from January to June 2025 and 16 from July to December 2025 on the CCD Facebook page, including posts of the University’s own vacancies through the Human Resource Management and Development Office.
Exit survey	Online exit survey (Google Forms): 2,447 of 2,945 graduating students responded.
Placement monitoring and follow-up	Exit interviews (May–June), PESO Employment Information System forms accomplished by CGCs, and tracer studies in partnership with academic units (Handbook Art. 219 Sec. 4(c)).
Networking and partnerships	Partner agencies and companies at the Job Fair, DOLE and PESO participation, and the PGCA network.
Alumni liaison	Alumni career talks and University features on alumni awards, including outstanding alumni and alumni commissioned as Philippine Army officers.
Skills development	Guidance Seminar Series (etiquette and professional conduct, emotion regulation) and pre-employment workshops.

Job Fair 2025



Figure 59. Job Fair 2025 poster and partner agencies



Figure 60. Job Fair 2025 programme (invitation)

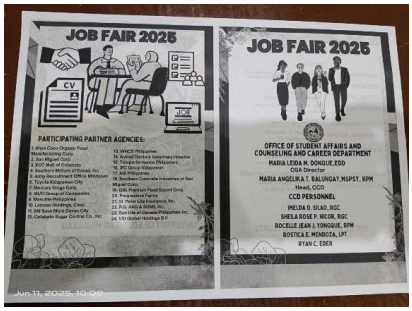


Figure 61. Job Fair 2025: participating partner agencies



Figure 62. Job Fair 2025: students with recruiters



Figure 63. Job Fair 2025: application and screening



Figure 64. Job Fair, June 2025: photo documentation

Labor Education and Pre-employment Coaching



Figure 65. Labor Education for Graduating Students (LEGS), June 4, 2025



Figure 66. Pre-employment Coaching Seminar, June 4, 2025



Figure 67. Labor Education for Graduating Students at the USM Auditorium

Job information, alumni liaison and career talks

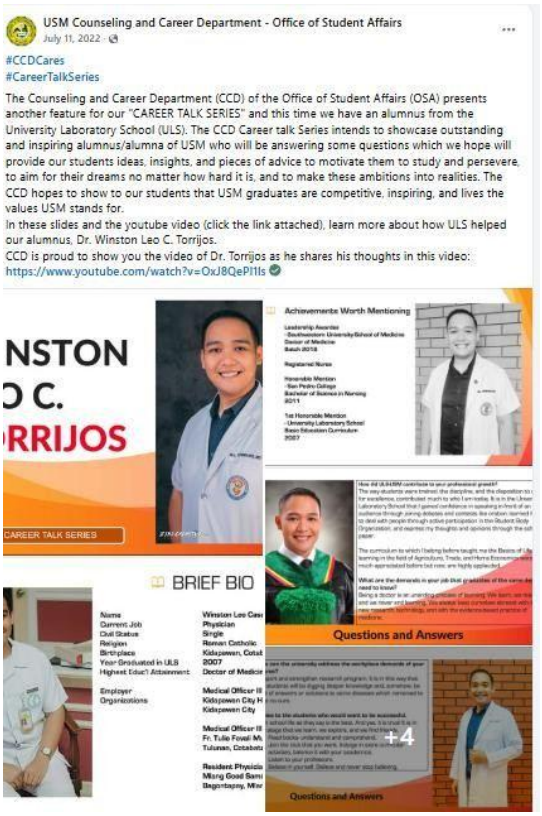


Figure 68. CCD Career Talk Series featuring a USM alumnus



Figure 69. Job opportunity post (HRMDO vacancies)

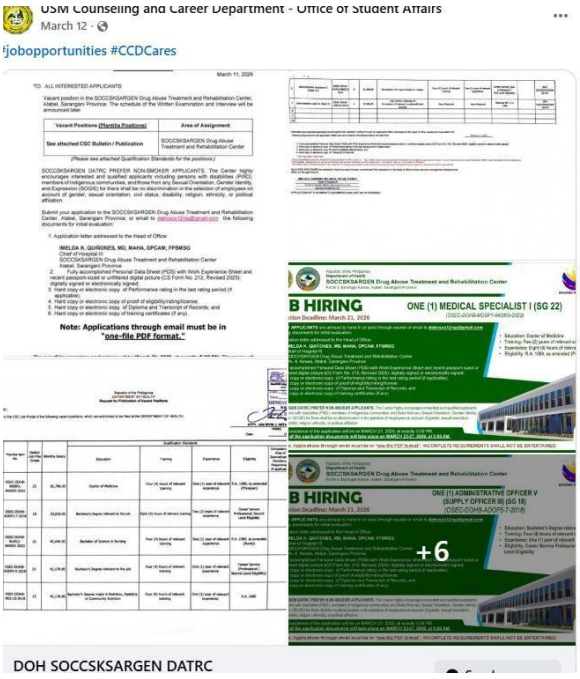


Figure 70. Job opportunity post (health positions)

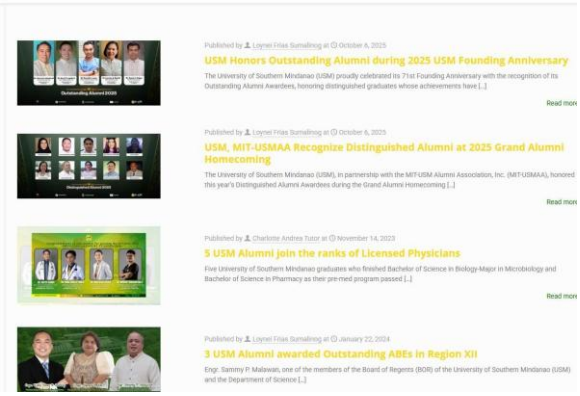


Figure 71. University news: outstanding alumni recognized



Figure 72. University news: five USM alumni now Philippine Army officers

2.4 Economic Enterprise Development

The University encourages student economic and entrepreneurial ventures, including student laboratory cooperatives and entrepreneurial projects, and supports students who need economic assistance. Students of the Accountancy Department took part in activities that apply classroom accounting concepts to real operations.

Student laboratory cooperatives and entrepreneurial activities

- **Student laboratory activities.** Students of the Accountancy Department took part in student laboratory cooperative activities where classroom accounting concepts are applied to real operations, including on-site activities at a head office and at a partner insurance company, with a closing activity for the program. These give exposure to actual business settings.
- **Student organization activities.** The department supports student organizations through events such as SOALIS and a testimonial ceremony, which build leadership, teamwork and professional values alongside technical skills.
- **Results.** At the 27th Gawad Parangal, two students received the award for Most Outstanding Research Paper in the Social Science category, and two others were recognized for research in-house participation (poster and paper presentation, Applied/Innovation category). Six students are recognized as passers of the March 2026 Civil Service Examination, a credential that supports their employability in government and the public sector.



Figure 73. Students at a head office (laboratory activity)



Figure 74. Students at a partner insurance company



Figure 75. Closing activity of the laboratory program



Figure 76. SOALIS student organization event



Figure 77. Testimonial ceremony



Figure 78. 27th Gawad Parangal: Most Outstanding Research Paper (Social Science)



Figure 79. 27th Gawad Parangal: research in-house participants



Figure 80. March 2026 Civil Service Examination passers

Student economic support through the Office of Student Affairs

Table 7. Economic support programs of the OSA (as reported)

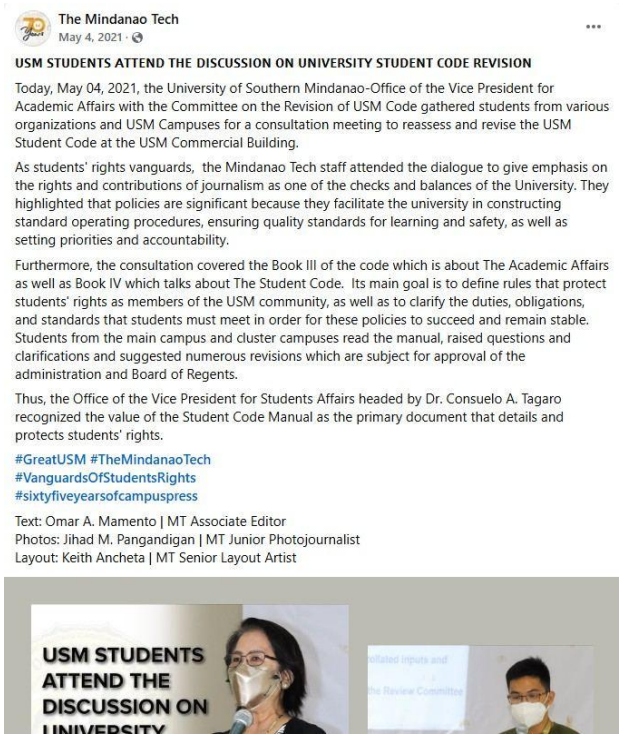
Program	Beneficiaries	Description
USM Food Coupon (Value Meal) Program	150	OSA prints and distributes food coupons weekly, accounts for coupons collected, prepares billing statements for each canteen and processes cash advances for payments and liquidation.
Tara Basa Program of the DSWD (student tutors and youth development workers)	398	Students served as tutors and were paid for their services, with a free uniform and school supplies.

Program	Beneficiaries	Description
Donated uniforms	21	Old school uniforms donated and distributed to 20 deserving students with special needs; two new sets donated to a student with disability.
Financial assistance for a student with special needs	1	Monthly assistance from August to December, a total of ₱31,480.00 from sponsors.
Production of ID slings and Student Manual	5,155	OSA used accumulated funds to produce ID slings and the Student Manual in-house; both were distributed early in the calendar year.

2.5 Student Handbook Development

The Student Handbook is reviewed and revised through a participatory process. The University's Committee on the Revision of the USM Student Code, with the Office of the Vice President, convened students from various organizations and USM campuses on **May 4, 2021** for a consultation to reassess and revise the Student Code. The students raised questions and clarifications and suggested numerous refinements, and the consultation affirmed the Student Code Manual as the primary document that details and protects students' rights. The consultation was covered by the student publication, The Mindanao Tech.

The Handbook content on student welfare (Chapters 63 and 69, Part 1) reflects present-day concerns, including data privacy, gender-sensitive counseling, persons with disabilities, and mental health. The OSA also produces the Student Manual in-house for distribution to students (Table 7).



The Mindanao Tech
May 4, 2021 ·

USM STUDENTS ATTEND THE DISCUSSION ON UNIVERSITY STUDENT CODE REVISION

Today, May 04, 2021, the University of Southern Mindanao-Office of the Vice President for Academic Affairs with the Committee on the Revision of USM Code gathered students from various organizations and USM Campuses for a consultation meeting to reassess and revise the USM Student Code at the USM Commercial Building.

As students' rights vanguards, the Mindanao Tech staff attended the dialogue to give emphasis on the rights and contributions of journalism as one of the checks and balances of the University. They highlighted that policies are significant because they facilitate the university in constructing standard operating procedures, ensuring quality standards for learning and safety, as well as setting priorities and accountability.

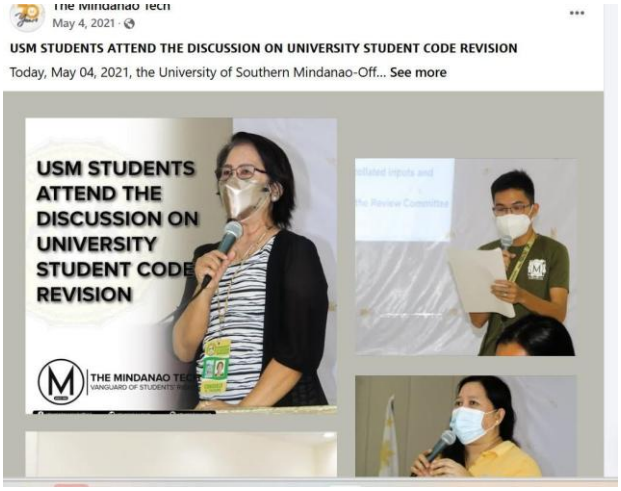
Furthermore, the consultation covered the Book III of the code which is about The Academic Affairs as well as Book IV which talks about The Student Code. Its main goal is to define rules that protect students' rights as members of the USM community, as well as to clarify the duties, obligations, and standards that students must meet in order for these policies to succeed and remain stable. Students from the main campus and cluster campuses read the manual, raised questions and clarifications and suggested numerous revisions which are subject for approval of the administration and Board of Regents.

Thus, the Office of the Vice President for Students Affairs headed by Dr. Consuelo A. Tagaro recognized the value of the Student Code Manual as the primary document that details and protects students' rights.

#GreatUSM #TheMindanaoTech
#VanguardsOfStudentsRights
#sixtyfiveyearsofcampuspress

Text: Omar A. Mamento | MT Associate Editor
Photos: Jihad M. Pangandigan | MT Junior Photojournalist
Layout: Keith Ancheta | MT Senior Layout Artist

Figure 81. The Mindanao Tech: Student Code revision consultation (1)



May 4, 2021 ·

USM STUDENTS ATTEND THE DISCUSSION ON UNIVERSITY STUDENT CODE REVISION

Today, May 04, 2021, the University of Southern Mindanao-Off... See more

Figure 82. The Mindanao Tech: Student Code revision consultation (2)

Part 3. Outcomes

O.1 Quality student welfare services are available to all students

The University's student welfare services are available to all students and are delivered with measurable reach and quality. The evidence below is drawn from the Office of Student Affairs reports for the second semester of SY 2024–2025 and the first semester of SY 2025–2026.

Evidence of availability and reach

Table 8. Reach of student welfare services

Service	Result	Period
Orientation for transferees and shifters	124 attendees; 11 of 12 colleges/institutes (100% of those with transferees/shifters) conducted orientation	2nd Sem SY 2024–2025
Group Growth Program	2,989 freshmen and transferees completed; 26 outgoing SPFs recognized	SY 2024–2025
Academic follow-up by CGCs	2,474 students served in all colleges/institutes (at least two follow-ups per college)	2nd Sem SY 2024–2025
Individual counseling	23 students (19 referred, 4 walk-in); 41 students (38 referred, 3 walk-in)	2nd Sem SY 2024–2025; 1st Sem SY 2025–2026
Psychological testing (CCS)	2,260 of 2,826 second-year students (79.97%)	2nd Sem SY 2024–2025
Psychological testing (MPQ, WHAPS)	MPQ 2,845 of 2,931 third-year students (97.06%); WHAPS 2,317 of 2,317 fourth-year students (100%)	1st Sem SY 2024–2025
Psychological testing (CCS, WHAPS)	CCS 350 of 397 (88.16%); WHAPS 2,924 of 3,392 (86.20%)	1st Sem SY 2025–2026
Guidance Seminar Series	Seminar 1: 2,139 freshmen and transferees; Seminar 3: 785 third-year and higher; streamed live on Facebook	Sept.–Nov. 2025
Labor Education / Pre-employment Coaching	2,131 (72.40%) and 1,812 (61.53%) of 2,945 graduating students	June 4, 2025
USM Job Fair 2025	2,116 graduating students (71.85%) and 64 outside participants; 3 hired on the spot; 321 qualified upon submission of documents	June 13, 2025
Exit survey of graduating students	2,447 of 2,945 responded	SY 2024–2025
Job postings and IEC materials	60 and 16 job postings (Jan–Jun and Jul–Dec 2025); 19 guidance-related IEC materials (Jul–Dec 2025)	2025
Certificates of Good Moral Character	1,142 issued to non-graduates and to graduates with special requests, with no derogatory records	1st Sem SY 2025–2026
Services for faculty and staff	Counseling for 1 faculty/staff member; psychological testing for 23 faculty and staff for employment	1st Sem SY 2025–2026
Students with special needs and other student support	100 bicycles recommended and distributed; 150 food coupon recipients; 21 uniforms for 20 students; 398 student tutors; ₱31,480.00 monthly assistance for 1 student; 5,155 ID slings and Student Manuals	As reported by OSA
Outreach (SPFO)	Hospital visitation (26 SPFO members) and jail visitation (18 SPFO members), December 15, 2025	1st Sem SY 2025–2026

Source: OSA Report (Table 12–20 and narrative pages), Psychological Testing Inventory Report, 2nd Sem 2024–2025.

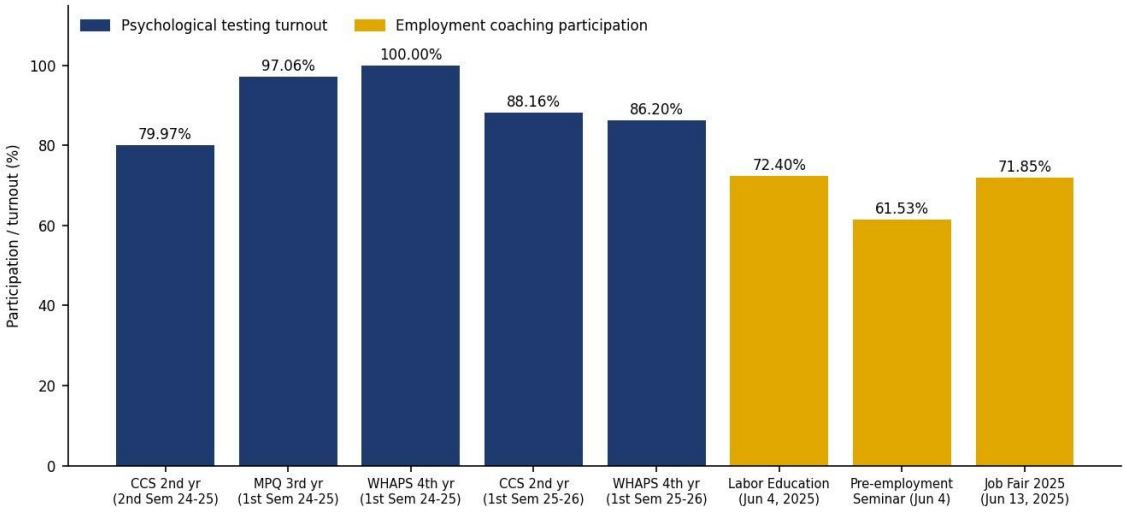


Figure 83. Turnout in psychological testing and participation in employment coaching activities

Evidence of quality

- **Qualified staff:** counseling, testing and placement services are provided by PRC-licensed guidance counselors, a psychologist and a psychometrician (Table 5).
- **Client satisfaction:** the Guidance Seminar Series 1 received an overall rating of **3.55 ("Very Satisfactory")** from 1,217 respondents, and every one of the 14 criteria was rated Very Satisfactory.
- **Controlled, quality-managed processes:** CCD forms, work instructions and reports carry controlled document codes and the University's ISO 9001:2015 management system certification mark.
- **Inclusive access:** gender-sensitive counseling, services that consider cultural differences, counseling room accessible to students with special needs, and support programs for students with disabilities (Handbook Chapters 63 and 69).
- **Multiple access channels:** the CCD office, the CGC in each college, the Student Portal and AGAPAY Help Desk, the Facebook page and Facebook Live streaming.

Photo documentation



Figure 84. Group Growth Program graduation

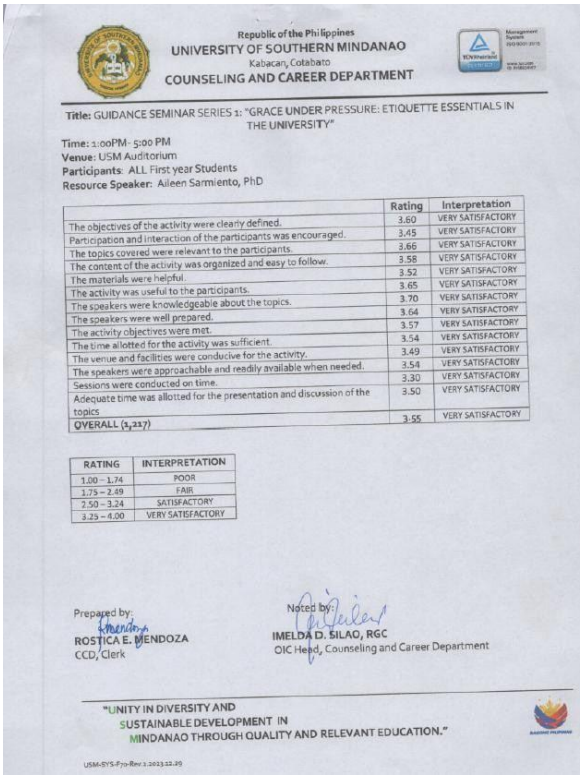


Figure 85. Pre-deployment coaching, June 4, 2025

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Students with Special Needs	100	The office screened and recommended 100 student-recipients of bicycles from the Province of Cotabato. The office facilitated the distribution through a short program.
USM Food Coupon (Value Meal) Program.	150	The office facilitated the successful implementation of the program. Weekly tasks of the office included printing and distributing food coupons to the recipients. Monthly tasks include accounting for the food coupons collected, preparing a billing statement for each canteen, and processing cash advances for the payments. and liquidation of such payments.
	21	The office called for a donation of old school uniforms and facilitated their distribution to 20 deserving students with special needs. Two new sets of uniforms were also donated and given to one PWD student.
	5155	The OSA intended to use the accumulated fund to produce the ID sling and Student Manual. The staff of OSA patiently made the ID sling. Both items were distributed early this calendar year.
	398	Students served as Tutors and YDWs during the implementation of Tara Basa Program of the DSWD. They were paid for the services they rendered with a free uniform and other school supplies.
Other support for Student with Special Needs	1	One female student with special needs was provided with monthly financial assistance from August to December, receiving a total amount of ₱31,480.00 from sponsors during the reporting period.
Total	**6,324**	

Figure 86. OSA report: student support services and total number of beneficiaries



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
COUNSELING AND CAREER DEPARTMENT

Title: GUIDANCE SEMINAR SERIES 1: "GRACE UNDER PRESSURE: ETIQUETTE ESSENTIALS IN THE UNIVERSITY"

Time: 1:00PM- 5:00 PM
Venue: USM Auditorium
Participants: ALL First year Students
Resource Speaker: Aileen Sarmiento, PhD

	Rating	Interpretation
The objectives of the activity were clearly defined.	3.60	VERY SATISFACTORY
Participation and interaction of the participants was encouraged.	3.45	VERY SATISFACTORY
The topics covered were relevant to the participants.	3.66	VERY SATISFACTORY
The content of the activity was organized and easy to follow.	3.58	VERY SATISFACTORY
The materials were helpful.	3.52	VERY SATISFACTORY
The activity was useful to the participants.	3.65	VERY SATISFACTORY
The speakers were knowledgeable about the topics.	3.70	VERY SATISFACTORY
The speakers were well prepared.	3.64	VERY SATISFACTORY
The activity objectives were met.	3.57	VERY SATISFACTORY
The time allotted for the activity was sufficient.	3.54	VERY SATISFACTORY
The venue and facilities were conducive for the activity.	3.49	VERY SATISFACTORY
The speakers were approachable and readily available when needed.	3.54	VERY SATISFACTORY
Sessions were conducted on time.	3.30	VERY SATISFACTORY
Adequate time was allotted for the presentation and discussion of the topics	3.50	VERY SATISFACTORY
OVERALL (3,217)	3.55	VERY SATISFACTORY

RATING	INTERPRETATION
1.00 – 1.74	POOR
1.75 – 2.49	FAIR
2.50 – 3.24	SATISFACTORY
3.25 – 4.00	VERY SATISFACTORY

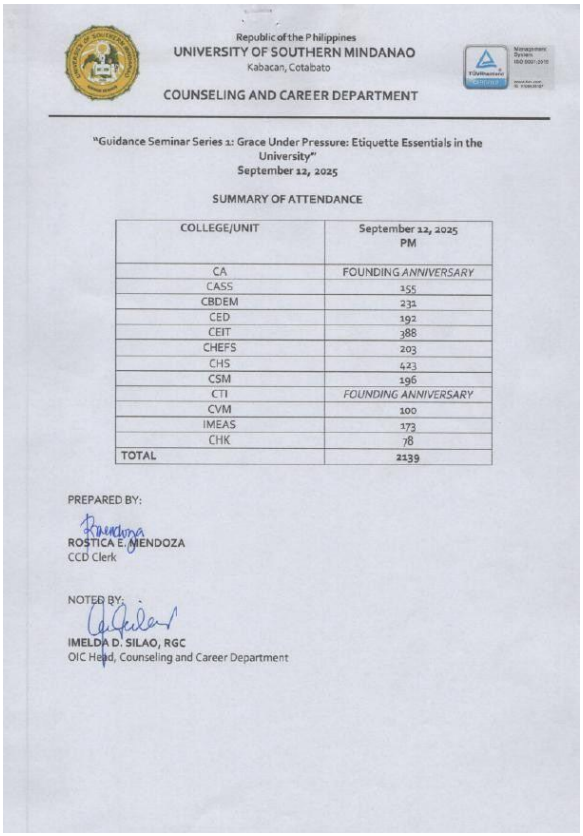
Prepared by:
ROSTICA E. MENDOZA
CCD, Clerk

Noted by:
IMELDA D. SILAO, RGC
OIC Head, Counseling and Career Department

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

USM-SYS-F30-Rev 1-2023.12.29

Figure 87. Seminar evaluation: Grace Under Pressure, overall rating 3.55



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
COUNSELING AND CAREER DEPARTMENT

"Guidance Seminar Series 1: Grace Under Pressure: Etiquette Essentials in the University"
September 12, 2025

SUMMARY OF ATTENDANCE

COLLEGE/UNIT	September 12, 2025 PM
CA	FOUNDING ANNIVERSARY
CASS	155
CBDEM	231
CED	192
CEIT	388
CHEFS	203
CHS	423
CSM	196
CTI	FOUNDING ANNIVERSARY
CVM	100
IMEAS	173
CHK	78
TOTAL	2139

PREPARED BY:
ROSTICA E. MENDOZA
CCD Clerk

NOTED BY:
IMELDA D. SILAO, RGC
OIC Head, Counseling and Career Department

Figure 88. Summary of attendance: 2,139 students

Part 4. Best Practices

The following practices on student welfare are documented in the evidence presented in this report.

No.	Best practice	Description and evidence
1	**Peer-led Group Growth Program for all freshmen and transferees**	A university-wide, peer-facilitated program handled by trained student peer facilitators with the CCD and CGCs: 2,989 freshmen and transferees completed it in SY 2024–2025, and outgoing facilitators are recognized at the culmination.
2	**Student Peer Facilitators Organization (SPFO)**	Student peer helpers are formally organized, with elections, installation and training of officers, team building and community outreach (hospital and jail visitations in December 2025).
3	**College Guidance Coordinator (CGC) network**	Faculty designated in every college/institute extend guidance services to the departments: college-based orientation for transferees and shifters, at least two academic follow-ups per college (2,474 students), testing coordination and regular CCD–CGC meetings.
4	**Brief Psychosocial Well-being Screening and Coaching Program**	A proactive mental health program with online screening through the Student Portal and AGAPAY Help Desk, coaching and wellness sessions, a post-test and a findings report, supported by psychology interns.
5	**Year-level psychological testing program with documented turnout**	Career Competency Scale (second year), Manchester Personality Questionnaire (third year) and Work Habits, Attitudes and Productivity Scale (fourth year), with turnout from 79.97% to 100%, an annual inventory report and communications to all colleges.
6	**Complete graduating-student career pipeline**	Exit interview and survey, Labor Education, Pre-employment Coaching and the Job Fair are organized in sequence each year, reaching 2,131, 1,812 and 2,116 of 2,945 graduating students, with on-the-spot hiring.
7	**Continuous job information service**	Job vacancies and advisories posted regularly (60 in the first half and 16 in the second half of 2025), including the University's own vacancies through HRMDO.
8	**Alumni engagement through the Career Talk Series**	Alumni share career experiences with students, and alumni achievements are featured in University news.
9	**Multi-format information dissemination and the Guidance Corner**	Posters, brochures, infographics, the Guidance Corner, #WellnessWednesday and the GAD Helpline cover the laws and concerns students need to know (Table 3).
10	**Timely guidance seminar series with live streaming and evaluation**	Seminars on etiquette, harassment and sexual misconduct, and emotion regulation, streamed on Facebook Live and evaluated by participants (overall rating 3.55, Very Satisfactory).
11	**Inclusive and gender-sensitive services**	Counseling that is gender-sensitive and considers cultural differences; support for students with special needs (bicycles, uniforms, monthly assistance); counseling room that accommodates students with special needs; diversity and multi-faith provisions in the Handbook.
12	**Student economic support**	Food coupon (value meal) program, paid student tutors under the Tara Basa Program (398 students), donated uniforms, and in-house production of ID slings and the Student Manual using accumulated OSA funds.
13	**Standardized, quality-managed documentation**	Work instructions, referral and intervention forms, calendars and reports are controlled documents under the University's ISO 9001:2015 certified management system, and records are protected in line with the Data Privacy Act.
14	**Professionalization and staff development**	All guidance counselors, the psychologist and the psychometrician are PRC-licensed; staff attend national and regional conventions (PGCA) and re-echo learnings to CGCs and colleagues.

No.	Best practice	Description and evidence
15	**Student participation in policy-making**	Students from organizations and campuses were consulted on the revision of the Student Code (May 4, 2021).

Annex A. Cross-reference to Indicator Codes

This table maps the indicator codes used in the separately submitted files to the sections of this document.

Indicator	Statement	Where addressed
S.1	Student Handbook with comprehensive information on programs and services	1.2; Figures on Student Handbook
S.2	Regular and comprehensive orientation program	1.1; 2.1
S.3	Information materials on educational, career, personal and social concerns (S.3.1–S.3.7)	1.4; Table 3
S.4	Guidance and Counseling Program services (S.4.1–S.4.5)	1.3; 2.2; Table 4
S.5–S.6	Gender-sensitive counseling; consideration of cultural differences	1.2 (Chapters 63 and 69); 2.2
S.7–S.9	Licensed head, licensed counselors, qualified staff	2.2; Table 5
S.10, S.15	Updated student profile; storage and archiving of records	2.2 (Facilities and records)
S.11	Counseling room, including for students with special needs	2.2 (Facilities and records)
S.12	Assessment program with standardized psychological tests	2.2 (Appraisal and testing)
S.13–S.14	Career seminars and placement services; partnerships	2.3; Table 6
I.1–I.8	Counselor ratio, records, intervention, inventory, testing, test results and referral	2.2; Tables 4 and 5
I.9–I.16	Career and job placement, networking, alumni liaison, skills development	2.3; Table 6
I.17	Student economic ventures	2.4; Table 7
I.18	Updated information accessible and disseminated	2.1 (Continuous information dissemination)
I.19	Student involvement in Student Handbook development	2.5
O.1	Quality student welfare services are available	Part 3; Table 8

Individual student records, attendance sheets and caseload lists are kept confidential in accordance with the Data Privacy Act and are available for on-site validation.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IV – SUPPORT TO STUDENTS

Parameter C – STUDENT DEVELOPMENT

1. SYSTEM – INPUTS AND PROCESSES

1.1 Policies and guidelines on recognition, accreditation, monitoring and evaluation of student organizations, projects and activities

The University manages student organizations through the document Management of Student Campus Organizations Procedure (Document No. USM-OSA-003, Rev. 03, 2025.05.205) of the Office of Student Affairs (OSA). The procedure sets a uniform and systematic process so that student leaders understand the requirements for having their organizations and activities recognized by the OSA. It covers registration, accreditation, conduct of and participation in off-campus, campus and online activities, and the monitoring and evaluation of organizations. The document carries the signatures of its preparer, reviewer and approving official, and it cites the USM Student Manual, USM Code, USM Student Handbook, CHED memorandum orders and the USM Quality Management System Manual as its references.

Its main provisions are:

- **Categories.** Newly organized groups register with the OSA as Student Government, Academic Organization, Non-Academic Organization, Religious Organization, or Fraternity/Sorority.
- **Accreditation every semester.** Registered organizations are accredited each semester. Registration stays valid while the organization remains accredited, and an organization that is not accredited for four consecutive semesters files for re-registration.
- **Requirements.** The registration/accreditation form (USM-OSA-F06), notarized Constitution and By-Laws, semestral summary accomplishment, financial and property reports, action plan, adviser endorsement resolution, budget appropriation, Facebook page screenshot, list of officers and advisers, and membership forms.
- **Permits.** Every activity needs an approved Student Activity Permit (campus, off-campus or online). The OSA Director approves, except for off-campus activities, which the OSA Director recommends to the Vice President for Academic Affairs for approval.
- **Monitoring and evaluation.** After each activity the organization submits the Student Activity Completion Form and the Activity Evaluation Form. Records are kept for three years.



Figure 1. Management of Student Campus Organizations Procedure, USM-OSA-003 Rev. 3 (revision history, purpose, scope, definitions, responsibilities, procedure details).

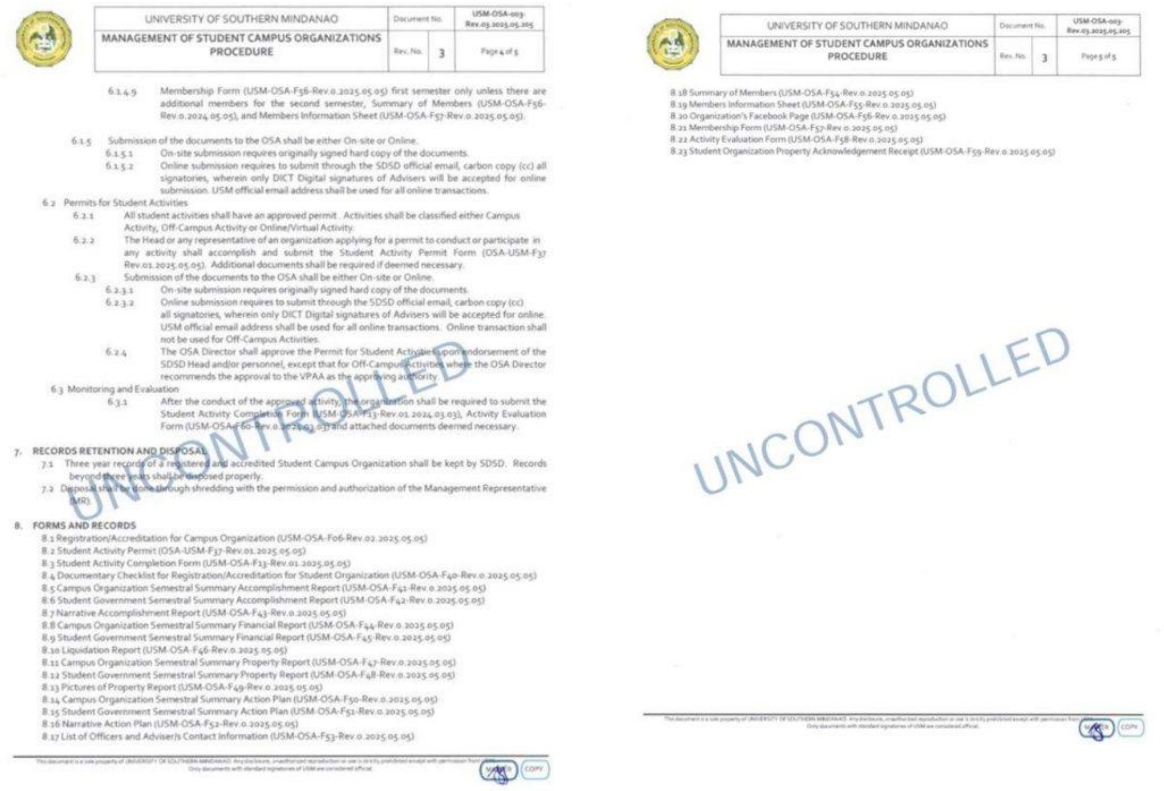


Figure 2. Management of Student Campus Organizations Procedure, USM-OSA-003 Rev. 3 (permits, monitoring and evaluation, records retention, and forms and records).

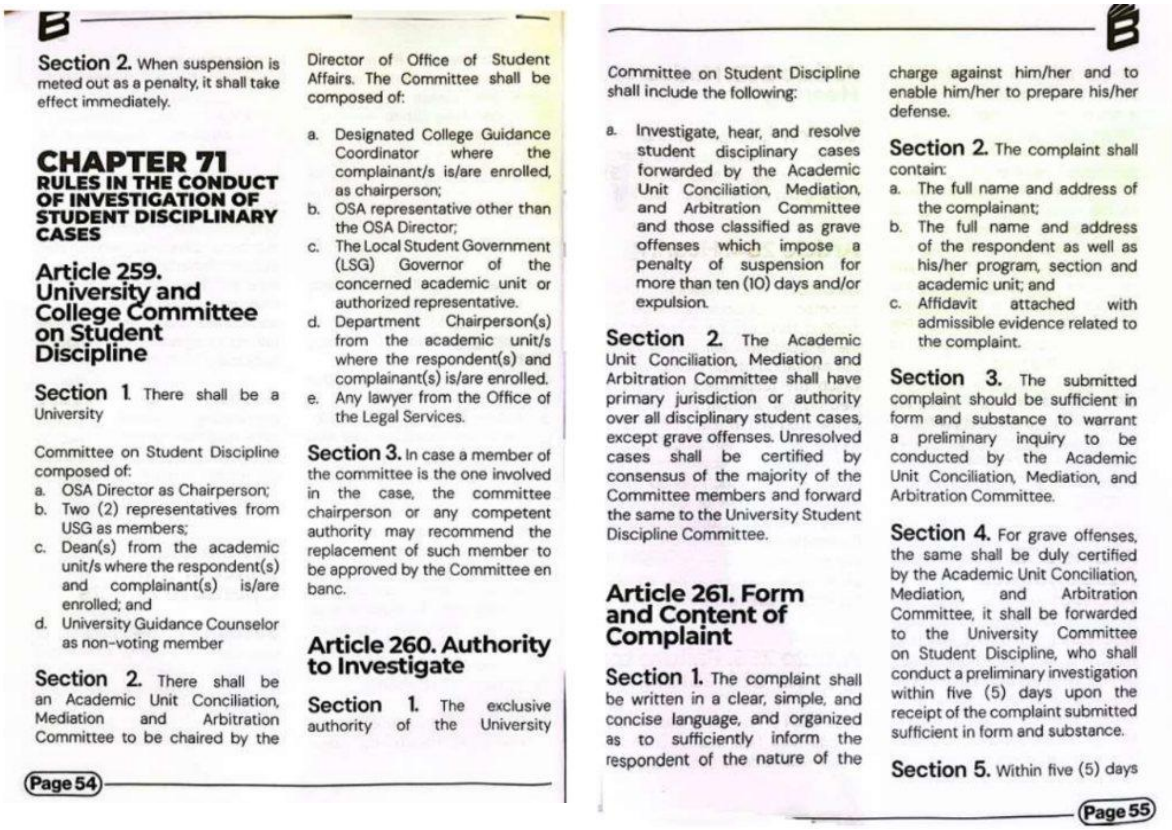
Student organizations are also governed by the Student Code (Student Development Services, Articles 229–234). It provides that the organizations are under the direct supervision of the Director of the Office of Student Affairs, that each organization chooses one or more faculty advisers confirmed by the University President upon recommendation of the OSA Director, and that no organization may operate without a copy of its constitution and by-laws received by the Director and approved by the University Administrative Council.

1.2 Institutional guidelines on student grievance

Student grievances and complaints are handled under the Student Code (Book IV of the USM Code, Title Nine – Student Affairs and Services). The Student Policy and Research Department of the OSA, through its Student Assistance and Grievance Section, provides a timely mechanism to address student grievances and conducts regular consultation with students. Complaints that involve violations of the Code follow Chapter 71 – Rules in the Conduct of Investigation of Student Disciplinary Cases (Articles 259–274):

- Article 259: A University Committee on Student Discipline (OSA Director as Chairperson, two USG representatives, the Dean(s) of the units concerned, and the University Guidance Counselor as non-voting member) and an Academic Unit Conciliation, Mediation and Arbitration Committee (College Guidance Coordinator as chairperson, an OSA representative, the Local Student Government Governor, department chairperson(s), and a lawyer from the Legal Services).
- Article 260: The Academic Unit Committee has primary jurisdiction over disciplinary cases except grave offenses; unresolved cases are certified by majority consensus and forwarded to the University Committee.
- Article 261: The complaint must be written, name the parties, and be supported by an affidavit with admissible evidence. For grave offenses, the University Committee conducts a preliminary investigation within five (5) days after receiving a complaint that is sufficient in form and substance.

The Student Code also provides for hearing, decision, motion for reconsideration, appeal to the Board of Regents, and finality of decision (Articles 263–271).



Section 2. When suspension is meted out as a penalty, it shall take effect immediately.

CHAPTER 71
RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 259. University and College Committee on Student Discipline

Section 1. There shall be a University

Committee on Student Discipline composed of:

a. OSA Director as Chairperson;
b. Two (2) representatives from USG as members;
c. Dean(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled; and
d. University Guidance Counselor as non-voting member

Section 2. There shall be an Academic Unit Conciliation, Mediation and Arbitration Committee to be chaired by the Director of Office of Student Affairs. The Committee shall be composed of:

a. Designated College Guidance Coordinator where the complainant/s is/are enrolled, as chairperson;
b. OSA representative other than the OSA Director;
c. The Local Student Government (LSG) Governor of the concerned academic unit or authorized representative.
d. Department Chairperson(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled.
e. Any lawyer from the Office of the Legal Services.

Section 3. In case a member of the committee is the one involved in the case, the committee chairperson or any competent authority may recommend the replacement of such member to be approved by the Committee en banc.

Article 260. Authority to Investigate

Section 1. The exclusive authority of the University

Page 54

Committee on Student Discipline shall include the following:

a. Investigate, hear, and resolve student disciplinary cases forwarded by the Academic Unit Conciliation, Mediation, and Arbitration Committee and those classified as grave offenses which impose a penalty of suspension for more than ten (10) days and/or expulsion.

Section 2. The Academic Unit Conciliation, Mediation and Arbitration Committee shall have primary jurisdiction or authority over all disciplinary student cases, except grave offenses. Unresolved cases shall be certified by consensus of the majority of the Committee members and forward the same to the University Student Discipline Committee.

Article 261. Form and Content of Complaint

Section 1. The complaint shall be written in a clear, simple, and concise language, and organized as to sufficiently inform the respondent of the nature of the charge against him/her and to enable him/her to prepare his/her defense.

Section 2. The complaint shall contain:

a. The full name and address of the complainant;
b. The full name and address of the respondent as well as his/her program, section and academic unit; and
c. Affidavit attached with admissible evidence related to the complaint.

Section 3. The submitted complaint should be sufficient in form and substance to warrant a preliminary inquiry to be conducted by the Academic Unit Conciliation, Mediation, and Arbitration Committee.

Section 4. For grave offenses, the same shall be duly certified by the Academic Unit Conciliation, Mediation, and Arbitration Committee, it shall be forwarded to the University Committee on Student Discipline, who shall conduct a preliminary investigation within five (5) days upon the receipt of the complaint submitted sufficient in form and substance.

Section 5. Within five (5) days

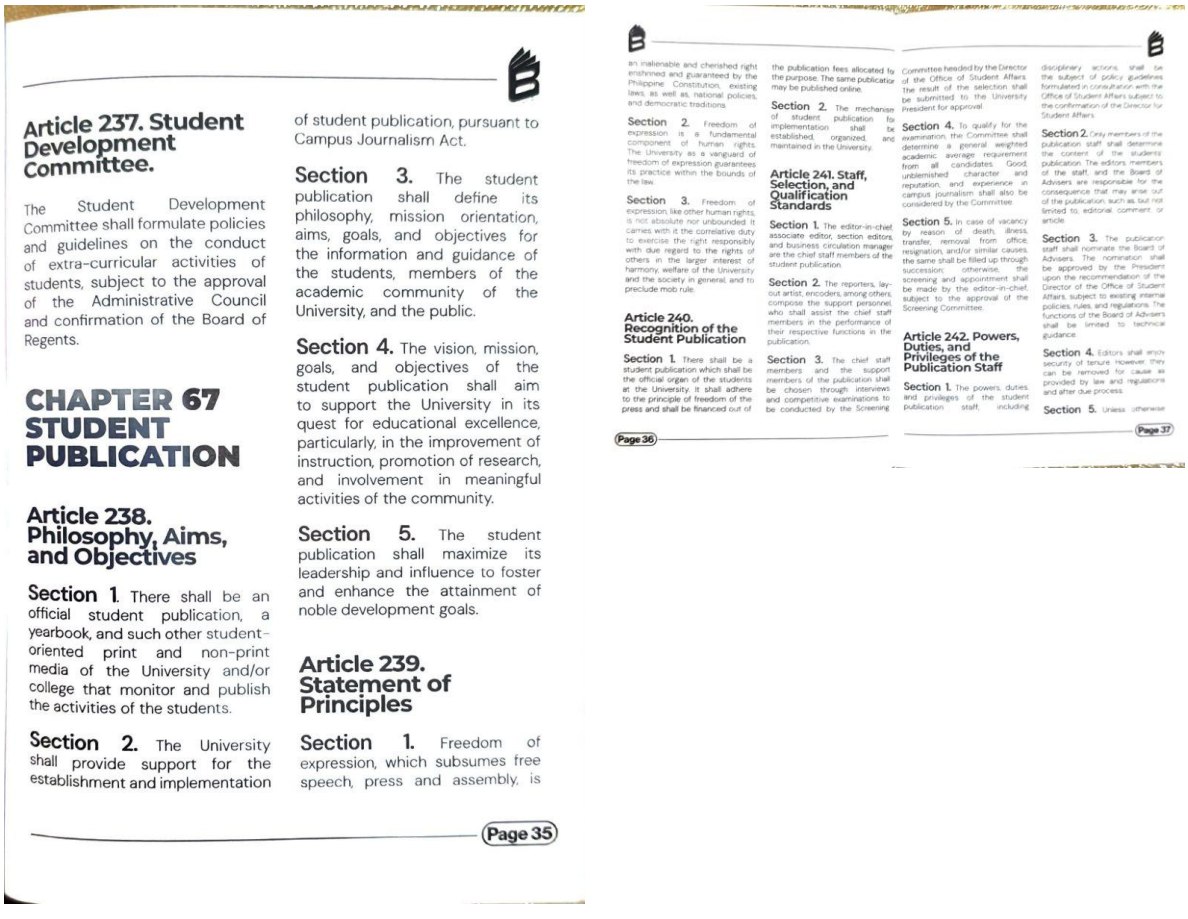
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Figure 3. Student Code, Chapter 71 (pages 54–55): committees, authority to investigate, and form and content of complaint.

Student organizations also have their own grievance channel. The JPIA-USM Chapter, for example, has a Grievance and Chapter Service Committee under the President (see its organizational chart in Part 2).

1.3 Legal document on Campus Journalism

The University supports student publication in accordance with Republic Act No. 7079, otherwise known as the Campus Journalism Act of 1991. The Student Code (Chapter 67 – Student Publication, Articles 238–244) adopts its principles: the aims and objectives of the student publication, the statement of principles on freedom of expression, recognition of the student publication, staff selection and qualification standards, and the powers, duties and privileges of the publication staff. The official student publication of the University is The Mindanao Tech, and the University yearbook is the Tanglaw Yearbook.



Article 237. Student Development Committee.

The Student Development Committee shall formulate policies and guidelines on the conduct of extra-curricular activities of students, subject to the approval of the Administrative Council and confirmation of the Board of Regents.

CHAPTER 67
STUDENT PUBLICATION

Article 238. Philosophy, Aims, and Objectives

Section 1. There shall be an official student publication, a yearbook, and such other student-oriented print and non-print media of the University and/or college that monitor and publish the activities of the students.

Section 2. The University shall provide support for the establishment and implementation of student publication, pursuant to Campus Journalism Act.

Section 3. The student publication shall define its philosophy, mission orientation, aims, goals, and objectives for the information and guidance of the students, members of the academic community of the University, and the public.

Section 4. The vision, mission, goals, and objectives of the student publication shall aim to support the University in its quest for educational excellence, particularly, in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Section 5. The student publication shall maximize its leadership and influence to foster and enhance the attainment of noble development goals.

Article 239. Statement of Principles

Section 1. Freedom of expression, which subsumes free speech, press and assembly, is

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an inalienable and cherished right enshrined and guaranteed by the Philippine Constitution, existing laws, as well as, national policies, and democratic traditions.

Section 2. Freedom of expression is a fundamental component of human rights. The University as a vanguard of freedom of expression guarantees its practice within the bounds of the law.

Section 3. Freedom of expression, like other human rights, is not absolute nor unbounded. It carries with it the correlative duty to exercise the right responsibly with due regard to the rights of others in the larger interest of harmony, welfare of the University and the society in general, and to preclude mob rule.

Article 240. Recognition of the Student Publication

Section 1. There shall be a student publication which shall be the official organ of the students at the University. It shall adhere to the principle of freedom of the press and shall be financed out of the publication fees allocated for the purpose. The same publication may be published online.

Section 2. The mechanism of student publication for implementation shall be established, organized, and maintained in the University.

Article 241. Staff, Selection, and Qualification Standards

Section 1. The editor-in-chief, associate editor, section editors, and business circulation manager are the chief staff members of the student publication.

Section 2. The reporters, lay-out artist, encoders, among others, comprise the support personnel who shall assist the chief staff members in the performance of their respective functions in the publication.

Section 3. The chief staff members and the support members of the publication shall be chosen through interviews and competitive examinations to be conducted by the Screening Committee headed by the Director of the Office of Student Affairs. The result of the selection shall be submitted to the University President for approval.

Section 4. To qualify for the examination, the Committee shall determine a general weighted academic average requirement from all candidates. Good, unblemished character and reputation, and experience in campus journalism shall also be considered by the Committee.

Section 5. In case of vacancy by reason of death, illness, transfer, removal from office, resignation, and/or similar causes, the same shall be filled up through succession; otherwise, the screening and appointment shall be made by the editor-in-chief, subject to the approval of the Screening Committee.

Article 242. Powers, Duties, and Privileges of the Publication Staff

Section 1. The powers, duties, and privileges of the student publication staff, including disciplinary actions, shall be the subject of policy guidelines formulated in consultation with the Office of Student Affairs subject to the confirmation of the Director for Student Affairs.

Section 2. Only members of the publication staff shall determine the content of the students' publication. The editors, members of the staff, and the Board of Advisers are responsible for the consequence that may arise out of the publication, such as, but not limited to, editorial, comment, or article.

Section 3. The publication staff shall nominate the Board of Advisers. The nomination shall be approved by the President upon the recommendation of the Director of the Office of Student Affairs, subject to existing internal policies, rules, and regulations. The functions of the Board of Advisers shall be limited to technical guidance.

Section 4. Editors shall enjoy security of tenure, however, they can be removed for cause as provided by law and regulations and after due process.

Section 5. Unless otherwise

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Figure 4. Student Code, Chapter 67 – Student Publication (Articles 238–242).



Figure 5. The Mindanao Tech, the official student publication of the University of Southern Mindanao.



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S. No. 1103 H. No. 22658 / 87 OG No. 37, 5337 (Sept. 16, 1991) ; 2 VLD 99 2d ; Journal 7/13/91 ; Malaya 7/13/91

[REPUBLIC ACT NO. 7079, July 05, 1991]

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM 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 and referred to as the "Campus Journalism Act of 1991."

SEC. 2. *Declaration of Policy.* - It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SEC. 3. *Definition of Terms.* -

a. *School.* - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
b. *Student Publication.* - The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
c. *Student Journalist.* - Any *bona fide* student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
d. *Editorial Board.* - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

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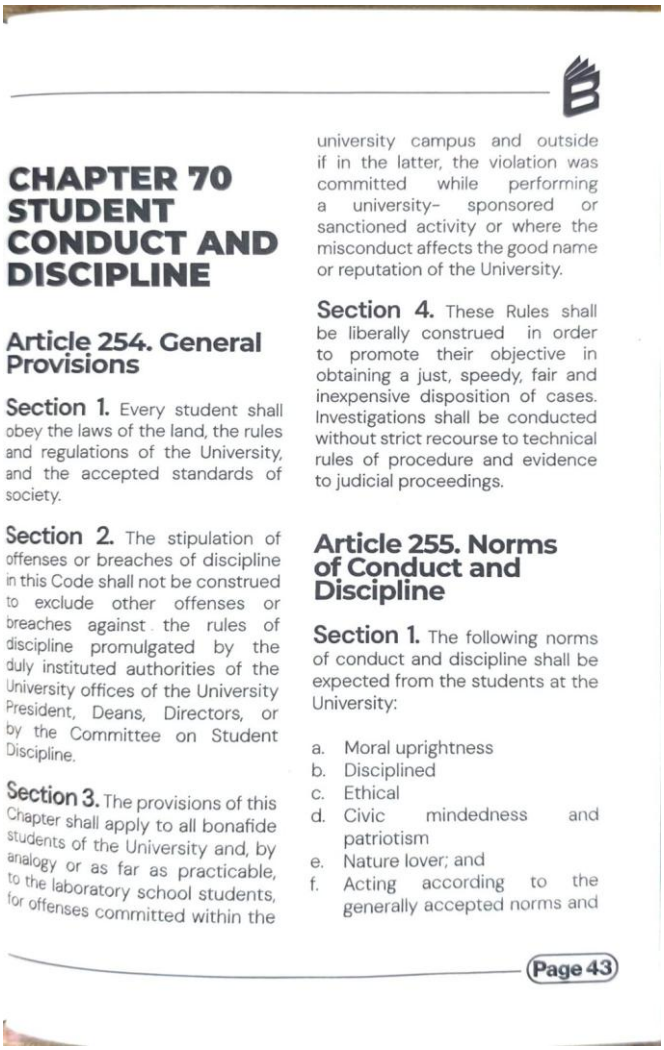
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1.4 Institutional guidelines on student discipline

Student discipline is governed by Chapter 70 – Student Conduct and Discipline of the Student Code. Article 254 sets the general provisions (every student obeys the laws of the land and University regulations; the rules apply to students within and outside the campus when the conduct affects the good name of the University); Article 255 states the norms of conduct and discipline (moral uprightness, discipline, ethical conduct, civic mindedness, patriotism, nature lover, and acting according to generally accepted norms); Article 256 provides the basis of discipline; and Article 257 lists grounds for disciplinary action and the penalties, classified as grave, less grave and light, with due process required before any penalty is imposed. Disciplinary action is without prejudice to the filing of civil or criminal charges.

For drug-related concerns, Article 257 Section 4 classifies as a grave offense the trafficking and sale of prohibited drugs (first offense: expulsion from the University) and the use or possession of prohibited drugs (first offense: suspension for one school year or expulsion; second offense: expulsion). Such cases are handled by the University Committee on Student Discipline, with the University Guidance Counselor as a non-voting member, which provides coordination between the school administration and the student affairs and services unit.



CHAPTER 70 STUDENT CONDUCT AND DISCIPLINE

Article 254. General Provisions

Section 1. Every student shall obey the laws of the land, the rules and regulations of the University, and the accepted standards of society.

Section 2. The stipulation of offenses or breaches of discipline in this Code shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the duly instituted authorities of the University offices of the University President, Deans, Directors, or by the Committee on Student Discipline.

Section 3. The provisions of this Chapter shall apply to all bonafide students of the University and, by analogy or as far as practicable, to the laboratory school students, for offenses committed within the university campus and outside if in the latter, the violation was committed while performing a university- sponsored or sanctioned activity or where the misconduct affects the good name or reputation of the University.

Section 4. These Rules shall be liberally construed in order to promote their objective in obtaining a just, speedy, fair and inexpensive disposition of cases. Investigations shall be conducted without strict recourse to technical rules of procedure and evidence to judicial proceedings.

Article 255. Norms of Conduct and Discipline

Section 1. The following norms of conduct and discipline shall be expected from the students at the University:

a. Moral uprightness
b. Disciplined
c. Ethical
d. Civic mindedness and patriotism
e. Nature lover; and
f. Acting according to the generally accepted norms and

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Figure 6. Student Code, Chapter 70 – Student Conduct and Discipline (Articles 254–255).

societal principles.

Article 256. Basis of Discipline

Section 1. Every student shall observe and abide by the laws of the land and the policies and regulations of the University.

Section 2. Every student shall observe his/her pledge of loyalty to the University.

Section 3. All students should adhere to the policies, rules, and regulations of the University and the provisions of this code. As such, all students are mandated to follow the provisions of this Code shall exercise candor, prudence, and faithfully ensure compliance hereof.

Article 257. Grounds for Student Disciplinary Actions and Penalties

Section 1. NO student of USM shall be subjected to disciplinary action except for just causes as provided in this code, other laws, and regulations and only after due process.

Section 2. The grounds fo student disciplinary action wit its corresponding penalties ar classified as grave, less grave, an light, depending on the nature o offense and its effects.

Section 3. The penalties unde these rules shall be withou prejudice to the filing of appropria civil or criminal charges against th respondent(s).

Section 4. The followin are grave offenses with the corresponding penalties:

1. Prohibited drug trafficking an sale of prohibited drugs
   - 1st offense- Expulsion fro the University
2. Use or possession prohibited drug
   - 1st offense – Suspensio for one (1) school year expulsion
   - 2nd offense – Expulsio from the University
3. Malversation of University University-sanctioned stude funds or property.

a. Involving a total amount of m more than P25,000.00
   - 1st offense – Suspensi

Figure 7. Student Code, Articles 256–257: basis of discipline, grounds for disciplinary action and penalties (grave offenses on prohibited drugs).

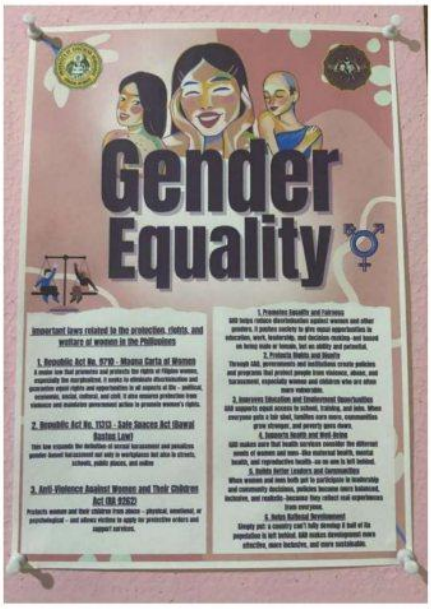


Figure 8. Gender Equality advocacy material of the University Gender and Development Office (Student Code, Article 252 on Gender and Development).

2. IMPLEMENTATION

2.1 Flow chart: procedure for recognition/accreditation of student organizations

The flow chart below follows the Management of Student Campus Organizations Procedure (USM-OSA-003 Rev. 3).

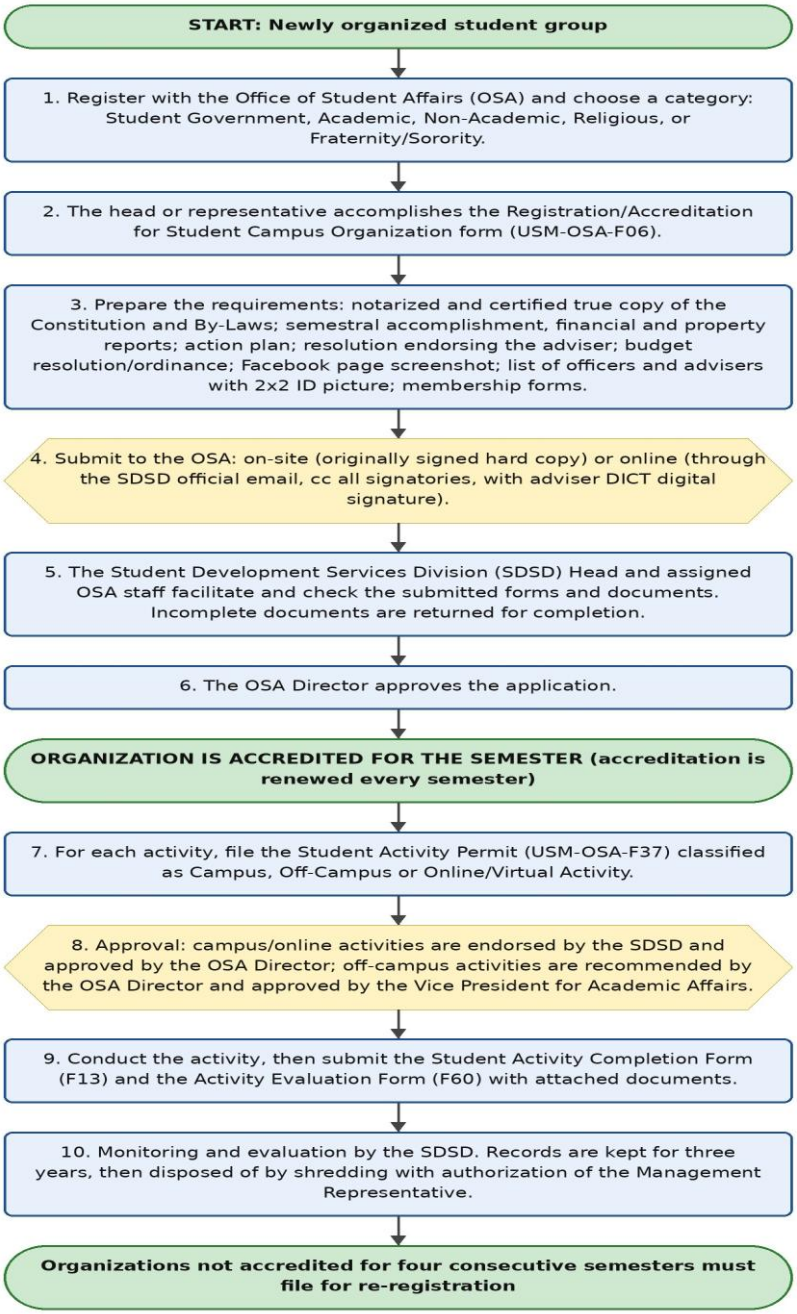


Figure 9. Flow chart of the procedure for recognition/accreditation of student organizations, permits for activities, and monitoring and evaluation.

2.2 Duly approved Constitution and By-Laws of student organizations

The submitted evidence is the Constitution and By-Laws of the Junior Philippine Institute of Accountants – University of Southern Mindanao Chapter (JPIA-USM), the organization of the Accountancy and Management Accounting students of the College of Business, Development, Economics and Management (CBDEM). It was last drafted on July 25, 2023, ratified on August 16, 2023, noted by the adviser, and approved by the SUC President IV of the University.

Its 24 articles cover the name and principal office, general provisions and definition of terms, seal, objectives, membership, rights and duties, proceedings and sanctions, organizational chart, governing bodies (Assembly and Supreme Board), the Supreme Officials, the adviser, committees, elections, vacancies, meetings, quorum, funds, amendments and effectivity. Features that show student participation, advocacy and good governance are:

- **Social action.** Article IV (Objectives) includes socio-civic and cultural consciousness through community extension services and social, economic and cultural development projects, together with fellowship, academic excellence, moral integrity, critical thinking and organizational culture.
- **Student self-government.** Governing bodies, elections, impeachment, vacancies, meetings and quorum are set by the members through the Assembly and the Supreme Board.
- **Accountability and transparency.** Funds come from membership fees and fund-raising, are deposited in a cooperative with three signatories (President, Vice President for Finance, Adviser), ATM access is prohibited, and audited financial reports are submitted within 25 days after the end of the federation year.
- **Adviser.** The adviser is a faculty member of the Accountancy Department, appointed only by the Department Chairman, who serves for one federation year and has the right to attend Supreme Board meetings.
- **Due process.** Article VII provides proceedings and sanctions, and the Chapter has a Grievance and Chapter Service Committee.

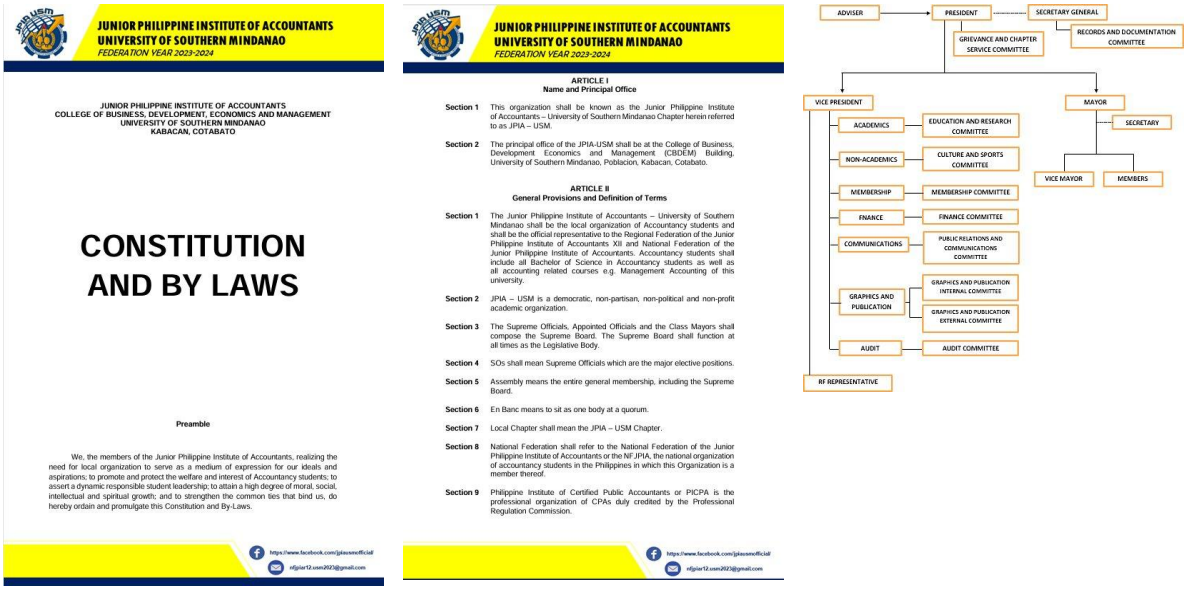


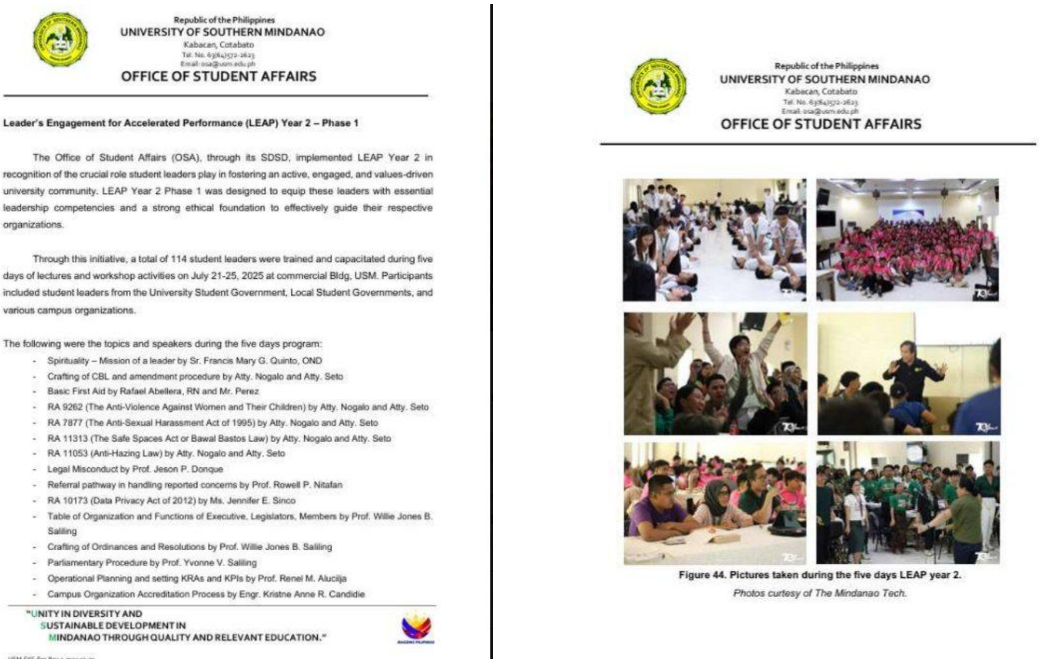
Figure 10. JPIA-USM Constitution and By-Laws: cover, Article I and II (name, principal office and general provisions), and the organizational chart of the Chapter.

Officers. The Constitution and By-Laws lists the Local Chapter Executive Officers for 2023–2024 led by Riena Lene R. Gazo (President), with Sandra Angela A. Bangcaya as adviser. For 2026–2027 the Luciole Federation is led by John McKinley Z. Maguate (President), with Rickie Haze T. Sali (VP for Academics), Limuel Pagotaisidro (VP for Non-Academics), Jeah Marianne B. Camporedondo (VP for Membership), Shion Fay Kobayashi (VP for Finance), Chrisanta Stenile T. Olpoc (VP for Communication), Alexi Marguerite Palmes (VP for Graphics and Publication), Mark Castro (VP for Audit), Ted Gabriel M. Bair (Regional Federation

Representative) and Hamdan D. Karnain (Secretary General), as recorded in the June 29, 2026 federation meeting.

2.3 Sample programs on leadership training, with pictorials

Leaders' Engagement for Accelerated Performance (LEAP) Academy. The OSA, through the Student Development Services Department (SDSD), implemented LEAP Year 2 – Phase 1 on July 21–25, 2025 at the USM Commercial Building. A total of 114 student leaders from the University Student Government, Local Student Governments and campus organizations were trained in five days of lectures and workshops. Topics included the mission of a leader (spirituality), crafting of constitution and by-laws and amendment procedure, basic first aid, R.A. 9262 (Anti-Violence Against Women and Their Children), R.A. 7877 (Anti-Sexual Harassment Act), R.A. 11313 (Safe Spaces Act), R.A. 11053 (Anti-Hazing Law), legal misconduct, referral pathway in handling reported concerns, R.A. 10173 (Data Privacy Act), table of organization and functions, crafting of ordinances and resolutions, parliamentary procedure, operational planning and setting KRAs and KPIs, and the campus organization accreditation process.



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OFFICE OF STUDENT AFFAIRS

Leader's Engagement for Accelerated Performance (LEAP) Year 2 – Phase 1

The Office of Student Affairs (OSA), through its SDSD, implemented LEAP Year 2 in recognition of the crucial role student leaders play in fostering an active, engaged, and values-driven university community. LEAP Year 2 Phase 1 was designed to equip these leaders with essential leadership competencies and a strong ethical foundation to effectively guide their respective organizations.

Through this initiative, a total of 114 student leaders were trained and capacitated during five days of lectures and workshop activities on July 21-25, 2025 at commercial Bldg, USM. Participants included student leaders from the University Student Government, Local Student Governments, and various campus organizations.

The following were the topics and speakers during the five days program:

- Spirituality – Mission of a leader by Sr. Francis Mary G. Quinto, OND
- Crafting of CBL and amendment procedure by Atty. Nogalo and Atty. Seto
- Basic First Aid by Rafael Abellera, RN and Mr. Perez
- RA 9262 (The Anti-Violence Against Women and Their Children) by Atty. Nogalo and Atty. Seto
- RA 7877 (The Anti-Sexual Harassment Act of 1995) by Atty. Nogalo and Atty. Seto
- RA 11313 (The Safe Spaces Act or Bawal Bastos Law) by Atty. Nogalo and Atty. Seto
- RA 11053 (Anti-Hazing Law) by Atty. Nogalo and Atty. Seto
- Legal Misconduct by Prof. Jeson P. Donque
- Referral pathway in handling reported concerns by Prof. Rowell P. Nitafan
- RA 10173 (Data Privacy Act of 2012) by Ms. Jennifer E. Sinco
- Table of Organization and Functions of Executive, Legislators, Members by Prof. Willie Jones B. Saliling
- Crafting of Ordinances and Resolutions by Prof. Willie Jones B. Saliling
- Parliamentary Procedure by Prof. Yvonne V. Saliling
- Operational Planning and setting KRAs and KPIs by Prof. Renel M. Alucilja
- Campus Organization Accreditation Process by Engr. Kristne Anne R. Candidie

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Figure 44. Pictures taken during the five days LEAP year 2.
Photos curtesy of The Mindanao Tech.

Figure 11. Accomplishment report on LEAP Year 2 – Phase 1 (July 21–25, 2025) with pictures of the five-day training.

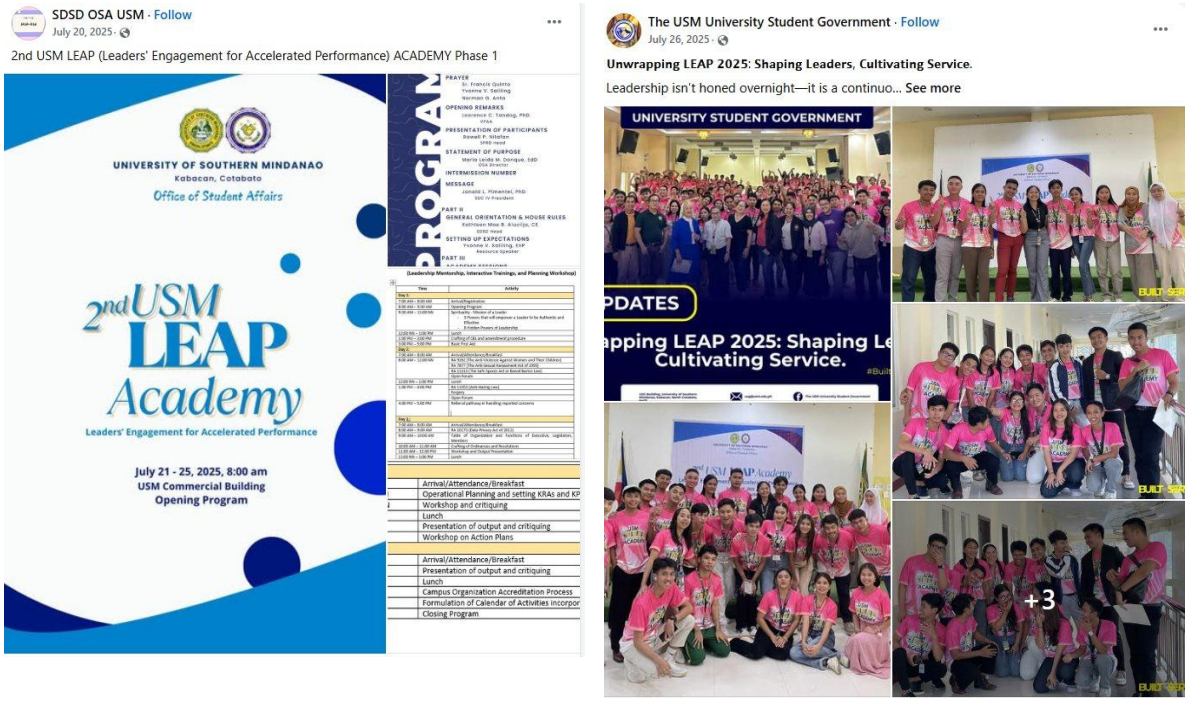


Figure 12. Program of the 2nd USM LEAP Academy Phase 1 (July 21–25, 2025) and the University Student Government post "Unwrapping LEAP 2025: Shaping Leaders, Cultivating Service."

Orientation and meeting of campus organization heads and advisers. On September 12, 2025, the SDSD conducted an orientation and consultative meeting at the USM Gymnasium attended by 97 student leaders and advisers, on accreditation and activity permit application, Pasiklaban 2025 security concerns, collections and contributions, and other concerns raised by participants.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Orientation and Meeting of Campus Organization's heads and advisers

The SDSD conducted orientation and consultative meeting on September 12, 2025 at USM Gymnasium for Campus Organization heads and advisers. This special meeting was attended by 97 student leaders and advisers.

The following agenda were being tackled: Orientation on accreditation and activity permit application; Orientation on the Pasiklaban 2025 security concerns; collections and contributions; and other concerns raised by the participants.

Figure 45. Pictures taken during the orientation and meeting.

Figure 13. Orientation and meeting of campus organization heads and advisers, September 12, 2025.

Continuing program. The LEAP Season 3 call for applications (deadline June 30, 2026) invites a new generation of student leaders to the program.

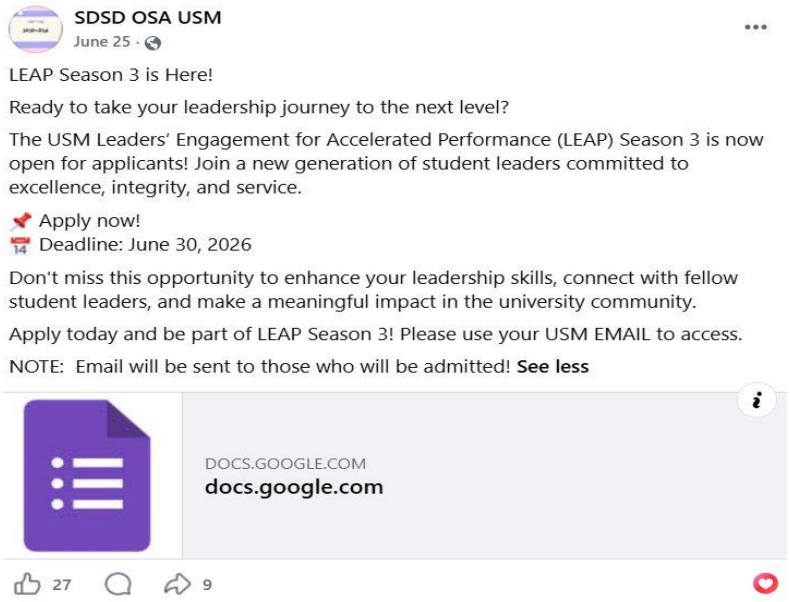


Figure 14. Call for applications for USM LEAP Season 3 (deadline June 30, 2026).

Organization-level leadership training. The JPIA-USM Luciole Federation held its first federation meeting on June 29, 2026 (federation orientation, branding, committee project proposals and annual planning) and called the Second Federation Meeting and Strategic Planning Sessions for July 20, 2026 through a memorandum dated June 30, 2026.



University of Southern Mindanao
College of Business Development Economics and Management
Accountancy Department
Junior Philippine Institute of Accountants
LUCIOLE FEDERATION

Memorandum No. 002
Series of 2026

To: ALL SUPREME OFFICIALS OF JPIA-USM LUCIOLE FEDERATION

Subject: SECOND FEDERATION MEETING AND STRATEGIC PLANNING SESSIONS

From: HAMDAN D. KARNAIN
Secretary General

Date: June 30, 2026

Following the successful conduct of the First Federation Meeting, the federation shall convene its Second Federation Meeting to deliberate on the remaining organizational matters necessary for the effective commencement of federation operations. This meeting shall focus on the review and approval of the proposed Calendar of Activities, presentation of the federation's official color scheme, accreditation matters, and the crafting and adoption of resolutions to formalize decisions reached by the body.

All Supreme Officials are hereby directed to attend the meeting fully prepared for deliberations. Vice Presidents, committee heads, and concerned officers shall review the proposed Calendar of Activities and be prepared to provide recommendations, amendments, and other pertinent inputs during the discussions. Officers assigned to present specific agenda items shall ensure that all necessary materials and presentations are prepared prior to the meeting to facilitate productive deliberations.

Agenda

1. Discussion of Activities Not Included During the First Federation Meeting
2. Review and Approval of the Calendar of Activities
3. Presentation of the Official Federation Color Scheme
4. Federation Accreditation
5. Crafting and Adoption of Resolutions
6. Other Matters

For your information, guidance, and compliance.

University of Southern Mindanao
College of Business Development Economics and Management
Accountancy Department
Junior Philippine Institute of Accountants
LUCIOLE FEDERATION

Notice of Meeting

June 30, 2026

Re: Second Federation Meeting

To: PRES. JOHN MCKINLEY Z. MAGUATE
VP RICKIE HAZE T. SALI
VP LIMUEL PAGOTAISIDRO
VP JEAH MARIANNE B. CAMPOREDONDO
VP SHION FAY KOBAYASHI
VP MARK CASTRO
VP CHRISANTA STENILE T. OLPOC
VP ALEXI MARGUIRETTE PALMES
RFR TED GABRIEL M. BAIR

WHEREAS, pursuant to Memorandum No. 002, Series of 2026, the **JPIA–USM Luciole Federation** shall convene its Second Federation Meeting to continue organizational planning and deliberate on matters necessary for the effective implementation of federation programs and initiatives;

WHEREAS, the meeting has been scheduled on **July 20, 2026**, from **8:00 pm** to **10:00 pm** via **Google Meet** https://meet.google.com/owe-ejwj-sab;

WHEREAS, the meeting shall include the discussion of remaining activities not taken up during the First Federation Meeting, the review and approval of the proposed Calendar of Activities, presentation of the federation's official color scheme, accreditation matters, and the crafting and adoption of resolutions;

NOW THEREFORE, all Supreme Officials are hereby directed to attend the meeting punctually, actively participate in the deliberations, and be prepared to provide recommendations and vote on matters requiring the approval of the federation.

Agenda

1. Review and Approval of the Calendar of Activities
2. Presentation of the Official Federation Color Scheme
3. Federation Accreditation
4. Crafting and Adoption of Resolutions
5. Other Matters

Prepared by:

Hamdan D. Karnain
Secretary General

For clarifications, please contact **Hamdan Karnain** at mobile number **09536388258** or **s.hdkarnain@usm.edu.ph**

Figure 15. Memorandum and notice of the Second Federation Meeting of the JPIA-USM Luciole Federation (June 30, 2026).

2.4 Flow chart: procedure for student grievances

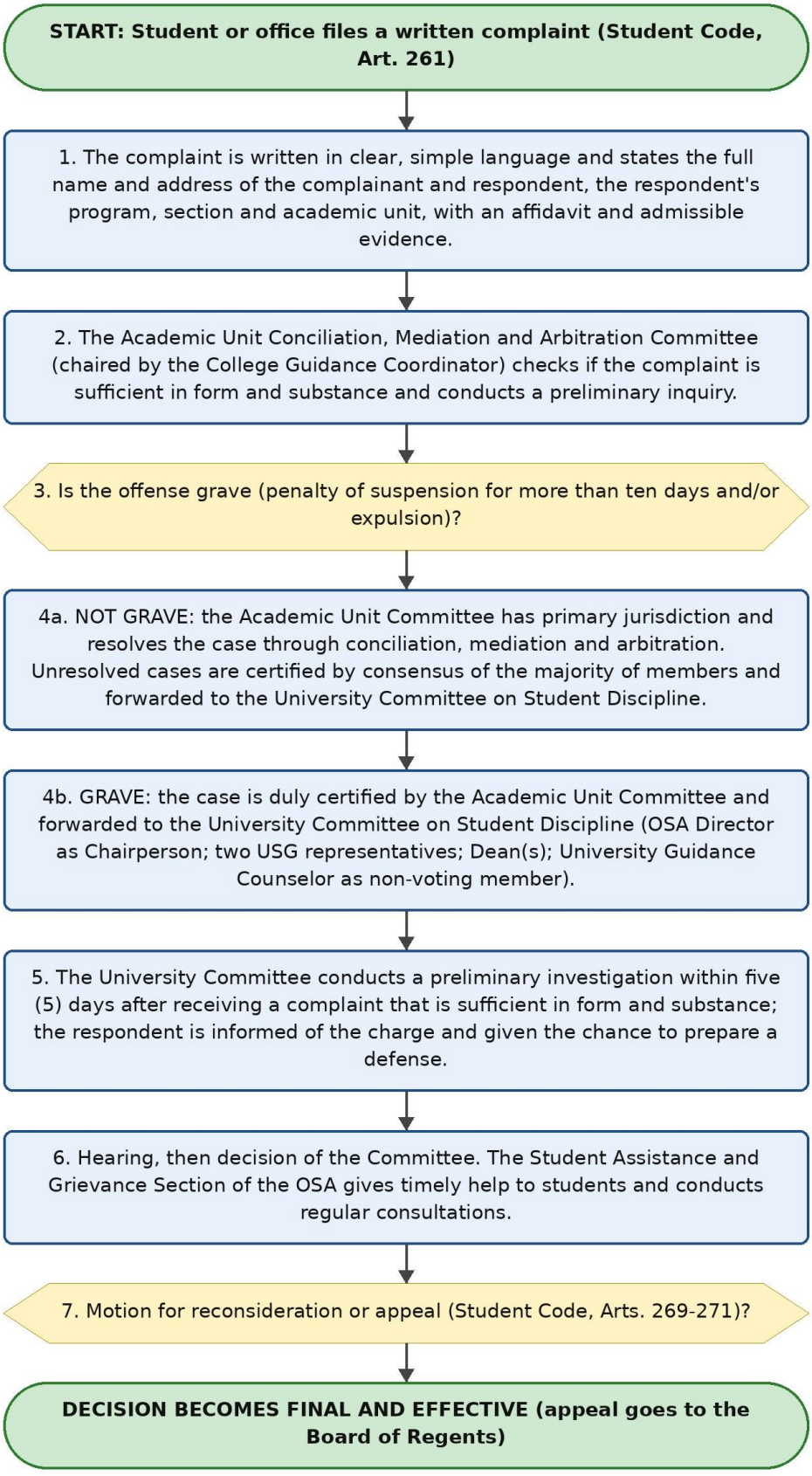


Figure 16. Flow chart of the procedure for student grievances and disciplinary complaints (Student Code, Chapter 71).

2.5 Flow chart: procedure in the publication of yearbooks

The University yearbook is the Tanglaw Yearbook, published for the graduating students of the main campus and the Palma, Buluan and Midsayap/M'lang campuses. Evidence for the process is the Parent-Student Consultation on Graduation Pictorials and the Tanglaw Yearbook held on January 23, 2026, 7:00–10:00 AM at the USM Auditorium, conducted in hybrid format with livestream on the USG Facebook page, and the Student Code provisions on student publication (Articles 238–244).

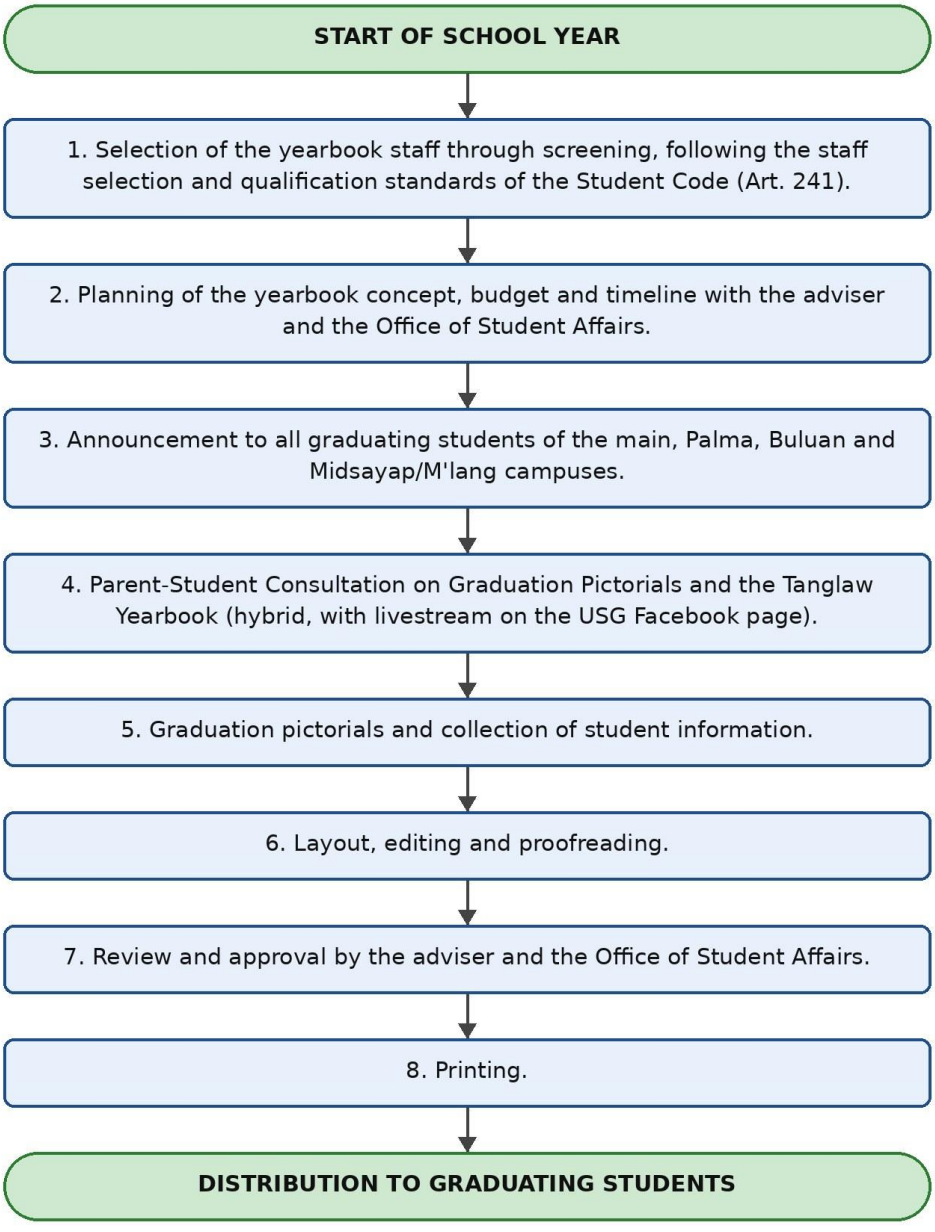


Figure 17. Flow chart of the procedure in the publication of the Tanglaw Yearbook.



Figure 18. Announcement of the Parent-Student Consultation on Graduation Pictorials and the Tanglaw Yearbook (January 23, 2026).

2.6 List of current recognized/accredited student organizations/clubs/societies/councils and groups

Organization	No. of Members	Faculty/Adviser/s	Faculty Adviser's Major Field	No. of Years
1. Junior Philippine Institute of Accountants – USM Chapter (JPIA-USM), Luciole Federation	Membership is mandatory for all Accountancy students of CBDEM	Sandra Angela A. Bangcaya (adviser per the 2023–2026 officers' list)	Accounting	Constitution ratified Aug. 16, 2023
2. University Student Government (USG)				
3. CBDEM Local Student Government (LSG)				
4. Other accredited organizations of the program/college				

Note: Only the JPIA-USM Chapter has complete documents in the submitted files. Please replace the highlighted items with the OSA's list of accredited organizations for the current semester.

2.7 Co-curricular and extra-curricular activities conducted

	Name of Activity	Nature (extra or co-curricular)	Sponsoring Unit/Organization/Club	Inclusive Dates
1.	LEAP Year 2 – Phase 1 (leadership training for 114 student leaders)	Co-curricular	OSA – Student Development Services Department	July 21–25, 2025
2.	Orientation and meeting of campus organization heads and advisers	Co-curricular	OSA – Student Development Services Department	September 12, 2025
3.	Parent-Student Consultation on Graduation Pictorials and Tanglaw Yearbook	Extra-curricular	Tanglaw Yearbook / University Student Government	January 23, 2026
4.	Gawad Parangal 2026 (panel interview of finalists)	Extra-curricular	OSA – Student Development Services Department	May 5, 2026
5.	LEAP Season 3 (call for applications)	Co-curricular	OSA – Student Development Services Department	Applications until June 30, 2026
6.	First Federation Meeting (orientation, branding, project proposals, annual planning)	Extra-curricular	JPIA-USM Luciole Federation	June 29, 2026
7.	Second Federation Meeting and Strategic Planning Session	Extra-curricular	JPIA-USM Luciole Federation	July 20, 2026
8.	Pasiklaban 2026 (sports, arts and academic competitions)	Extra-curricular	University Student Government	September 18 – October 1, 2026
9.	Audivance: offline audit workspace for student organizations	Co-curricular	JPIA-USM	September 19 (post date)
10.	Halalan 2026 (election of student government officers)	Extra-curricular	USG and Local Student Governments	
11.	Komunikasyon 2026: IDEA CTRL: CBMS Innovation Challenge	Co-curricular	University / College; JPIA-USM team participated	October 15, 2026
12.	Prayer Meeting for the October 2026 CPA Licensure Examination takers	Extra-curricular	JPIA-USM	October 22, 2026, 3:30–5:00 PM

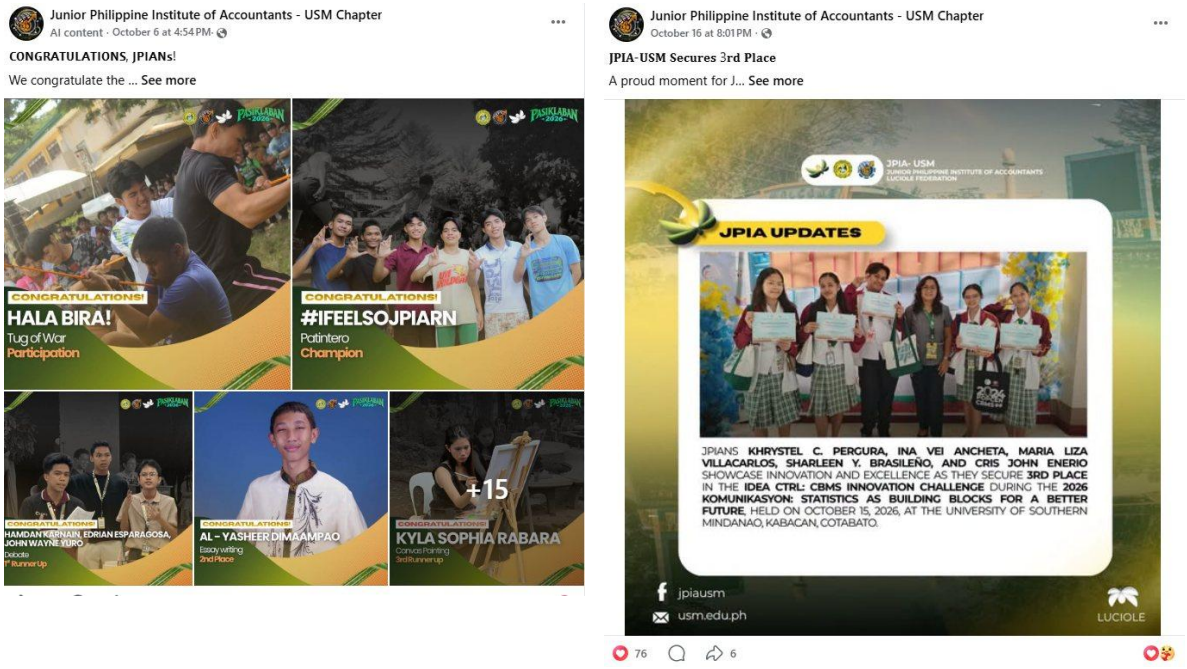


Figure 19. Pasiklaban 2026 results and the 3rd place finish in the IDEA CTRL: CBMS Innovation Challenge at Komunikasyon 2026 (JPIA-USM posts).



Figure 20. JPIA-USM Prayer Meeting for CPA licensure examinees and the Audivance offline audit workspace.





Figure 21. Gawad Parangal 2026 finalists and the Halalan 2026 announcement.

2.8 Awards/recognition received by students/student organizations in co-curricular and extra-curricular activities

	Name of Student/Student Organization	Title of Award	Awarding Body/Organization	Date	Level
1.	JPIA-USM Chapter	Champion, Patintero	Pasiklaban 2026 (USG/University)	October 6, 2026 (post date)	Local
2.	Hamdan Karnain, Edrian Esparagosa, John Wayne Yuro (JPIA-USM)	First Runner-up, Debate	Pasiklaban 2026	October 6, 2026 (post date)	Local
3.	Al-Yasheer Dimaampao (JPIA-USM)	2nd Place, Essay Writing	Pasiklaban 2026	October 6, 2026 (post date)	Local
4.	Kyla Sophia Rabara (JPIA-USM)	Third Runner-up, Canvas Painting	Pasiklaban 2026	October 6, 2026 (post date)	Local
5.	JPIA-USM team: Khrystel C. Pergura, Ina Vei Ancheta, Maria Liza Villacarlos, Sharleen Y. Brasileño, Cris John Enerio	3rd Place, IDEA CTRL: CBMS Innovation Challenge	Komunikasyon 2026, University of Southern Mindanao	October 15, 2026	Local
6.	Nicole Ayenne C. Dayag (JPIA-USM)	Rank 8 Nationwide, National Certified Bookkeepers Examination	National Certified Bookkeeper (NCB) Examination	July 20 (post date)	National
7.	Farhana Gem C. Solaiman, Carl James A. Nimer, Juliana Caezar M. Francisco and other JPIA-USM members	Passers, National Certified Bookkeepers (NCB) Examination	NCB Examination	July 20 (post date)	National

	Name of Student/Student Organization	Title of Award	Awarding Body/Organization	Date	Level
8.	Nernie A. Cabundocan, Jeahan L. Tejada and eight other JPIA-USM members	Passers, Certified Tax Technician (CTT) Examination	CTT Examination	August 4 (post date)	National
9.	11 newly licensed Certified Public Accountants (JPIA-USM alumni)	Passers, May 2026 CPA Licensure Examination	Professional Regulation Commission	May 2026 (post date June 3)	National

Note: Items 6 to 9 are licensure and certification results rather than competition awards; remove them if the accreditors only count competition awards. Please also add the awardees from the BS Management Accounting program if the college keeps its own list.

3. OUTCOMES

O.1. Evidence and manifestations that quality student development services are assured

Quality student development services at the University are assured through documented systems, regular training of student leaders, adequate support to student organizations, and measurable results from students' participation.

- **Clear systems.** A controlled procedure (USM-OSA-003 Rev. 3) with standard forms governs registration, accreditation, permits, monitoring and evaluation of student organizations. The Student Code provides the rules for discipline, grievance, student publication and yearbook, and a due-process mechanism with committees that include student representatives.
- **Student leaders are trained and oriented.** 114 student leaders completed LEAP Year 2 – Phase 1 in July 2025, 97 leaders and advisers attended the September 2025 orientation, and LEAP Season 3 was opened in 2026. The program covers laws on gender, safe spaces, anti-hazing and data privacy, as well as parliamentary procedure and planning, which supports a safe and responsible student community.
- **Students govern themselves and are consulted.** The USG and the Local Student Governments hold elections (Halalan 2026) and sit in the University Committee on Student Discipline and the Academic Unit Conciliation, Mediation and Arbitration Committee. The JPIA-USM Luciole Federation holds Supreme Board meetings with minutes, votes on branding and projects, and plans its activities for the year.
- **Adequate office space and support to accredited organizations.** The University Student Government and the Local Student Government have their own offices on the campus, and organizations are supported with permits, advising, facilities and venues such as the University Gymnasium, Auditorium and Commercial Building.
- **Students excel in co-curricular and extra-curricular activities.** JPIA-USM won the Patintero championship, placed in debate, essay writing and canvas painting at Pasiklaban 2026, and took 3rd place in the IDEA CTRL: CBMS Innovation Challenge at Komunikasyon 2026.
- **Students succeed in their professional examinations.** Members and alumni of the JPIA-USM Chapter passed the NCB examination (including one Rank 8 nationwide), the

CTT examination, and 11 became newly licensed CPAs in the May 2026 examination. This shows that the academic support from student development programs and the organization translates to professional results.

- **Care for student well-being and community.** JPIA-USM organized a prayer meeting for CPA licensure examinees (October 22, 2026), and developed Audivance, an offline audit workspace that helps student organizations keep their audit and treasury records.
- **Student publication and yearbook are supported.** The Mindanao Tech operates as the official student publication, and the Tanglaw Yearbook holds a hybrid consultation for graduating students and their parents.



Figure 22. Offices of the University Student Government and the Local Student Government.



Figure 23. JPIA-USM achievements: Pasiklaban 2026 and the Certified Tax Technician examination passers.



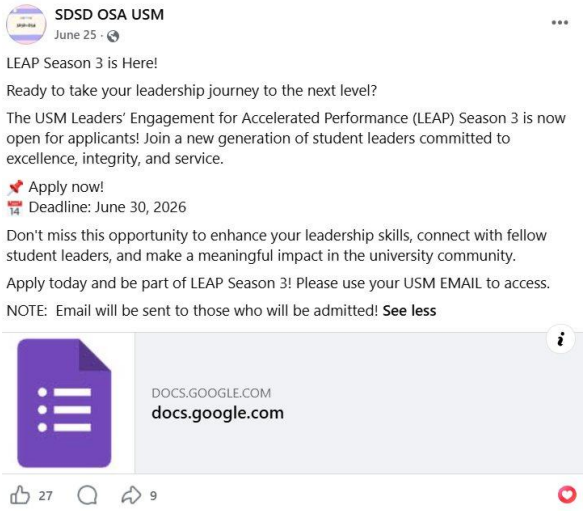
Figure 24. JPIA-USM achievements: National Certified Bookkeeper examination passers (including Rank 8 nationwide) and the newly licensed CPAs (May 2026).

4. BEST PRACTICES

Best practices on Parameter C (Student Development) found in the submitted documents:

1. **Controlled, standardized procedure for student organizations.** USM-OSA-003 Rev. 3 sets uniform requirements and numbered forms for registration, accreditation, permits, completion and evaluation, and it keeps a revision history under the University's Quality Management System.
2. **Semestral accreditation and online filing.** Organizations are re-accredited every semester, and documents may be submitted on-site or online through the SDSD official email using adviser digital signatures.
3. **Permit and post-activity evaluation system.** Each activity has a permit, a completion form and an evaluation form, so activities are monitored and improved.
4. **Annual LEAP Academy.** A five-day leadership program with lawyers, faculty and other speakers, now in its third season, that trains USG, LSG and campus organization leaders in laws, parliamentary procedure, planning and accreditation requirements.
5. **Orientation and consultation with organization heads and advisers.** The SDSD holds a yearly meeting on accreditation, permits, security and collections so that issues are discussed before major events.
6. **Student representation in discipline and grievance bodies.** USG representatives and the Local Student Government Governor sit in the University Committee on Student Discipline and the Academic Unit Conciliation, Mediation and Arbitration Committee.
7. **Conciliation and mediation first.** Disciplinary cases other than grave offenses are first settled at the academic unit level, with timelines (five days for preliminary investigation) and due process.

8. **Student organization constitutions with social action, transparency and accountability.** The JPIA-USM Constitution requires community extension and development projects, a grievance committee, controlled funds with three signatories and audited financial reports.
9. **Student-led planning and minuted meetings.** The JPIA-USM Luciole Federation holds orientation, voting on branding, committee project proposals with budgets and sources, and annual planning, with minutes and memoranda.
10. **Home-grown student innovation.** Audivance, an offline audit workspace by JPIA-USM, supports audit manual compliance and record keeping of student organizations.
11. **Strong academic-to-professional pipeline.** JPIA-USM members and alumni achieve national results in the NCB, CTT and CPA examinations, supported by the organization's academic and spiritual programs, including a prayer meeting for examinees.
12. **Inclusive competitions that develop talent.** Pasiklaban 2026 combines sports, arts, literary and academic events; the accountancy students competed in all of them and placed in several.
13. **Innovation challenge participation.** Students join intercollegiate and inter-college events such as the IDEA CTRL: CBMS Innovation Challenge to apply analytical and problem-solving skills.
14. **Recognition program for outstanding students.** The Gawad Parangal 2026 recognizes outstanding students in athletics, socio-cultural performance, journalism and other categories through panel interviews.
15. **Support to student publication and yearbook.** The Mindanao Tech operates under the Student Code provisions on student publication, and the Tanglaw Yearbook holds hybrid parent-student consultations with livestream.
16. **Gender and development advocacy.** Gender equality materials and training on R.A. 9262, 7877 and 11313 are included in student leader training and the Student Code.
17. **Dedicated offices for student governments.** The USG and the Local Student Government have their own offices with bulletin boards for announcements.



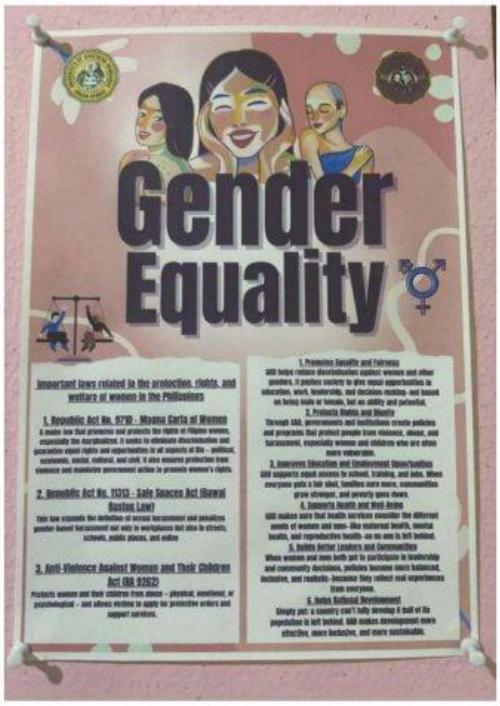


Figure 25. Photos for best practices: LEAP Season 3 and Gender Equality advocacy.

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IV – SUPPORT TO STUDENTS

Parameter D – INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

1. SYSTEM – INPUTS AND PROCESSES

1.1 Institutional policies and guidelines on student recruitment, selection, admission and retention

Recruitment, selection and admission of students are done through the University College Entrance Examination (USMCEE) and the Office of Admission and Records (ARO). Each school year the University announces the USMCEE schedule and registration period through its official website and social media pages (for A.Y. 2026–2027: registration from November 26, 2025 to January 16, 2026, with the examination on January 24, 2026). Applicants are selected by the percent score they obtain in the examination against the cut-off score of the program they apply for. Programs are grouped as Business, Accounting and Management (BAM), Humanities and Education (HED), Science, Engineering and Mathematics (SEM), and Technical (TEC), and each program has its required percent score. For example, BS Accountancy requires 60%, while BS Business Administration, BS Agricultural Economics, BS Agribusiness and Bachelor of Public Administration require 44%.

Admission requirements and procedures are posted on the University web page for incoming freshmen, transferees, continuing students, returning students and international students. Transferees submit the transcript of records for evaluation, honorable dismissal and certificate of good moral character during online pre-registration, and then the original PSA birth certificate (or a signed commitment form) and the originals of the other documents upon approval of registration.

Selection is also guided by the Board of Regents policy on affirmative action. Board of Regents Resolution No. 111, series of 2024 (156th regular meeting, July 16, 2024) adopted the Proposed Policies on Affirmative Action for Deserving but Underprivileged Prospective Students: two percent (2%) of incoming freshmen each school year are allotted to Students with Special Consideration (SSC) in specified programs. The students qualify through a family income not exceeding PHP 150,000 per year, a parent or sibling employed in the University, or membership in a recognized sector (indigenous peoples, persons with disability, survivors of violence, drug surrendered, senior citizens, solo parents, orphans and others), with a general weighted average of at least 80%. They are given academic and economic support and are expected to maintain good attendance and participate in university activities.

Retention is governed by the standards of each academic program and by the Student Code and Student Manual (2024 Edition), which set the rights and duties of students, student services, conduct and discipline. For student athletes, retention is regulated by the Varsity Selection and Retention Procedure of the Sports Development Program (see 1.4). For scholars, retention in the scholarship is regulated by the grantor's requirements and by Chapter 68 of the Student Code.

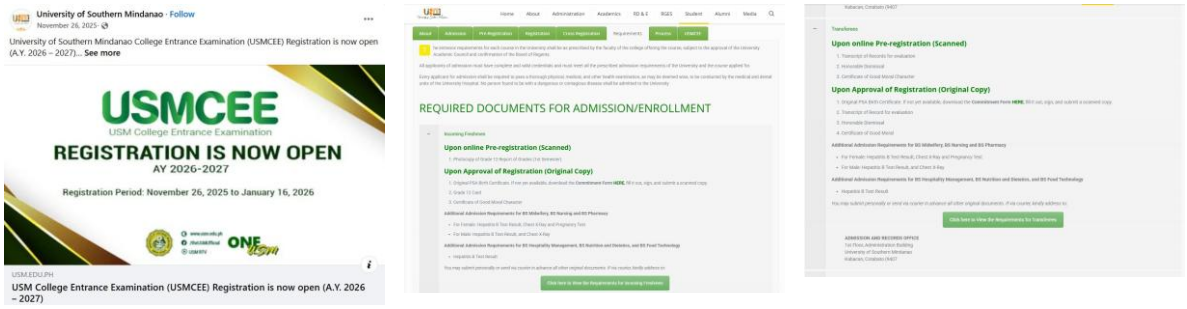


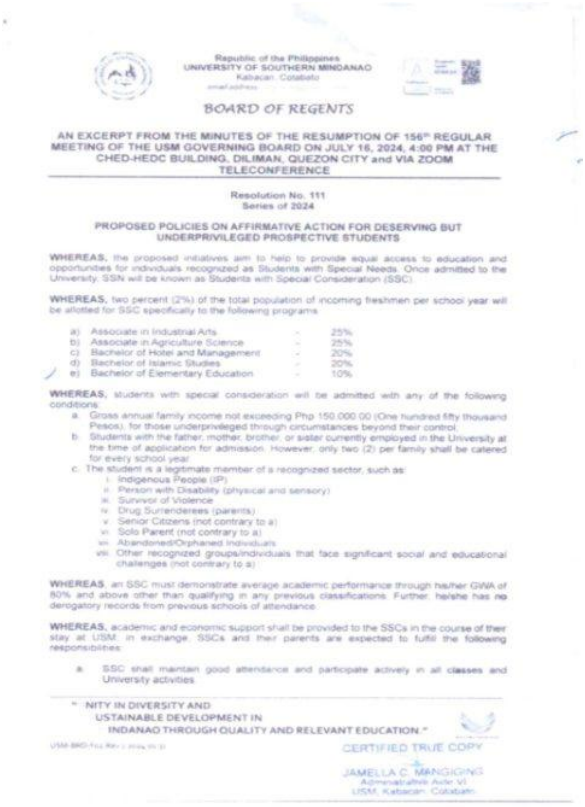
Figure 1. USMCEE registration announcement (A.Y. 2026–2027) and the admission requirements posted on the University web page for freshmen and transferees.

Program Groups

BAM - Business, Accounting, and Management
HED - Humanities and Education
SEM - Science, Engineering, and Mathematics
TEC - Technical (Industrial Arts)

Colleges (Undergraduate Programs/Majors)	Cut-off/ Required Percent Scores	Program Groups
USM - KABACAN (Main Campus)		
COLLEGE OF AGRICULTURE		
BS Agriculture	50%	SEM
BS Fisheries	45%	SEM
COLLEGE OF ARTS AND SOCIAL SCIENCES		
BS Criminology	50%	HED
AB Psychology	45%	HED
AB Political Science	45%	HED
AB English Language	45%	HED
AB Philosophy (Pre-Law)	44%	HED
BS Development Communication	44%	HED
COLLEGE OF SCIENCE AND MATHEMATICS		
BS Biology	50%	SEM
BS Microbiology	50%	SEM
BS Environmental Science	50%	SEM
BS Chemistry	55%	SEM
BS Applied Mathematics	40%	SEM
BS Applied Physics	40%	SEM
COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT		
BS Accountancy	60%	BAM
BS Business Administration	44%	BAM
BS Agricultural Economics	44%	BAM
BS Agribusiness	44%	BAM
Bachelor of Public Administration	44%	BAM

USM 1ST SEM, A.Y. 2024-2025



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BOARD OF REGENTS

AN EXCERPT FROM THE MINUTES OF THE RESUMPTION OF 156th REGULAR MEETING OF THE USM GOVERNING BOARD ON JULY 16, 2024, 4:00 PM AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY and VIA ZOOM TELECONFERENCE

Resolution No. 111
Series of 2024

PROPOSED POLICIES ON AFFIRMATIVE ACTION FOR DESERVING BUT UNDERPRIVILEGED PROSPECTIVE STUDENTS

WHEREAS, the proposed initiatives aim to help to provide equal access to education and opportunities for individuals recognized as Students with Special Needs. Once admitted to the University, SSN will be known as Students with Special Consideration (SSC).

WHEREAS, two percent (2%) of the total population of incoming freshmen per school year will be allotted for SSC specifically to the following programs:

a) Associate in Industrial Arts - 25%
b) Associate in Agriculture Science - 25%
c) Bachelor of Hotel and Management - 20%
d) Bachelor of Islamic Studies - 20%
e) Bachelor of Elementary Education - 10%

WHEREAS, students with special consideration will be admitted with any of the following conditions:

a. Gross annual family income not exceeding Php 150,000.00 (One hundred fifty thousand Pesos), for those underprivileged through circumstances beyond their control.
b. Students with the father, mother, brother, or sister currently employed in the University at the time of application for admission. However, only two (2) per family shall be catered for every school year.
c. The student is a legitimate member of a recognized sector, such as:
   i. Indigenous People (IP)
   ii. Person with Disability (physical and sensory)
   iii. Survivor of Violence
   iv. Drug Surrenderees (parents)
   v. Senior Citizens (not contrary to a)
   vi. Solo Parent (not contrary to a)
   vii. Abandoned/Orphaned Individuals
   viii. Other recognized groups/individuals that face significant social and educational challenges (not contrary to a)

WHEREAS, an SSC must demonstrate average academic performance through his/her GWA of 80% and above other than qualifying in any previous classifications. Further, he/she has no derogatory records from previous schools of attendance.

WHEREAS, academic and economic support shall be provided to the SSCs in the course of their stay at USM, in exchange, SSCs and their parents are expected to fulfill the following responsibilities:

a. SSC shall maintain good attendance and participate actively in all classes and University activities.

" NITY IN DIVERSITY AND
USTAINABLE DEVELOPMENT IN
INDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

CERTIFIED TRUE COPY

JAMELLA C. MANGIONG
Administrative Aide VI
USM, Kabacan, Cotabato

Figure 2. Program groups and required percent scores (USMCEE cut-off), and Board of Regents Resolution No. 111, s. 2024 on affirmative action for deserving but underprivileged prospective students.

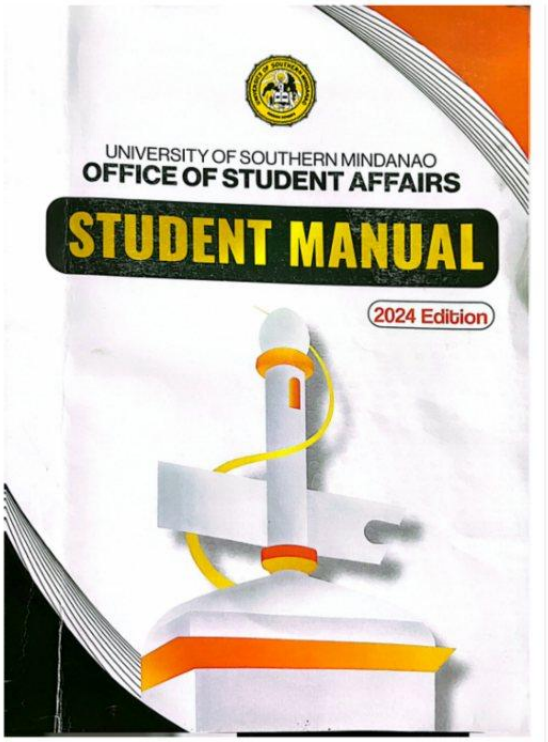


Figure 3. Student Manual (2024 Edition), Office of Student Affairs.

1.2 Institutional policies and guidelines on wellness and healthy lifestyle

The Student Code (Book IV, Title Nine) sets the University policy on wellness and healthy lifestyle. Article 222 (Health Services) provides that the University, through the USM Health Services, delivers primary health care and wellness programs to students conducted by duly licensed professionals, maintains adequate health care facilities and updated health records, requires annual medical and dental check-ups of all students, initiates mechanisms to foster a supportive environment for healthy lifestyles on and off campus consistent with the CHED Memorandum Order No. 63, series of 2017, and ensures that facilities and the physical environment comply with standards and laws. Article 223 (Safety and Security Services) and Article 226 (Food Safety and Services) require safe and sanitary facilities, regulation of canteens, food outlets and vendors, and the display of the sanitary certificate in a conspicuous area of every food outlet.

The Infirmary Clinic implements the policy through free medical check-up and minor surgery, dental check-up and one free tooth extraction per semester, clinical laboratory (one complete blood count, one urinalysis and one fecalysis per semester), and a pharmacy that gives free medicines and vitamins to students, faculty and staff. The Student Code also provides for counseling and psychological services through the Counseling and Career Department, and for sports and wellness programs under Article 234.

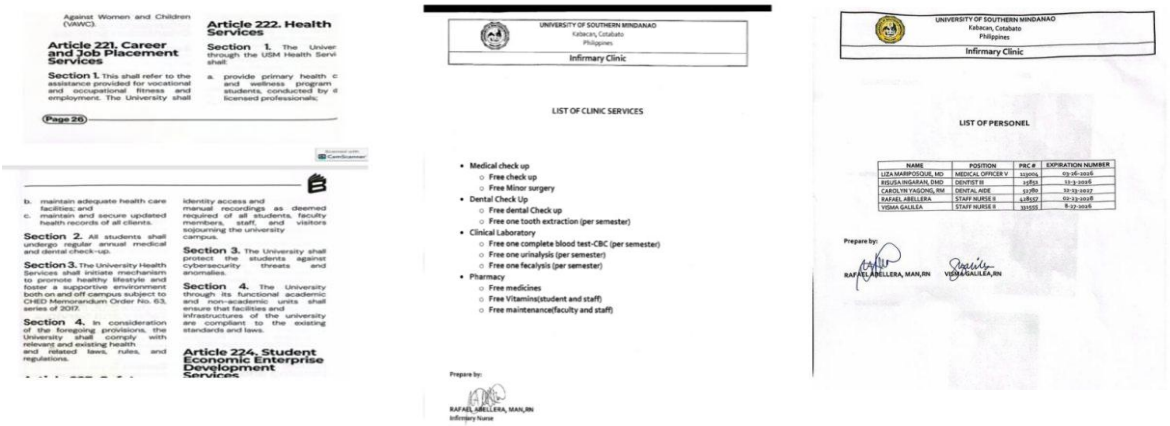


Figure 4. Student Code Articles 221–224 (health, safety and security, economic enterprise services) and the Infirmary Clinic list of services and personnel.



Figure 5. Office of Student Affairs letter coordinating the annual medical and dental check-up of students.

1.3 Legal documents: R.A. 7277, R.A. 10121 and other related documents

- **Republic Act No. 7277 (Magna Carta for Disabled Persons).** The University admits persons with disabilities under its admission policy and the Student Code, provides services for students with special needs through the Diversity and Integrative Services Department, and has accessible buildings (ramps, handrails and stairs). The Board of Regents affirmative action policy gives persons with disability a recognized sector for admission.
- **Republic Act No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).** The University Disaster Risk Reduction and Management (DRRM) Committee, with the Bureau of Fire Protection, conducts the University-wide fire and earthquake drill

(memorandum to the Administrative Council, March 2026), and USM holds the DRRM Course for students and employees.

- **Republic Act No. 10931 (Universal Access to Quality Tertiary Education Act).** This law provides free tuition and other school fees in state universities and colleges, the Tertiary Education Subsidy (TES) for underprivileged students, and the Student Loan Program for Tertiary Education. It underlies the University's scholarship and financial assistance policies.
- **Other related documents.** CHED Memorandum Order No. 9, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), CHED Memorandum Order No. 63, s. 2017 (health and safety), the Student Code and the Student Manual (2024 Edition).



Figure 6. Accessible buildings: ramps, handrails and stairs on the campus (R.A. 7277).

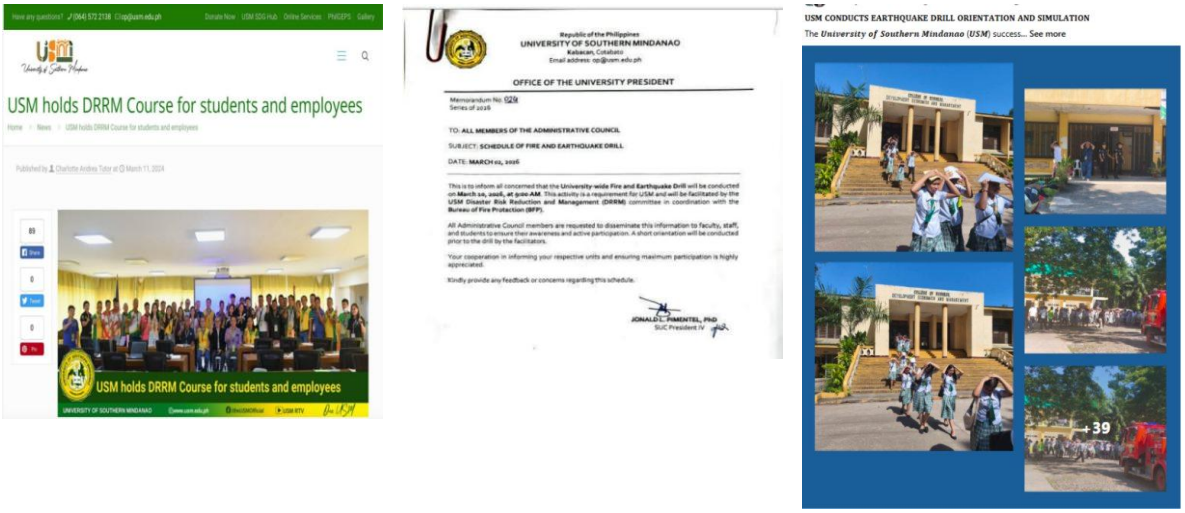
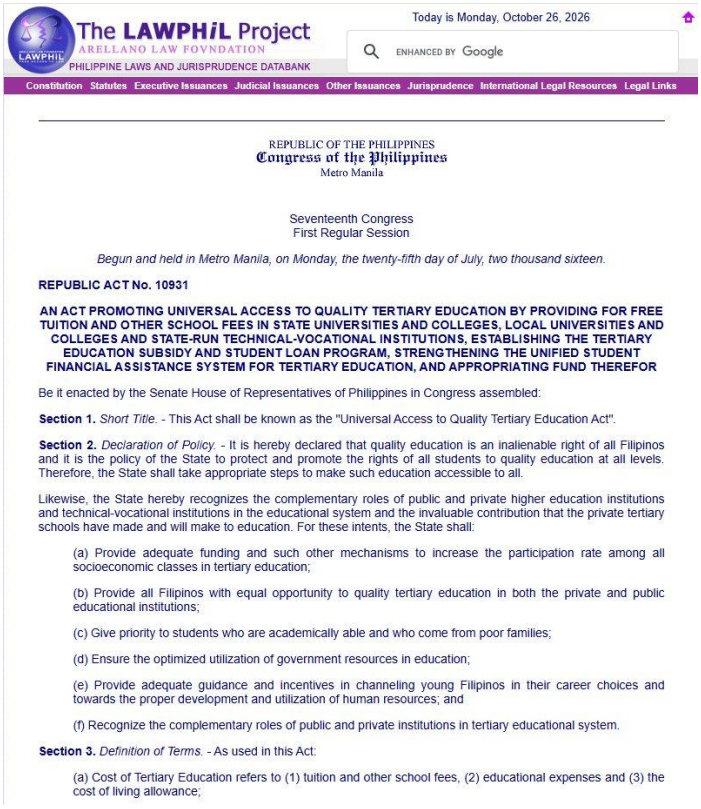


Figure 7. DRRM Course for students and employees, memorandum on the University-wide fire and earthquake drill (R.A. 10121), and photos of the earthquake drill orientation and simulation.



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REPUBLIC OF THE PHILIPPINES
Congress of the Philippines
Metro Manila

Seventeenth Congress
First Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fifth day of July, two thousand sixteen.

REPUBLIC ACT No. 10931

AN ACT PROMOTING UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION BY PROVIDING FOR FREE TUITION AND OTHER SCHOOL FEES IN STATE UNIVERSITIES AND COLLEGES, LOCAL UNIVERSITIES AND COLLEGES AND STATE-RUN TECHNICAL-VOCATIONAL INSTITUTIONS, ESTABLISHING THE TERTIARY EDUCATION SUBSIDY AND STUDENT LOAN PROGRAM, STRENGTHENING THE UNIFIED STUDENT FINANCIAL ASSISTANCE SYSTEM FOR TERTIARY EDUCATION, AND APPROPRIATING FUND THEREFOR

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

Section 1. *Short Title.* - This Act shall be known as the "Universal Access to Quality Tertiary Education Act".

Section 2. *Declaration of Policy.* - It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Likewise, the State hereby recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education. For these intents, the State shall:

(a) Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;

(b) Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions;

(c) Give priority to students who are academically able and who come from poor families;

(d) Ensure the optimized utilization of government resources in education;

(e) Provide adequate guidance and incentives in channeling young Filipinos in their career choices and towards the proper development and utilization of human resources; and

(f) Recognize the complementary roles of public and private institutions in tertiary educational system.

Section 3. *Definition of Terms.* - As used in this Act:

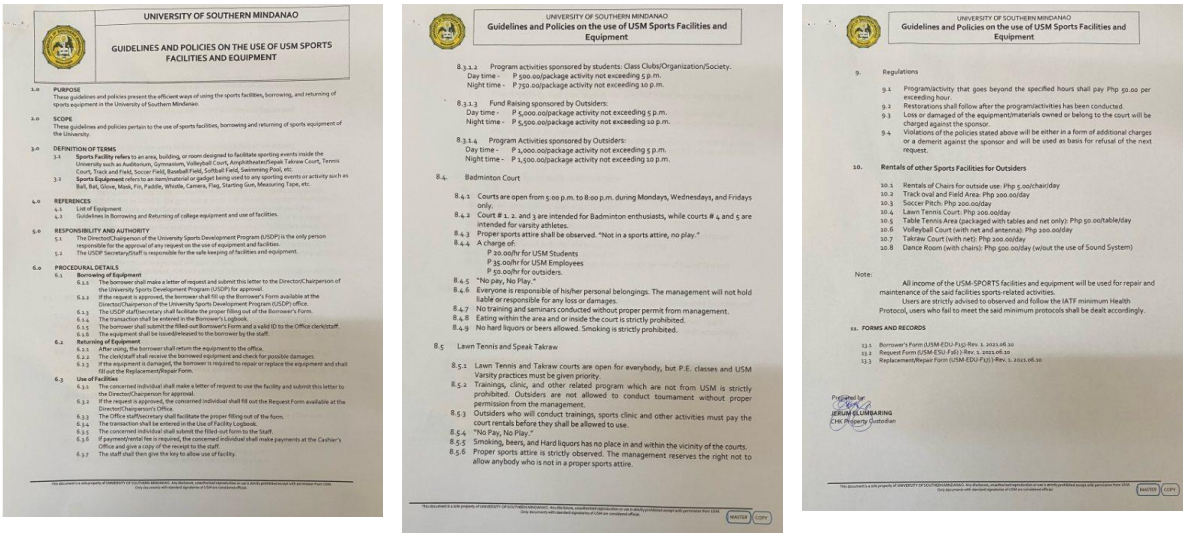
(a) Cost of Tertiary Education refers to (1) tuition and other school fees, (2) educational expenses and (3) the cost of living allowance;

Figure 8. Republic Act No. 10931 (Universal Access to Quality Tertiary Education Act), copy in the files.

1.4 Institutional policies and guidelines on sports development programs

The Student Code (Article 234, Sports Development Program) provides that the University establishes a sports development program that promotes and develops the intrinsic ability and sports inclination of the students. Every student is entitled to use University sports and wellness facilities and equipment. A Sports, Physical Education and Recreation Committee (SPEARC), headed by the University President with the Vice President for Academic Affairs as Vice Chairman, formulates and implements the sports and wellness policies and programs, administers the appropriated funds, develops and maintains highly competitive individual players and varsity teams, and initiates sports linkages and partnerships. The program is carried out through:

- **Guidelines and Policies on the Use of USM Sports Facilities and Equipment** (gymnasium, track and field, courts, lawn tennis and swimming facilities), covering borrowing and return of equipment, regulations, fees and the use of income for repair and maintenance of the facilities.
- **Varsity Selection and Retention Procedure** of the Sports Development Program, which sets the selection of varsity players, training, attendance, performance evaluation, retention (including a passing-grade requirement), termination of the scholarship privilege, and records.
- **Designation of the University Sports Development Program Chairperson** by the University President, with duties to formulate sports development plans, organize the University athletes and intramural/inter-university tournaments, and maintain an inventory of the sports facilities and equipment.



UNIVERSITY OF SOUTHERN MINDANAO

GUIDELINES AND POLICIES ON THE USE OF USM SPORTS FACILITIES AND EQUIPMENT

1.0 PURPOSE
These guidelines and policies present the efficient ways of using the sports facilities, borrowing, and returning of sports equipment in the University of Southern Mindanao.

2.0 SCOPE
These guidelines and policies pertain to the use of sports facilities, borrowing and returning of sports equipment of the University.

3.0 DEFINITION OF TERMS
3.1 **Sports Facility refers** to an area, building, or room designed to facilitate sporting events inside the University such as Auditorium, Gymnasium, Volleyball Court, Amphitheater/Sepak Takraw Court, Tennis Court, Track and Field, Soccer Field, Baseball Field, Softball Field, Swimming Pool, etc.
3.2 **Sports Equipment** refers to an item/material or gadget being used to any sporting events or activity such as Ball, Bat, Glove, Mask, Fin, Paddle, Whistle, Camera, Flag, Starting Gun, Measuring Tape, etc.

4.0 REFERENCES
4.1 List of Equipment
4.2 Guidelines in Borrowing and Returning of college equipment and use of facilities.

5.0 RESPONSIBILITY AND AUTHORITY
5.1 The Director/Chairperson of the University Sports Development Program (USDP) is the only person responsible for the approval of any request on the use of equipment and facilities.
5.2 The USDP Secretary/Staff is responsible for the safe keeping of facilities and equipment.

6.0 PROCEDURAL DETAILS
6.1 **Borrowing of Equipment**
6.1.1 The borrower shall make a letter of request and submit this letter to the Director/Chairperson of the University Sports Development Program (USDP) for approval.
6.1.2 If the request is approved, the borrower shall fill up the Borrower's Form available at the Director/Chairperson of the University Sports Development Program (USDP) office.
6.1.3 The USDP staff/secretary shall facilitate the proper filling out of the Borrower's Form.
6.1.4 The transaction shall be entered in the Borrower's Logbook.
6.1.5 The borrower shall submit the filled-out Borrower's Form and a valid ID to the Office clerk/staff.
6.1.6 The equipment shall be issued/released to the borrower by the staff.
6.2 **Returning of Equipment**
6.2.1 After using, the borrower shall return the equipment to the office.
6.2.2 The clerk/staff shall receive the borrowed equipment and check for possible damages.
6.2.3 If the equipment is damaged, the borrower is required to repair or replace the equipment and shall fill out the Replacement/Repair Form.
6.3 **Use of Facilities**
6.3.1 The concerned individual shall make a letter of request to use the facility and submit this letter to the Director/Chairperson for approval.
6.3.2 If the request is approved, the concerned individual shall fill out the Request Form available at the Director/Chairperson's Office.
6.3.3 The Office staff/secretary shall facilitate the proper filling out of the form.
6.3.4 The transaction shall be entered in the Use of Facility Logbook.
6.3.5 The concerned individual shall submit the filled-out form to the Staff.
6.3.6 If payment/rental fee is required, the concerned individual shall make payments at the Cashier's Office and give a copy of the receipt to the staff.
6.3.7 The staff shall then give the key to allow use of facility.

UNIVERSITY OF SOUTHERN MINDANAO
Guidelines and Policies on the use of USM Sports Facilities and Equipment

8.3.1.2 Program activities sponsored by students: Class Clubs/Organization/Society.
Day time - P 500.00/package activity not exceeding 5 p.m.
Night time - P 750.00/package activity not exceeding 10 p.m.

8.3.1.3 Fund Raising sponsored by Outsiders:
Day time - P 5,000.00/package activity not exceeding 5 p.m.
Night time - P 5,500.00/package activity not exceeding 10 p.m.

8.3.1.4 Program Activities sponsored by Outsiders:
Day time - P 1,000.00/package activity not exceeding 5 p.m.
Night time - P 1,500.00/package activity not exceeding 10 p.m.

8.4. Badminton Court

8.4.1 Courts are open from 5:00 p.m. to 8:00 p.m. during Mondays, Wednesdays, and Fridays only.
8.4.2 Court # 1, 2, and 3 are intended for Badminton enthusiasts, while courts # 4 and 5 are intended for varsity athletes.
8.4.3 Proper sports attire shall be observed. "Not in a sports attire, no play."
8.4.4 A charge of:
P 20.00/hr for USM Students
P 35.00/hr for USM Employees
P 50.00/hr for outsiders.
8.4.5 "No pay, No Play."
8.4.6 Everyone is responsible of his/her personal belongings. The management will not hold liable or responsible for any loss or damages.
8.4.7 No training and seminars conducted without proper permit from management.
8.4.8 Eating within the area and or inside the court is strictly prohibited.
8.4.9 No hard liquors or beers allowed. Smoking is strictly prohibited.

8.5 Lawn Tennis and Speak Takraw

8.5.1 Lawn Tennis and Takraw courts are open for everybody, but P.E. classes and USM Varsity practices must be given priority.
8.5.2 Trainings, clinic, and other related program which are not from USM is strictly prohibited. Outsiders are not allowed to conduct tournament without proper permission from the management.
8.5.3 Outsiders who will conduct trainings, sports clinic and other activities must pay the court rentals before they shall be allowed to use.
8.5.4 "No Pay, No Play."
8.5.5 Smoking, beers, and Hard liquors has no place in and within the vicinity of the courts.
8.5.6 Proper sports attire is strictly observed. The management reserves the right not to allow anybody who is not in a proper sports attire.

UNIVERSITY OF SOUTHERN MINDANAO
Guidelines and Policies on the use of USM Sports Facilities and Equipment

9. Regulations

9.1 Program/activity that goes beyond the specified hours shall pay Php 50.00 per exceeding hour.
9.2 Restorations shall follow after the program/activities has been conducted.
9.3 Loss or damaged of the equipment/materials owned or belong to the court will be charged against the sponsor.
9.4 Violations of the policies stated above will be either in a form of additional charges or a demerit against the sponsor and will be used as basis for refusal of the next request.

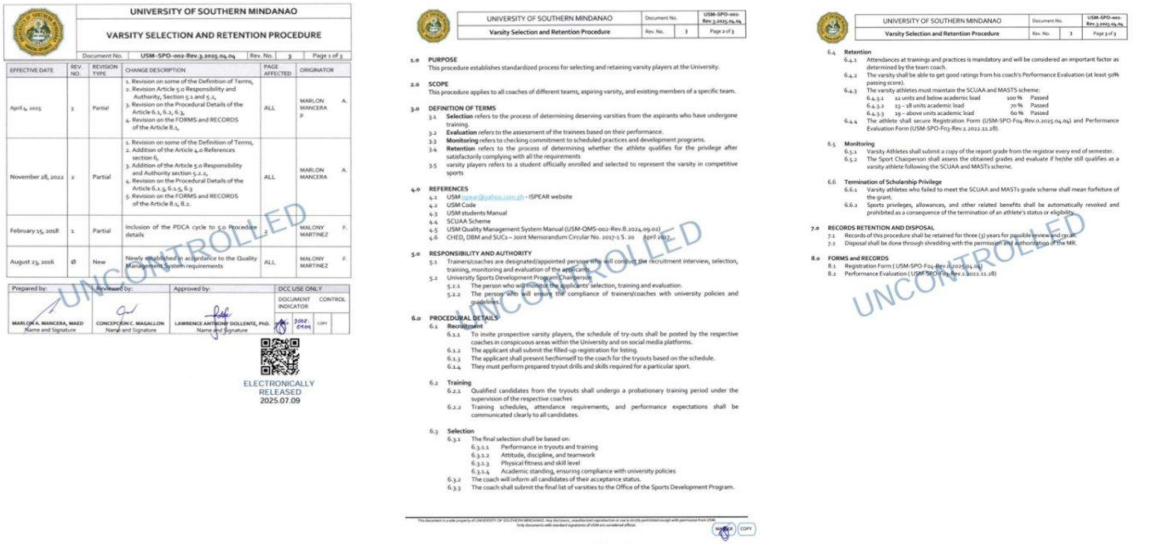
10. Rentals of other Sports Facilities for Outsiders

10.1 Rentals of Chairs for outside use: Php 5.00/chair/day
10.2 Track oval and Field Area: Php 200.00/day
10.3 Soccer Pitch: Php 200.00/day
10.4 Lawn Tennis Court: Php 200.00/day
10.5 Table Tennis Area (packaged with tables and net only): Php 50.00/table/day
10.6 Volleyball Court (with net and antenna): Php 200.00/day
10.7 Takraw Court (with net): Php 200.00/day
10.8 Dance Room (with chairs): Php 500.00/day (w/out the use of Sound System)

Note:
All income of the USM-SPORTS facilities and equipment will be used for repair and maintenance of the said facilities sports-related activities.
Users are strictly advised to observed and follow the IATF minimum Health Protocol, users who fail to meet the said minimum protocols shall be dealt accordingly.

11. FORMS AND RECORDS
11.1 Borrower's Form (USM-EDU-F13)-Rev. 1. 2021.06.10
11.2 Request Form (USM-ESU-F46)-Rev. 1. 2021.06.10
11.3 Replacement/Repair Form (USM-EDU-F12)-Rev. 1. 2021.06.10

Prepared by:
JERUM G. LIMBARING
CHK Property Custodian



UNIVERSITY OF SOUTHERN MINDANAO

VARSITY SELECTION AND RETENTION PROCEDURE

Document No.: USM-SPO-002-Rev 3.2023.04.04 | Rev. No.: 3 | Page 1 of 3

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
April 4, 2023	3	Partial	1. Revision on some of the Definition of Terms, 2. Revision Article 5.0 Responsibility and Authority, Section 5.1 and 5.4, 3. Revision on the Procedural Details of the Article 6.1, 6.3, 6.4, 4. Revision on the FORMS and RECORDS of the Article 8.1,	ALL	MARLON A. MANCERA P.
November 28, 2022	2	Partial	1. Revision on some of the Definition of Terms, 2. Addition of the Article 4.0 References section 6, 3. Addition of the Article 5.0 Responsibility and Authority section 5.2.2., 4. Revision on the Procedural Details of the Article 6.2.3, 6.2.5, 6.3 5. Revision on the FORMS and RECORDS of the Article 8.1, 8.2.	ALL	MARLON A. MANCERA
February 15, 2018	1	Partial	Inclusion of the PDCA cycle to 5.0 Procedure details	ALL	MALONY MARTINEZ F.
August 23, 2016	0	New	Newly established in accordance to the Quality Management System requirements	ALL	MALONY MARTINEZ F.

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY: DOCUMENT INDICATOR	CONTROL
MARLON A. MANCERA, MAED Name and Signature	CONCEPCION C. MAGALLON Name and Signature	LAWRENCE ANTHONY DOLLANTE, PhD. Name and Signature	2307.0705	COPY

ELECTRONICALLY RELEASED 2025.07.09

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UNIVERSITY OF SOUTHERN MINDANAO
Varsity Selection and Retention Procedure
Document No.: USM-SPO-002-Rev 3.2023.04.04 | Rev. No.: 3 | Page 2 of 3

1.0 **PURPOSE**
This procedure establishes standardized process for selecting and retaining varsity players at the University.

2.0 **SCOPE**
This procedure applies to all coaches of different teams, aspiring varsity, and existing members of a specific team.

3.0 **DEFINITION OF TERMS**
3.1 **Selection** refers to the process of determining deserving varsities from the aspirants who have undergone training
3.2 **Evaluation** refers to the assessment of the trainees based on their performance.
3.3 **Monitoring** refers to checking commitment to scheduled practices and development programs.
3.4 **Retention** refers to the process of determining whether the athlete qualifies for the privilege after satisfactorily complying with all the requirements
3.5 varsity players refers to a student officially enrolled and selected to represent the varsity in competitive sports

4.0 **REFERENCES**
4.1 USM [redacted] -ISPEAR website
4.2 USM Code
4.3 USM students Manual
4.4 SCUAA Scheme
4.5 USM Quality Management System Manual (USM-QMS-002-Rev.B.2024.09.02)
4.6 CHED, DBM and SUCs – Joint Memorandum Circular No. 2012-1 S. 20 [redacted]

5.0 **RESPONSIBILITY AND AUTHORITY**
5.1 Trainers/coaches are designated/appointed personnel who will conduct the recruitment interview, selection, training, monitoring and evaluation of the applicants.
5.2 University Sports Development Program Chairperson
5.2.1 The person who will oversee the applicants' selection, training and evaluation.
5.2.2 The person who will ensure the compliance of trainers/coaches with university policies and guidelines.

6.0 **PROCEDURAL DETAILS**
6.1 **Recruitment**
6.1.1 To invite prospective varsity players, the schedule of try-outs shall be posted by the respective coaches in conspicuous areas within the University and on social media platforms.
6.1.2 The applicant shall submit the filled-up registration for listing.
6.1.3 The applicant shall present her/himself to the coach for the tryouts based on the schedule.
6.1.4 They must perform prepared tryout drills and skills required for a particular sport.

6.2 **Training**
6.2.1 Qualified candidates from the tryouts shall undergo a probationary training period under the supervision of the respective coaches
6.2.2 Training schedules, attendance requirements, and performance expectations shall be communicated clearly to all candidates.

6.3 **Selection**
6.3.1 The final selection shall be based on:
6.3.1.1 Performance in tryouts and training
6.3.1.2 Attitude, discipline, and teamwork
6.3.1.3 Physical fitness and skill level
6.3.1.4 Academic standing, ensuring compliance with university policies
6.3.2 The coach will inform all candidates of their acceptance status.
6.3.3 The coach shall submit the final list of varsities to the Office of the Sports Development Program.

UNIVERSITY OF SOUTHERN MINDANAO
Varsity Selection and Retention Procedure
Document No.: USM-SPO-002-Rev 3.2023.04.04 | Rev. No.: 3 | Page 3 of 3

6.4 **Retention**
6.4.1 Attendances at trainings and practices is mandatory and will be considered an important factor as determined by the team coach.
6.4.2 The varsity shall be able to get good ratings from his coach's Performance Evaluation (at least 50% passing score).
6.4.3 The varsity athletes must maintain the SCUAA and MASTS scheme:
6.4.3.1 12 units and below academic load 100 % Passed
6.4.3.2 13 – 18 units academic load 70 % Passed
6.4.3.3 19 – above units academic load 60 % Passed
6.4.4 The athlete shall secure Registration Form (USM-SPO-F04-Rev.0.2025.04.04) and Performance Evaluation Form (USM-SPO-F05-Rev.1.2022.11.28).

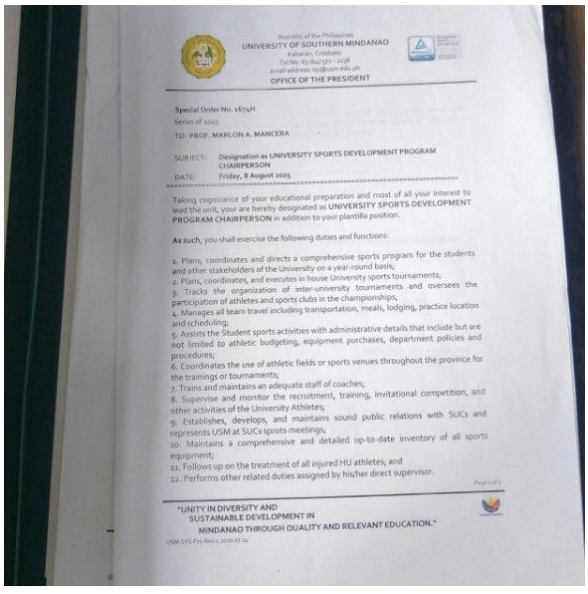
6.5 **Monitoring**
6.5.1 Varsity Athletes shall submit a copy of the report grade from the registrar every end of semester.
6.5.2 The Sport Chairperson shall assess the obtained grades and evaluate if he/she still qualifies as a varsity athlete following the SCUAA and MASTS scheme.

6.6 **Termination of Scholarship Privilege**
6.6.1 Varsity athletes who failed to meet the SCUAA and MASTS grade scheme shall mean forfeiture of the grant.
6.6.2 Sports privileges, allowances, and other related benefits shall be automatically revoked and prohibited as a consequence of the termination of an athlete's status or eligibility.

7.0 **RECORDS RETENTION AND DISPOSAL**
7.1 Records of this procedure shall be retained for 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 Registration Form (USM-SPO-F04-Rev.0.2025.04.04)
8.2 Performance Evaluation (USM-SPO-F05-Rev.1.2022.11.28)

UNCONTROLLED



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 372 - 2158
email address: [redacted]
OFFICE OF THE PRESIDENT

Special Order No. 1674H
Series of 2025

TO: PROF. MARLON A. MANCERA

SUBJECT: **Designation as UNIVERSITY SPORTS DEVELOPMENT PROGRAM CHAIRPERSON**
DATE: **Friday, 8 August 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the unit, your are hereby designated as **UNIVERSITY SPORTS DEVELOPMENT PROGRAM CHAIRPERSON** in addition to your plantilla position.

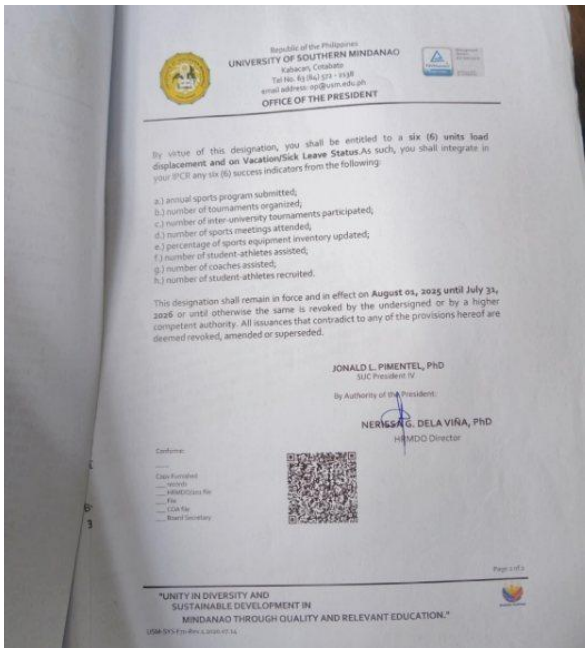
As such, you shall exercise the following duties and functions:

1. Plans, coordinates and directs a comprehensive sports program for the students and other stakeholders of the University on a year-round basis;
2. Plans, coordinates, and executes in house University sports tournaments;
3. Tracks the organization of inter-university tournaments and oversees the participation of athletes and sports clubs in the championships;
4. Manages all team travel including transportation, meals, lodging, practice location and scheduling;
5. Assists the Student sports activities with administrative details that include but are not limited to athletic budgeting, equipment purchases, department policies and procedures;
6. Coordinates the use of athletic fields or sports venues throughout the province for the trainings or tournaments;
7. Trains and maintains an adequate staff of coaches;
8. Supervise and monitor the recruitment, training, invitational competition, and other activities of the University Athletes;
9. Establishes, develops, and maintains sound public relations with SUCs and represents USM at SUCs sprots meetings;
10. Maintains a comprehensive and detailed up-to-date inventory of all sports equipment;
11. Follows up on the treatment of all injured HU athletes; and
12. Performs other related duties assigned by his/her direct supervisor.

Page 1 of 2

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

USM-SYS-F30-Rev.1.2020-07-14



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 372 - 2158
email address: [redacted]
OFFICE OF THE PRESIDENT

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

a.) annual sports program submitted;
b.) number of tournaments organized;
c.) number of inter-university tournaments participated;
d.) number of sports meetings attended;
e.) percentage of sports equipment inventory updated;
f.) number of student-athletes assisted;
g.) number of coaches assisted;
h.) number of student-athletes recruited.

This designation shall remain in force and in effect on **August 01, 2025 until July 31, 2026** or until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Confirme:

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Board Secretary

Page 1 of 2

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

USM-SYS-F30-Rev.1.2020-07-14

Figure 9. Guidelines and Policies on the Use of USM Sports Facilities and Equipment.

Figure 10. Varsity Selection and Retention Procedure of the Sports Development Program.

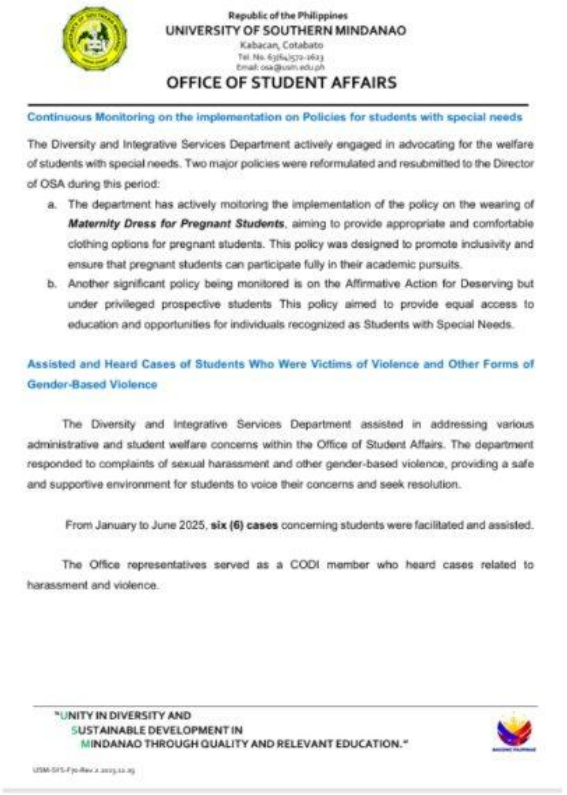
Figure 11. Designation of the University Sports Development Program Chairperson and duties.

2. IMPLEMENTATION

2.1 Admission and retention policies and how they are disseminated

The admission and retention policies described in Part 1 are implemented as follows:

- **Online and printed information.** The USMCEE announcements, requirements for new, transferee, returning and international students, program cut-off scores and the registration periods are posted on the University web page and the official social media pages every year, and are shared by the colleges.
- **Student Manual.** The Office of Student Affairs distributes the Student Manual (2024 Edition), which contains the Student Code and the services available to students, to all students through the colleges and campuses.
- **Orientation.** The College Freshman Orientation and the Student Affairs Services Orientation during Student Week inform new students about the policies on admission, conduct, retention and the available services.
- **Affirmative action in practice.** The Diversity and Integrative Services Department monitors the policy on affirmative action for deserving but underprivileged prospective students and the policy on maternity dress for pregnant students, and continuously reports on them to the Director of the OSA.
- **Records for admission and retention.** Enrollment trends, drop-out rate, licensure examination results, employability of graduates, transferees and student classification by specialization are kept and available to concerned parties (see 2.2 and 2.4).



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)570-2613
Email: osa@usm.edu.ph

OFFICE OF STUDENT AFFAIRS

Continuous Monitoring on the implementation on Policies for students with special needs

The Diversity and Integrative Services Department actively engaged in advocating for the welfare of students with special needs. Two major policies were reformulated and resubmitted to the Director of OSA during this period:

a. The department has actively moitoring the implementation of the policy on the wearing of ***Maternity Dress for Pregnant Students***, aiming to provide appropriate and comfortable clothing options for pregnant students. This policy was designed to promote inclusivity and ensure that pregnant students can participate fully in their academic pursuits.
b. Another significant policy being monitored is on the Affirmative Action for Deserving but under privileged prospective students This policy aimed to provide equal access to education and opportunities for individuals recognized as Students with Special Needs.

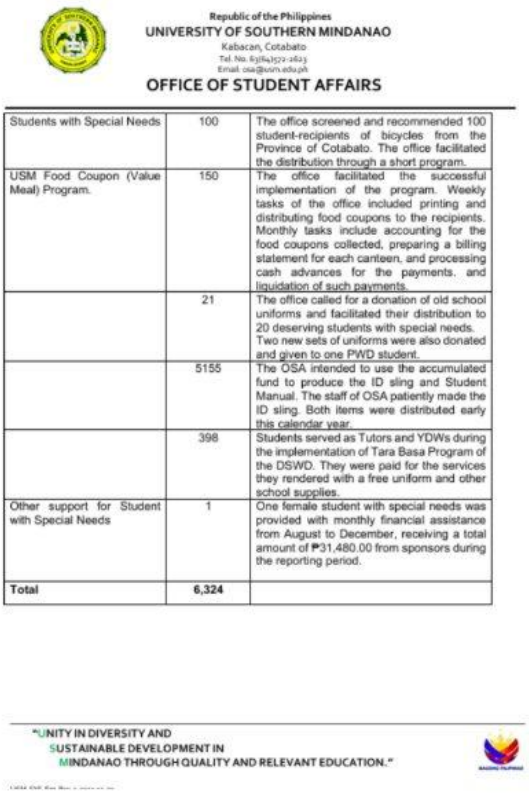
Assisted and Heard Cases of Students Who Were Victims of Violence and Other Forms of Gender-Based Violence

The Diversity and Integrative Services Department assisted in addressing various administrative and student welfare concerns within the Office of Student Affairs. The department responded to complaints of sexual harassment and other gender-based violence, providing a safe and supportive environment for students to voice their concerns and seek resolution.

From January to June 2025, **six (6) cases** concerning students were facilitated and assisted.

The Office representatives served as a CODI member who heard cases related to harassment and violence.

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)570-2613
Email: osa@usm.edu.ph

OFFICE OF STUDENT AFFAIRS

Students with Special Needs	100	The office screened and recommended 100 student-recipients of bicycles from the Province of Cotabato. The office facilitated the distribution through a short program.
USM Food Coupon (Value Meal) Program.	150	The office facilitated the successful implementation of the program. Weekly tasks of the office included printing and distributing food coupons to the recipients. Monthly tasks include accounting for the food coupons collected, preparing a billing statement for each canteen, and processing cash advances for the payments. and liquidation of such payments.
	21	The office called for a donation of old school uniforms and facilitated their distribution to 20 deserving students with special needs. Two new sets of uniforms were also donated and given to one PWD student.
	5155	The OSA intended to use the accumulated fund to produce the ID sling and Student Manual. The staff of OSA patiently made the ID sling. Both items were distributed early this calendar year.
	398	Students served as Tutors and YDWs during the implementation of Tara Basa Program of the DSWD. They were paid for the services they rendered with a free uniform and other school supplies.
Other support for Student with Special Needs	1	One female student with special needs was provided with monthly financial assistance from August to December, receiving a total amount of ₱31,480.00 from sponsors during the reporting period.
Total	**6,324**	

"UNITY IN DIVERSITY AND
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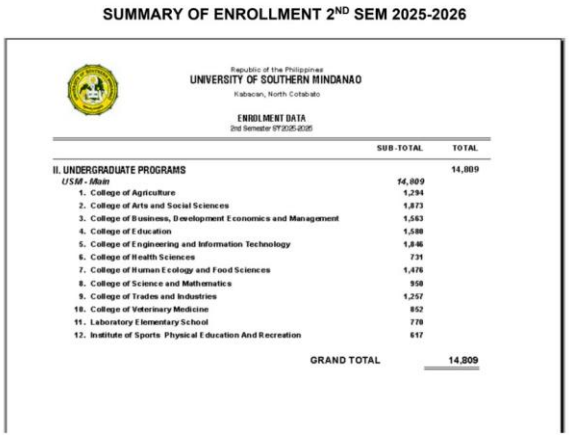
Figure 12. Office of Student Affairs reports on monitoring of policies for students with special needs and on the services given to them.

2.2 Summary of enrollment, transferees, shifters, returning students, drop-outs and graduates (last 6 terms)

The Registrar's summary of enrollment for the 2nd Semester of SY 2025–2026 shows 14,809 undergraduate students at the USM Main Campus. The counts of transferees, shifters, returning students, drop-outs and graduates per term were not in the files submitted, so those cells are highlighted for completion from the Registrar's records.

Item	SY 2023–2024			SY 2024–2025			SY 2025–2026		
	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total
1. Regular students enrolled								14,809	
2. Incoming transferees									
3. Outgoing transferees									
4. Course shifters									
5. Returning students									
6. Drop-out students									
7. Graduates									

Note: Per the Registrar's enrollment data, the 2nd semester SY 2025–2026 enrollment is 14,809, of which 1,563 are in the College of Business, Development, Economics and Management (CBDEM). The Graduate Tracer Study lists 3,067 graduates across the colleges and campuses, including 102 BS Management Accounting graduates. Please complete the other terms (2023–2024 to 1st semester 2025–2026) and the Total columns from the Registrar's reports.

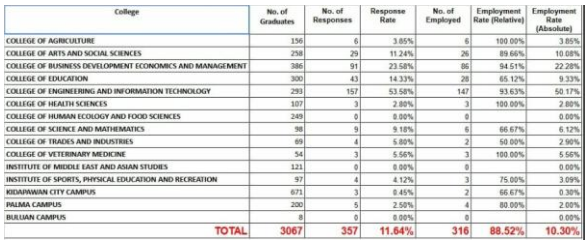


SUMMARY OF ENROLLMENT 2ND SEM 2025-2026

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, North Cotabato

ENROLLMENT DATA
2nd Semester SY 2025-2026

	SUB-TOTAL	TOTAL
II. UNDERGRADUATE PROGRAMS		14,809
USM - Main	14,809	
1. College of Agriculture	1,294	
2. College of Arts and Social Sciences	1,873	
3. College of Business, Development Economics and Management	1,563	
4. College of Education	1,588	
5. College of Engineering and Information Technology	1,846	
6. College of Health Sciences	731	
7. College of Human Ecology and Food Sciences	1,476	
8. College of Science and Mathematics	958	
9. College of Trades and Industries	1,257	
10. College of Veterinary Medicine	852	
11. Laboratory Elementary School	778	
12. Institute of Sports Physical Education And Recreation	617	
GRAND TOTAL		14,809



College	No. of Graduates	No. of Responses	Response Rate	No. of Employed	Employment Rate (Relative)	Employment Rate (Absolute)
COLLEGE OF AGRICULTURE	156	6	3.85%	6	100.00%	3.85%
COLLEGE OF ARTS AND SOCIAL SCIENCES	258	29	11.24%	26	89.66%	10.08%
COLLEGE OF BUSINESS DEVELOPMENT ECONOMICS AND MANAGEMENT	386	91	23.58%	86	94.51%	22.28%
COLLEGE OF EDUCATION	300	43	14.33%	28	65.12%	9.33%
COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY	293	157	53.58%	147	93.63%	50.17%
COLLEGE OF HEALTH SCIENCES	107	3	2.80%	3	100.00%	2.80%
COLLEGE OF HUMAN ECOLOGY AND FOOD SCIENCES	249	0	0.00%	0		0.00%
COLLEGE OF SCIENCE AND MATHEMATICS	98	9	9.18%	6	66.67%	6.12%
COLLEGE OF TRADES AND INDUSTRIES	69	4	5.80%	2	50.00%	2.90%
COLLEGE OF VETERINARY MEDICINE	54	3	5.56%	3	100.00%	5.56%
INSTITUTE OF MIDDLE EAST AND ASIAN STUDIES	121	0	0.00%	0		0.00%
INSTITUTE OF SPORTS, PHYSICAL EDUCATION AND RECREATION	97	4	4.12%	3	75.00%	3.09%
KIDAPAWAN CITY CAMPUS	671	3	0.45%	2	66.67%	0.30%
PALMA CAMPUS	200	5	2.50%	4	80.00%	2.00%
BULUAN CAMPUS	8	0	0.00%	0		0.00%
TOTAL	3067	357	11.64%	316	88.52%	10.30%

Figure 13. Summary of enrollment, 2nd Semester SY 2025–2026 (14,809 students), and the Graduate Tracer Study summary by college.

Program	No. of Graduates	No. of Responses	Response Rate	No. of Employed	Employment Rate (Relative)	Employment Rate (Absolute)
Bachelor of Science in Accountancy	24	2	8.33%	2	100.00%	8.33%
Bachelor of Science in Agribusiness	62	30	48.39%	29	96.67%	46.77%
Bachelor of Science in Agricultural Economics	44	13	29.55%	13	100.00%	29.55%
Bachelor of Science in Business Administration Major in Marketing Management	115	8	6.96%	6	75.00%	5.22%
Bachelor of Science in Development Management Public Affairs Management	39	32	82.05%	31	96.88%	79.49%
Bachelor of Science in Management Accounting	102	6	5.88%	5	83.33%	4.90%
Bachelor of Elementary Education	144	6	4.17%	4	66.67%	2.78%
Bachelor of Secondary Education Major in English	36	3	8.33%	3	100.00%	8.33%
Bachelor of Secondary Education Major in Filipino	32	4	12.50%	4	100.00%	12.50%
Bachelor of Secondary Education Major in Mathematics	32	2	6.25%	0	0.00%	0.00%
Bachelor of Secondary Education Major in Science	17	8	47.06%	4	50.00%	23.53%
Bachelor of Secondary Education Major in Social Studies	39	20	51.28%	13	65.00%	33.33%
Bachelor of Library and Information Science	1	1	100.00%	1	100.00%	100.00%
Bachelor of Science in Agricultural and Biosystems Engineering	78	71	91.03%	64	90.14%	82.05%
Bachelor of Science in Civil Engineering	36	30	83.33%	29	96.67%	80.56%
Bachelor of Science in Computer Engineering	42	24	57.14%	24	100.00%	57.14%

Figure 14. Graduate Tracer Study summary by program (BS Management Accounting: 102 graduates, 83.33% relative employment rate).

Other student and admission records. Licensure examination results are on file and available to concerned parties. USM's passing rate in the CPA Licensure Examination is above the national rate in all five sittings from May 2024 to May 2026:

Exam sitting	USM passers	USM overall passing rate	National passing rate	USM above national by
May 2024	10	55.56%	30.28%	25.28 points
December 2024	5	50%	30.17%	19.83 points
May 2025	9	50%	33.11%	16.89 points
October 2025	2	40%	34.02%	5.98 points
May 2026	11 of 16 examinees	68.75%	30.85%	37.90 points

Graduate employability (Graduate Tracer Study): of 3,067 graduates, 357 responded (11.64%) and 316 were employed, an employment rate of 88.52% among respondents (10.30% of all graduates). CBDEM had 386 graduates, 91 responses and 86 employed (94.51% relative; 22.28% absolute). For BS Management Accounting, 102 graduates, 6 responses and 5 employed (83.33% relative; 4.90% absolute). The low response rate shows that more follow-up of graduates is needed.

2.3 Other student services

Student Services	Main Functions	Projects/Activities for the last 3–5 years	Average Annual Budget (last 3–5 years)	System of Monitoring and Evaluation
1. Health Services (Infirmary Clinic)	Primary health care, medical and dental check-ups, clinical laboratory, pharmacy, first aid, health records and health education; licensed medical officer, dentist, dental aide and nurses.	Free medical check-up and minor surgery; dental check-up and one free tooth extraction per semester; free CBC, urinalysis and fecalysis per semester; free medicines and vitamins Annual medical and dental check-up coordinated with the OSA and colleges (October 2025 letter) First aid response during University events and basic first aid training for student leaders (LEAP) Sanitary permits, health certificates of food handlers and business permits of canteens DRRM Course and fire and earthquake drills (March 2026)		Clinic reports and attendance sheets of patients; Client Satisfaction Survey; annual narrative accomplishment report; inspection of food outlets by the Municipal Health Office
2. Sports Development	Develop athletes and varsity teams; manage use of sports facilities; organize intramurals and inter-university competitions (SPEARC and the Sports Development Program Chairperson).	Pasiklaban (annual University sports, arts and academic festival; 2024 and 2026 editions) UNILYMPICS 2025 Varsity selection and retention; scholarship privilege for varsity Use of gymnasium, track and field, lawn tennis and other facilities under approved guidelines		Varsity performance evaluation form; UNILYMPICS 2025 evaluation form; oversight by the SPEARC
3. Student Publication	Official student publication (The Mindanao Tech) and the Tanglaw Yearbook; Student Code Chapter 67 and the Campus Journalism Act (R.A. 7079).	News, features and photo coverage of University events (e.g., Pasiklaban 2024, advisories) Tanglaw Yearbook parent-student consultation (January 23, 2026)		Adviser and staff screening and selection under Student Code Art. 241; Student Code Chapter 67

Student Services	Main Functions	Projects/Activities for the last 3–5 years	Average Annual Budget (last 3–5 years)	System of Monitoring and Evaluation
4. Socio-cultural Development	University Culture and Arts Office (UCAO): culture and arts programs, performing groups and competitions.	National Arts Month celebration (2024) and Sigay Pu Bulawan Annual Thanksgiving and anniversary celebrations; UCAO calendars of activities (2023–2024, 2024–2025) Gabing Parangal and founding anniversary celebration Cultural groups and trainers under the UCAO organizational chart (2025–2026)		UCAO Development Plan with monitoring and evaluation, expected outcomes and risk management; calendar of activities compliance
5. Campus Ministry (Multi-faith Services)	Peace advocacy, inter-faith dialogue and support for religious organizations (Diversity and Integrative Services Department, Student Code Art. 249).	Grand Iftar and Islamic Symposium organized with the Muslim students Prayer meetings and spiritual programs of student organizations (e.g., prayer meeting for CPA licensure examinees, October 22, 2026) Multi-faith and peace advocacy activities		Reports of the Diversity and Integrative Services Department; narrative accomplishment report

Student Services	Main Functions	Projects/Activities for the last 3–5 years	Average Annual Budget (last 3–5 years)	System of Monitoring and Evaluation
6. Others	Scholarships and financial assistance; services for students with special needs; gender and development; international students; student housing; food safety; safety and security; community outreach.	Scholarships (1,879 scholars in SY 2025–2026); student assistantship and loan Policies on maternity dress and affirmative action; food coupons and support for students with special needs Assistance to victims of gender-based violence (6 cases, January–June 2025) Internationalization and services for foreign students Dormitories for men and women, and a special dormitory for students from Maguindanao del Sur Licensed security guards; advisory on driver's license check at gates Community outreach: Project Pagtubay, hunger and gardening advocacy, NSTP zero plastic advocacy, Pag-ambit		CHED monitoring of scholarships (March 2025); monthly Client Satisfaction Survey of the OSA; narrative accomplishment reports; year-end performance review

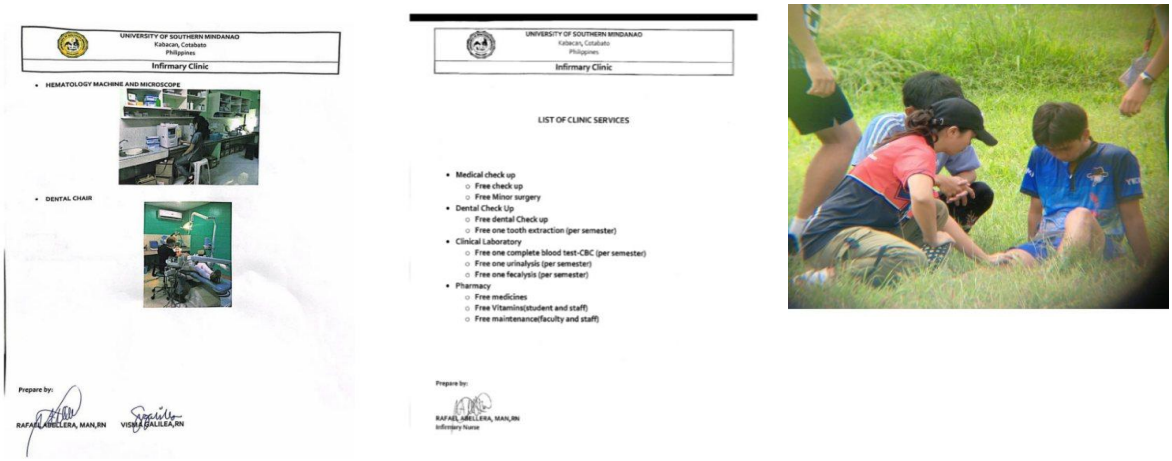


Figure 15. Infirmary Clinic: medical equipment, list of services, and first aid response.



Figure 16. Food service: canteens inside the University, sanitary permit, and health certificate of a food handler.

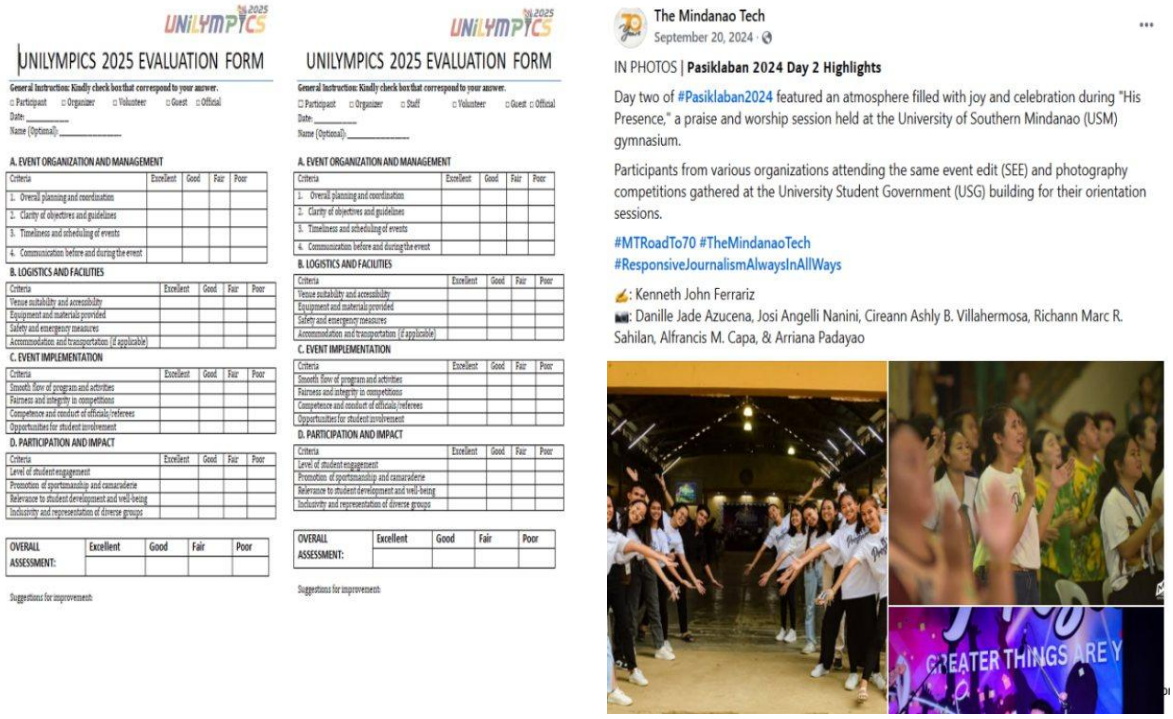


Figure 17. UNILYMPICS 2025 evaluation form and The Mindanao Tech coverage of Pasiklaban 2024.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
CALENDAR OF ACTIVITIES
2024-2025

Date	Activity	Unit/Persons Responsible
July 15 ,19,2024	UCA Summer Training and Workshop 2024	Culture and Arts Department
August 14 -15 ,2024	UPAG Open Audition	Culture and Arts Department
August 16,2024	University Culture and Arts Consultation and Orientation for Students and UPAG members	Culture and Arts Department
August 16, 2024	ENTABLADO: Alay sa Freshmen	Culture and Arts Department
September 19,2024	UCA Consultation with the LSG and USG	Culture and Arts Department
September 20, 2024	Culture and Arts College Coordinators' Meeting	Culture and Arts Department
September 29,2024	Faculty and Staff Showatime	Committee Members
October 20,2024	FMS Cup (UPAG Fun fest and Acquaintance Party)	Culture and Arts Department
October- November 7-20,2024	MAGTS Culture and Arts Concentration Training	USM Culture and Arts Coaching Team
November 22 -29,2024	MAGTS Culture and Arts Festival 2024	USM Team Committee
December 9,2023	Entablado - Paskuhan sa USM	Culture and Arts Department
December 16,2024	UCA Annual Thanksgiving Celebration	Culture and Arts Department
February ,2025	National Arts Month Celebration	Culture and Arts Department
March 27,2025	College Coordinators and LSG Meeting	Culture and Arts Department
April 30, 2025	Entablado : International Dance Week	Culture and Arts Department
May,2025	National Heritage Month Celebration	Culture and Arts Department
May 7-9, 2025	Kalilim Festival 2025	Culture and Arts Department
June 28,2025	Sigay Nu Buisnan 2025	Culture and Arts Department

Submitted by:

UCA Head

Area IV: SUPPORT TO STUDENTS

UNIVERSITY CULTURE AND ARTS

NATIONAL ARTS MONTH 2024

Objective

The main goal of Entablado 2024 is to honor National Arts Month by highlighting the diverse cultural and artistic abilities of the University of Southern Mindanao. The event seeks to unite all the university's guilds—from dance, theater, music, and visual arts—in a collective celebration of creativity and expression. This event aims to enhance appreciation for the arts, encourage student involvement in different artistic expressions, and emphasize the significance of safeguarding and promoting cultural heritage through this gathering.

The occasion also seeks to promote cooperation among guilds, offering them a space to display their distinctive talents, abilities, and creativity. In the end, Entablado acts as a platform for fostering unity and cultural appreciation within the university community while celebrating the theme "Ani ng Sining, Bayang Malikhain"—a tribute to the bounty of imagination and the creative essence of the country.

Background

In honor of National Arts Month 2024, the University Culture and Arts Office (UCAO) at the University of Southern Mindanao hosted Entablado, a significant event that pays homage to diverse art and cultural expressions. The gathering was intended to unite all the university's guilds, covering a broad spectrum of fields including dance, theater, music, and visual arts.

The theme for Entablado 2024 is "Ani ng Sining, Bayang Malikhain," meaning "Harvest of Arts, Creative Nation." This theme showcases the depth of Filipino culture and the lively essence of artistic expression, inspiring the university's students to honor and engage with the arts in every possible way. Entablado goes beyond merely being a performance—it serves as a vibrant platform for students to showcase their artistic talents, share cultural concepts, and come together as a collective creative community.

Expected Output

The Entablado 2024 event seeks to honor the university's artistic abilities through a lively and varied exhibition, featuring dance performances, theater shows, musical acts, and visual art displays, with each guild representing their distinctive style and creativity, enhancing a comprehensive celebration of the arts. The event aims to bolster unity among the guilds by improving collaboration and fostering closer relationships among students from different artistic fields, while encouraging a spirit of teamwork. It will increase awareness and involvement in the arts among the university community, motivating more students to engage in creative activities and think about joining the guilds. By means of performances and exhibits that emphasize the theme "Ani ng Sining, Bayang Malikhain,"

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

University Culture and Arts Office
Development Plan

I. RATIONALE

Culture and the arts are essential pillars in shaping well-rounded graduates who are grounded in identity, creativity, and social responsibility. In higher education, cultural development supports not only artistic excellence but also critical thinking, collaboration, and nation-building.

In alignment with the mandates of the Commission on Higher Education, this plan integrates cultural education with Outcomes-Based Education (OBE), ensuring that students acquire competencies that are measurable, relevant, and globally competitive while remaining rooted in Filipino heritage.

II. LEGAL AND POLICY BASES

This plan is guided by:

- CHED Memorandum Orders (CMOs) on General Education Curriculum
- Philippine Constitution (Article XIV: Education, Science and Technology, Arts, Culture, and Sports)
- National Commission for Culture and the Arts Cultural Policies
- Institutional Vision, Mission, Goals, and Objectives (VMGO)

III. VISION

A culturally vibrant academic community that nurtures artistic excellence, preserves heritage, and produces globally competitive and socially responsible graduates.

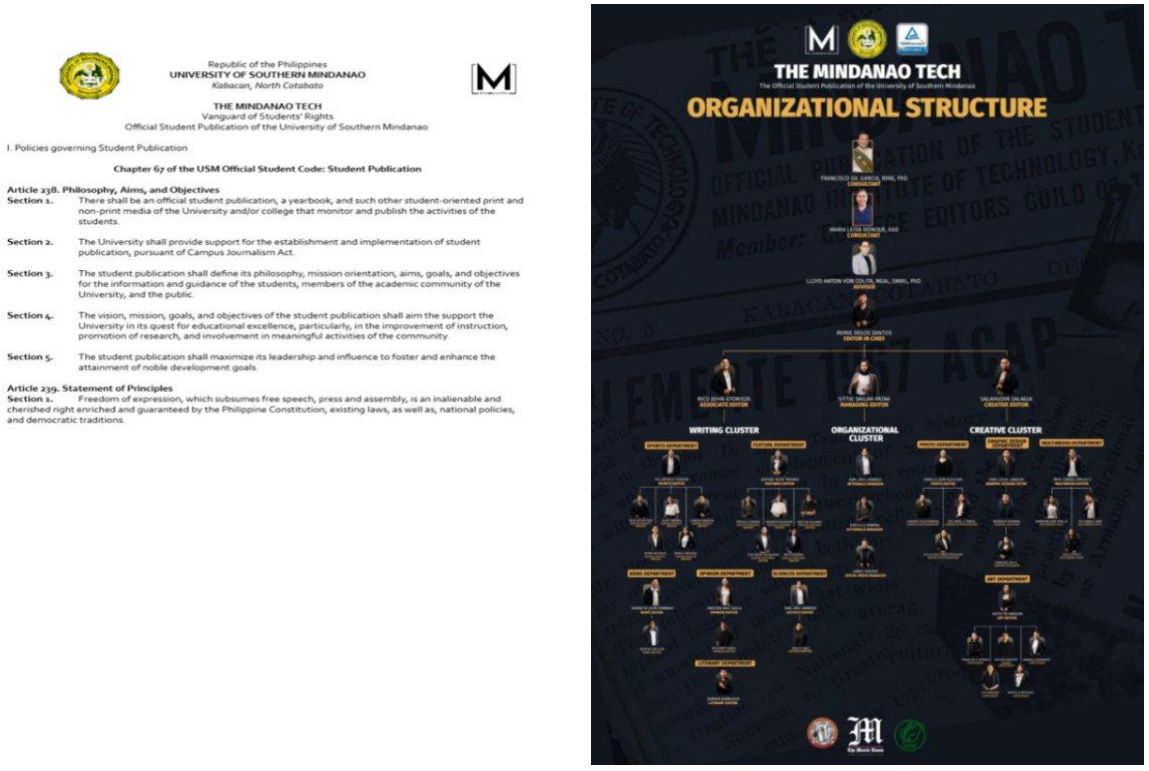
IV. MISSION

To cultivate and sustain culture and the arts through instruction, training, performance, research, and community engagement aligned with national development and CHED standards.

V. GOALS

1. Strengthen cultural identity and awareness among students
2. Develop artistic talents and creative industries competencies
3. Institutionalize cultural excellence in academic and co-curricular programs
4. Promote cultural preservation and innovation
5. Achieve national and international recognition in arts and culture

Figure 18. University Culture and Arts Office: calendar of activities, National Arts Month 2024, and the Development Plan.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, North Cotabato

THE MINDANAO TECH
Vanguard of Students' Rights
Official Student Publication of the University of Southern Mindanao

I. Policies governing Student Publication

Chapter 67 of the USM Official Student Code: Student Publication

Article 238. Philosophy, Aims, and Objectives

Section 1. There shall be an official student publication, a yearbook, and such other student-oriented print and non-print media of the University and/or college that monitor and publish the activities of the students.

Section 2. The University shall provide support for the establishment and implementation of student publication, pursuant of Campus Journalism Act.

Section 3. The student publication shall define its philosophy, mission orientation, aims, goals, and objectives for the information and guidance of the students, members of the academic community of the University, and the public.

Section 4. The vision, mission, goals, and objectives of the student publication shall aim the support the University in its quest for educational excellence, particularly, in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Section 5. The student publication shall maximize its leadership and influence to foster and enhance the attainment of noble development goals.

Article 239. Statement of Principles

Section 1. Freedom of expression, which subsumes free speech, press and assembly, is an inalienable and cherished right enriched and guaranteed by the Philippine Constitution, existing laws, as well as, national policies, and democratic traditions.

Figure 19. The Mindanao Tech: policies under Student Code Chapter 67 and organizational structure.

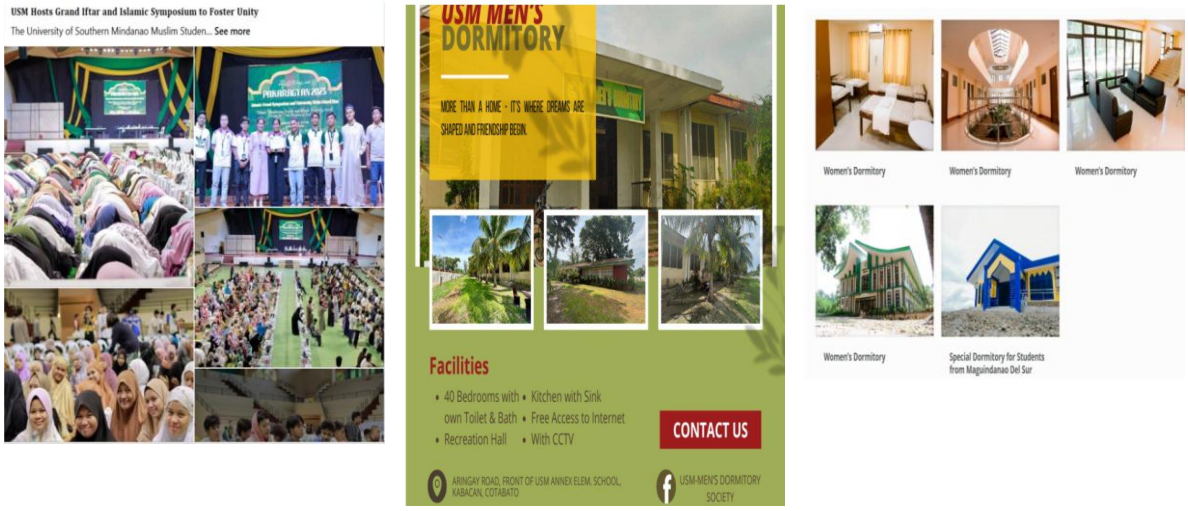


Figure 20. Grand Iftar and Islamic Symposium, and the men's and women's dormitories.



Figure 21. Internationalization initiatives of the University and an international student.

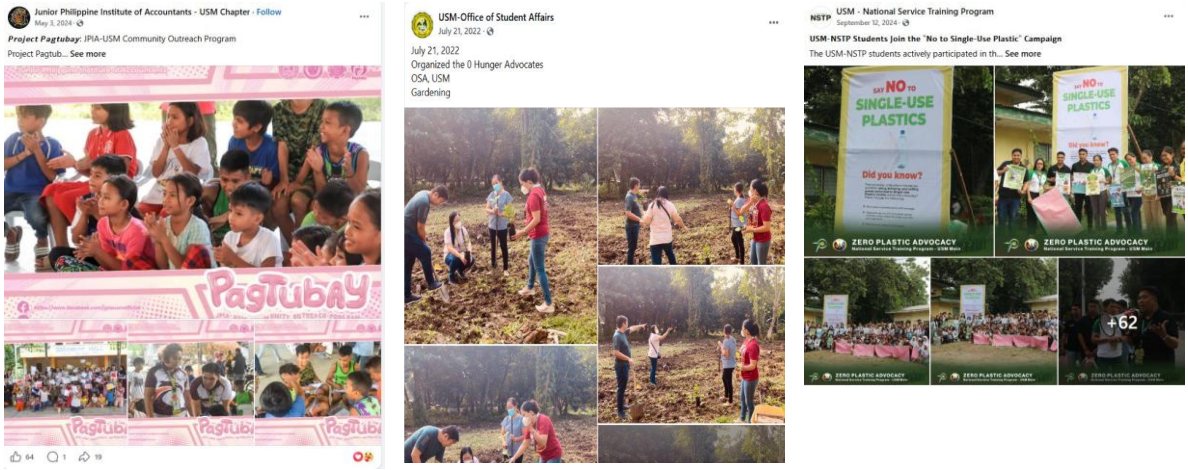


Figure 22. Community outreach: Project Pagtubay, hunger advocacy and gardening, and NSTP zero plastic advocacy.

2.4 Number of students per field of specialization

Enrollment by college/field of specialization, USM Main, 2nd Semester SY 2025–2026 (Registrar's enrollment data):

	Field of Specialization (College/Institute)	Total
1.	College of Agriculture	1,294
2.	College of Arts and Social Sciences	1,873
3.	College of Business, Development Economics and Management (includes BS Accountancy and BS Management Accounting)	1,563
4.	College of Education	1,580
5.	College of Engineering and Information Technology	1,846
6.	College of Health Sciences	731
7.	College of Human Ecology and Food Sciences	1,476
8.	College of Science and Mathematics	950
9.	College of Trades and Industries	1,257
10.	College of Veterinary Medicine	852
11.	Laboratory Elementary School	770
12.	Institute of Sports, Physical Education and Recreation	617
	GRAND TOTAL	14,809

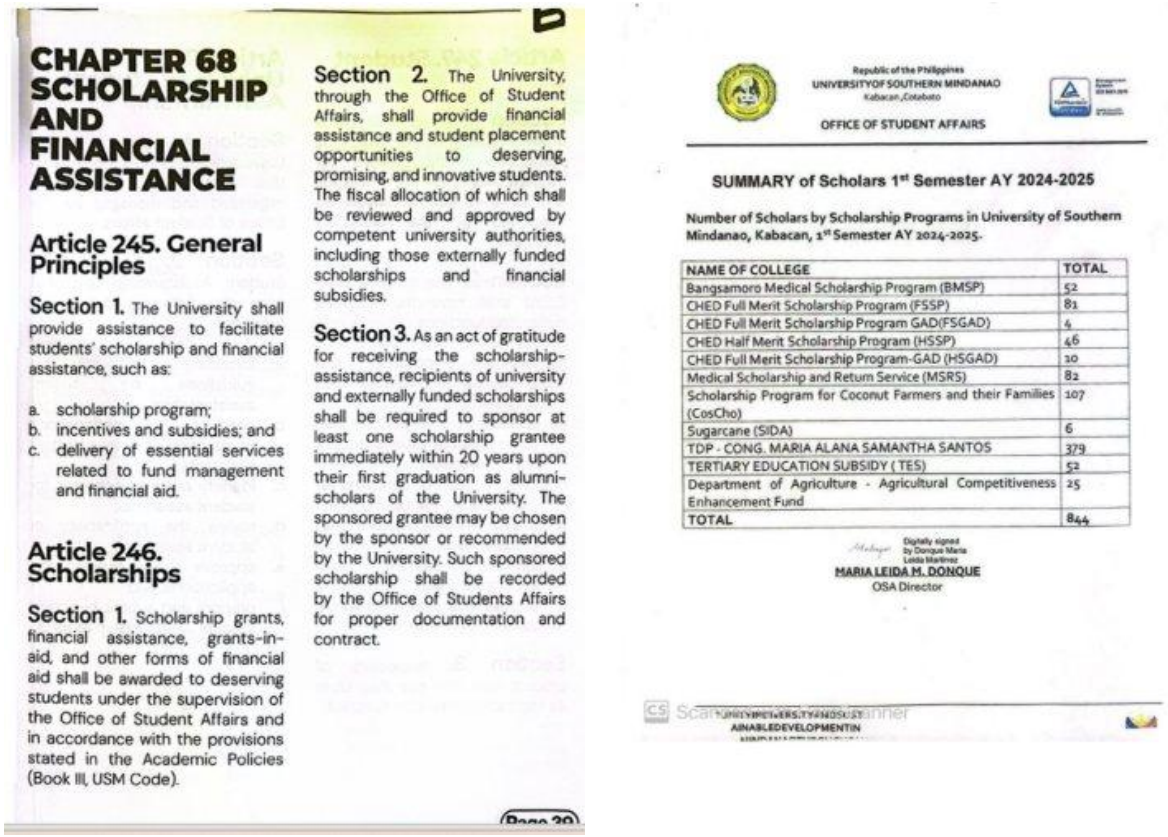
2.5 Policies and guidelines on academic scholarships, grants and other forms of financial assistance

Scholarship and financial assistance are governed by Chapter 68 of the Student Code (Articles 245–248). Article 245 provides that the University, through the Office of Student Affairs, facilitates student scholarship and financial assistance through scholarship programs, incentives and subsidies, and delivery of essential services related to fund management and financial aid. Article 246 provides that scholarship grants, financial assistance, grants-in-aid and other forms of financial aid are awarded to deserving students under the supervision of the OSA in accordance with the academic policies; as an act of gratitude, recipients of university and externally funded scholarships are required to sponsor at least one scholarship grantee within twenty (20) years after their first graduation, as alumni scholars of the University. Article 247 provides the Student Loan, with a Student Loan Board that formulates policies, reviews applications and approves loans, and Article 248 provides the University Student Assistantship, supervised by the OSA, with duties on formulating policies, assigning student assistants, evaluating performance and preparing reports.

The Scholarship and Financial Assistance Department of the OSA has four sections: Scholarship Administration (manages scholarship programs for graduate, undergraduate and secondary students), Financial Aid and Student Loan, Student Work Assistance, and Scholarship Scanning and Monitoring (sources and scans scholarship agencies, advertises opportunities, matches scholars with agencies, and monitors scholar performance). The

Scholarship Board supports the department. Republic Act No. 10931 provides free tuition and the Tertiary Education Subsidy for qualified students.

Guidelines are disseminated through official Facebook pages and the University website, which post calls for applications (for example, the Scholarship Programs, Opportunities and Student Assistance call, the USM North America Alumni Association (USMNAAA) academic scholarship for 3rd year students, and the Financial Assistance call) and notices to students on required documents.



CHAPTER 68 SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 245. General Principles

Section 1. The University shall provide assistance to facilitate students' scholarship and financial assistance, such as:

a. scholarship program;
b. incentives and subsidies; and
c. delivery of essential services related to fund management and financial aid.

Article 246. Scholarships

Section 1. Scholarship grants, financial assistance, grants-in-aid, and other forms of financial aid shall be awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the provisions stated in the Academic Policies (Book III, USM Code).

Section 2. The University, through the Office of Student Affairs, shall provide financial assistance and student placement opportunities to deserving, promising, and innovative students. The fiscal allocation of which shall be reviewed and approved by competent university authorities, including those externally funded scholarships and financial subsidies.

Section 3. As an act of gratitude for receiving the scholarship-assistance, recipients of university and externally funded scholarships shall be required to sponsor at least one scholarship grantee immediately within 20 years upon their first graduation as alumni-scholars of the University. The sponsored grantee may be chosen by the sponsor or recommended by the University. Such sponsored scholarship shall be recorded by the Office of Students Affairs for proper documentation and contract.

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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

OFFICE OF STUDENT AFFAIRS

SUMMARY of Scholars 1st Semester AY 2024-2025

Number of Scholars by Scholarship Programs in University of Southern Mindanao, Kabacan, 1st Semester AY 2024-2025.

NAME OF COLLEGE	TOTAL
Bangsamoro Medical Scholarship Program (BMSP)	52
CHED Full Merit Scholarship Program (FSSP)	81
CHED Full Merit Scholarship Program GAD(FSGAD)	4
CHED Half Merit Scholarship Program (HSSP)	46
CHED Full Merit Scholarship Program-GAD (HSGAD)	10
Medical Scholarship and Return Service (MSRS)	82
Scholarship Program for Coconut Farmers and their Families (CosCho)	107
Sugarcane (SIDA)	6
TDP - CONG. MARIA ALANA SAMANTHA SANTOS	379
TERTIARY EDUCATION SUBSIDY (TES)	52
Department of Agriculture - Agricultural Competitiveness Enhancement Fund	25
TOTAL	844

Digitally signed by Donque Maria Leida Medrosa

MARIA LEIDA M. DONQUE
OSA Director

Figure 23. Student Code Chapter 68 (Scholarship and Financial Assistance) and the OSA summary of scholars for 1st semester AY 2024–2025.



Figure 24. Call for applications for the USMNAAA academic scholarship.

2.6 Fund generation scheme for scholarships and grants

Funds for scholarships and grants come mainly from outside sponsors and are sourced by the Scholarship Scanning and Monitoring Section, which scans, advertises and matches students with scholarship agencies and coordinates with CHED and other agencies for the timely application and compliance to sponsors' requirements. The sources for SY 2025–2026 are:

- **National government programs:** CHED Tulong Dunong Program, CHED Full and Half Merit Scholarship Programs, Listahanan–Tertiary Education Subsidy (TES), DOST, Medical Scholarships and Return Service (MSRS), DA–ACEF Grants-in-Aid for Higher Education, ATI Educational Assistance for the Youth in Agriculture, OWWA, Sugar Industry Development Act (SIDA), and the Scholarship Program for Coconut Farmers and Their Families (COSCHO).
- **Local and regional government:** Provincial Government of North Cotabato Scholarship; Ministry of Science and Technology Base Merit (MOST) and Bangsamoro Medical Scholarship Program (BMSP).
- **Private donors and foundations:** NESCAFE Kape't Bisig sa Pagbangon Educational Grant, BJ Fontanilla Foundation, Gokongwei Brothers Foundation, and private donors from the USA; alumni scholarships through the USM North America Alumni Association (USMNAAA).
- **University mechanisms:** The fiscal allocation for University-funded financial assistance, student loan and student assistantship is reviewed and approved by competent University authorities (Student Code, Art. 245), and the Student Loan Board administers the student loan funds.

The OSA also complies with the monitoring and liquidation requirements of the sponsors. In March 2025, the CHED National and Regional monitoring team visited the OSA, which complied with all the liquidation requirements of DA-ACEF and other scholarships.

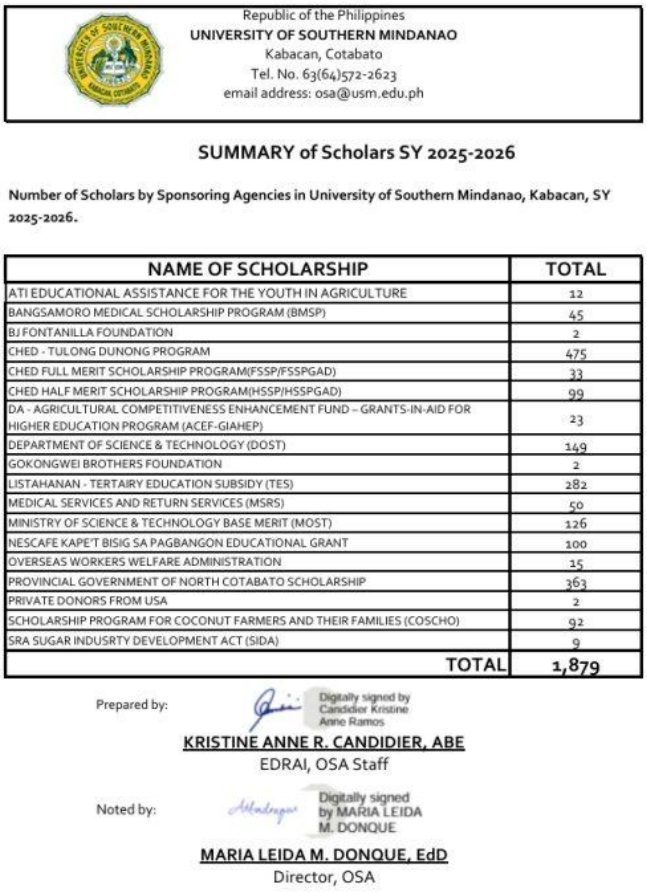


Figure 25. CHED scholarship monitoring team visit (March 2025).

2.7 List of scholarship grants/financial assistance available

	Name of Scholarship/Grant/Assistance	No. of Student-Recipients	Amount of Grant per Student per Academic Term
1.	ATI Educational Assistance for the Youth in Agriculture	12	
2.	Bangsamoro Medical Scholarship Program (BMSP)	45	
3.	BJ Fontanilla Foundation	2	
4.	CHED – Tulong Dunong Program	475	
5.	CHED Full Merit Scholarship Program (FSSP/FSSPGAD)	33	
6.	CHED Half Merit Scholarship Program (HSSP/HSSPGAD)	99	
7.	DA – Agricultural Competitiveness Enhancement Fund – Grants-in-Aid for Higher Education Program (ACEF-GIAHEP)	23	
8.	Department of Science and Technology (DOST)	149	
9.	Gokongwei Brothers Foundation	2	
10.	Listahanan – Tertiary Education Subsidy (TES)	282	
11.	Medical Scholarships and Return Service (MSRS)	50	
12.	Ministry of Science and Technology Base Merit (MOST)	126	
13.	NESCAFE Kape't Bisig sa Pagbangon Educational Grant	100	
14.	Overseas Workers Welfare Administration (OWWA)	15	
15.	Provincial Government of North Cotabato Scholarship	363	
16.	Private donors from USA	2	
17.	Scholarship Program for Coconut Farmers and Their Families (COSCHO)	92	
18.	SRA Sugar Industry Development Act (SIDA)	9	
	TOTAL (SY 2025–2026)	1,879	

Note: The list and the number of recipients are from the Summary of Scholars SY 2025–2026 signed by the OSA Director. In addition, the University provides student loans, student assistantship, death and medical assistance, and financial assistance for attendance in seminars and training. The amounts per student per term are set by each sponsor and were not stated in the files, so please fill them in.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
email address: osa@usm.edu.ph

SUMMARY of Scholars SY 2025-2026

Number of Scholars by Sponsoring Agencies in University of Southern Mindanao, Kabacan, SY 2025-2026.

NAME OF SCHOLARSHIP	TOTAL
ATI EDUCATIONAL ASSISTANCE FOR THE YOUTH IN AGRICULTURE	12
BANGSAMORO MEDICAL SCHOLARSHIP PROGRAM (BMSP)	45
BJ FONTANILLA FOUNDATION	2
CHED - TULONG DUNONG PROGRAM	475
CHED FULL MERIT SCHOLARSHIP PROGRAM(FSSP/FSSPGAD)	33
CHED HALF MERIT SCHOLARSHIP PROGRAM(HSSP/HSSPGAD)	99
DA - AGRICULTURAL COMPETITIVENESS ENHANCEMENT FUND – GRANTS-IN-AID FOR HIGHER EDUCATION PROGRAM (ACEF-GIAHEP)	23
DEPARTMENT OF SCIENCE & TECHNOLOGY (DOST)	149
GOKONGWEI BROTHERS FOUNDATION	2
LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)	282
MEDICAL SERVICES AND RETURN SERVICES (MSRS)	50
MINISTRY OF SCIENCE & TECHNOLOGY BASE MERIT (MOST)	126
NESCAFE KAPE'T BISIG SA PAGBANGON EDUCATIONAL GRANT	100
OVERSEAS WORKERS WELFARE ADMINISTRATION	15
PROVINCIAL GOVERNMENT OF NORTH COTABATO SCHOLARSHIP	363
PRIVATE DONORS FROM USA	2
SCHOLARSHIP PROGRAM FOR COCONUT FARMERS AND THEIR FAMILIES (COSCHO)	92
SRA SUGAR INDUSRTY DEVELOPMENT ACT (SIDA)	9
TOTAL	1,879

Prepared by:
Digitally signed by Candidier Kristine Anne Ramos
KRISTINE ANNE R. CANDIDIER, ABE
EDRAI, OSA Staff

Noted by:
Digitally signed by MARIA LEIDA M. DONQUE
MARIA LEIDA M. DONQUE, EdD
Director, OSA

Figure 26. Summary of Scholars SY 2025–2026 (1,879 scholars by sponsoring agency), signed by the OSA Director.

3. OUTCOMES

O.1. The institutional programs and services develop student potentials to the fullest

The University of Southern Mindanao develops student potentials to the fullest through a complete set of programs and services that support students academically, financially, socially, and professionally. These services are carried out through the Student Affairs and Services (SAS) offices, the colleges, and recognized student organizations, and their results can be seen in the students' participation, achievements, and professional readiness.

Access and financial support. The University gives students access to scholarships and financial assistance so that financial limits do not prevent them from finishing their studies. For SY 2025–2026, the OSA summary of scholars shows 1,879 scholars supported by 18 scholarship programs and sponsors, led by the CHED Tulong Dunong Program (475), the Provincial Government of North Cotabato Scholarship (363), and the Listahanan–Tertiary Education Subsidy (282). Scholars come from all colleges and institutes, and women make

up about two-thirds of the recipients (66.0%). Within CBDEM, the list includes 24 BS Accountancy and 27 BS Management Accounting scholars. The OSA complied with all liquidation requirements during the CHED monitoring in March 2025.

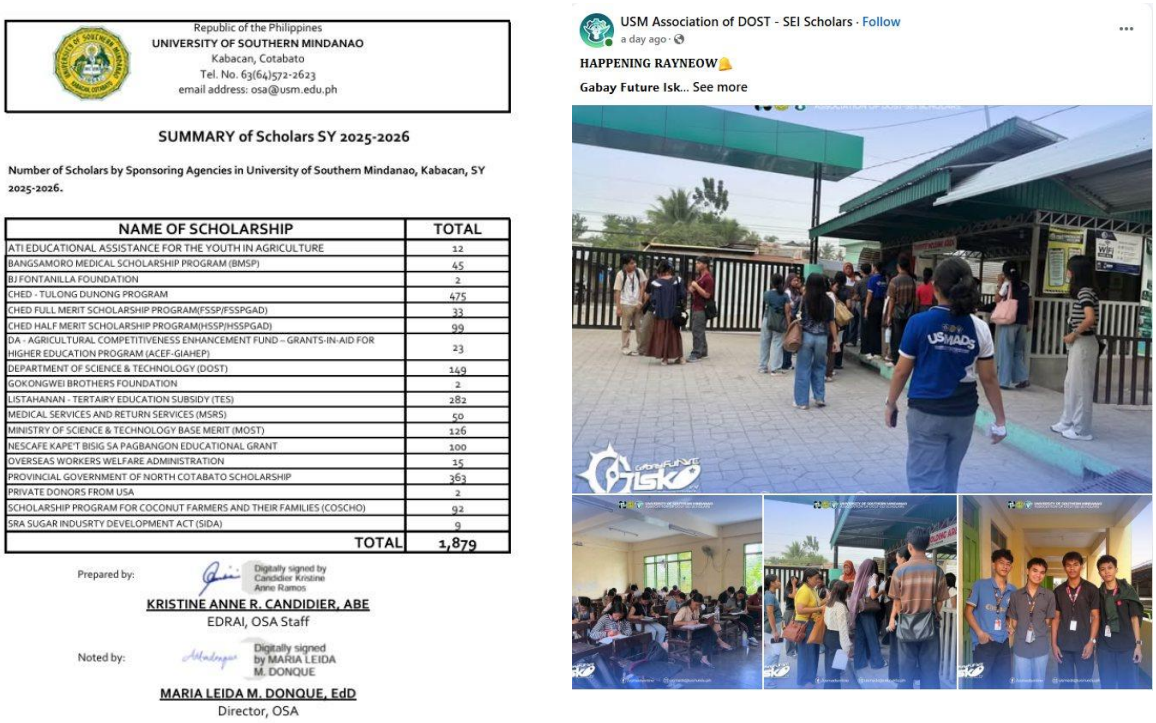
Inclusion and special consideration. The Board of Regents affirmative action policy (Resolution No. 111, s. 2024) opens access to deserving but underprivileged students, and the Diversity and Integrative Services Department monitors policies for students with special needs, assisted six cases of gender-based violence from January to June 2025, and supports students with food coupons and other assistance.

Leadership, cultural, and co-curricular development. Students are given opportunities to develop through organizations and university-wide activities. The Junior Philippine Institute of Accountants (JPIA) USM Chapter took part in Pasiklaban 2026 and was champion in Patintero, first runner-up in Debate, second place in Essay Writing, and third runner-up in Canvas Painting, and it also joined the Tug of War. Accountancy students were also recognized with an award for Most Outstanding Research Paper (Social Science category) and for in-house research presentations at the 27th Gawad Parangal.

Academic and professional development. The University and the department provide hands-on and professional experiences beyond the classroom. Students take part in student laboratory cooperatives, SOALIS activities, and a testimonial ceremony. A JPIA team placed third in the IDEA CTRL: CBMS Innovation Challenge at the 2026 Komunikasyon. Students developed and introduced Audivance, an offline audit workspace that supports the audit work of student organizations. The chapter also holds a prayer meeting for CPA licensure examinees to support their well-being before the exam.

Licensure and career readiness. The results show that these programs build competent graduates. In the CPA Licensure Examination, USM's overall passing rate from May 2024 to May 2026 ranged from 40% to 68.75%, above the national rate (about 30% to 34%) in all five sittings, and it reached 68.75% in May 2026, when first-time takers passed at 83.33%. Six students were also recognized as passers of the March 2026 Civil Service Examination. The Graduate Tracer Study reports an 88.52% employment rate among responding graduates (94.51% for CBDEM).

Conclusion. Together, the financial assistance, organizational and cultural activities, research and innovation opportunities, and licensure support show that students are given the means to grow in academics, leadership, character, and professional competence. This supports the Outcome that the institution's programs and services develop student potentials to the fullest.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
email address: osa@usm.edu.ph

SUMMARY of Scholars SY 2025-2026

Number of Scholars by Sponsoring Agencies in University of Southern Mindanao, Kabacan, SY 2025-2026.

NAME OF SCHOLARSHIP	TOTAL
ATI EDUCATIONAL ASSISTANCE FOR THE YOUTH IN AGRICULTURE	12
BANGSAMORO MEDICAL SCHOLARSHIP PROGRAM (BMSP)	45
BJ FONTANILLA FOUNDATION	2
CHED - TULONG DUNONG PROGRAM	475
CHED FULL MERIT SCHOLARSHIP PROGRAM(FSSP/FSSPGAD)	33
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DA - AGRICULTURAL COMPETITIVENESS ENHANCEMENT FUND – GRANTS-IN-AID FOR HIGHER EDUCATION PROGRAM (ACEF-GIAHEP)	23
DEPARTMENT OF SCIENCE & TECHNOLOGY (DOST)	149
GOKONGWEI BROTHERS FOUNDATION	2
LISTAHANAN - TERTAIRY EDUCATION SUBSIDY (TES)	282
MEDICAL SERVICES AND RETURN SERVICES (MSRS)	50
MINISTRY OF SCIENCE & TECHNOLOGY BASE MERIT (MOST)	126
NESCAFE KAPE'T BISIG SA PAGBANGON EDUCATIONAL GRANT	100
OVERSEAS WORKERS WELFARE ADMINISTRATION	35
PROVINCIAL GOVERNMENT OF NORTH COTABATO SCHOLARSHIP	363
PRIVATE DONORS FROM USA	2
SCHOLARSHIP PROGRAM FOR COCONUT FARMERS AND THEIR FAMILIES (COSCHO)	92
SRA SUGAR INDUSRTY DEVELOPMENT ACT (SIDA)	9
TOTAL	1,879

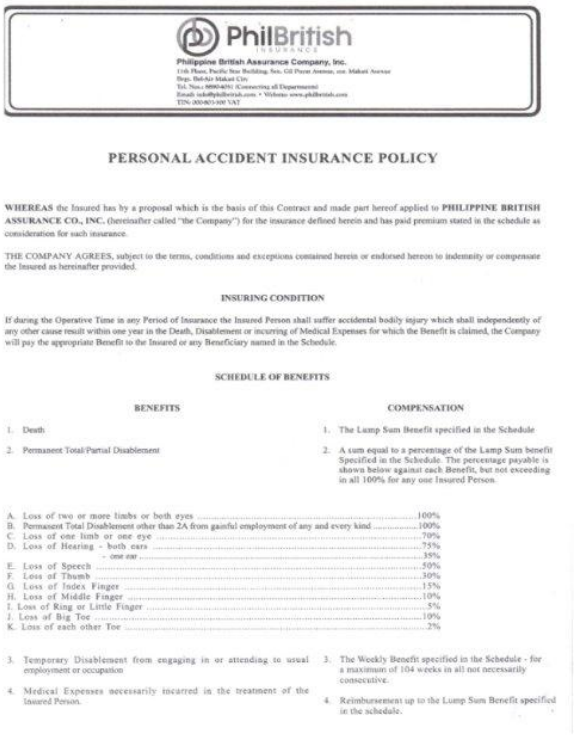
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EDRAI, OSA Staff

Noted by:
Digitally signed by MARIA LEIDA M. DONQUE
MARIA LEIDA M. DONQUE, EdD
Director, OSA

USM Association of DOST - SEI Scholars · Follow
a day ago ·
HAPPENING RAYNEOW
Gabay Future Isk... See more

Figure 27. OSA Summary of Scholars SY 2025–2026 and a USM DOST-SEI scholars activity on campus.





PhilBritish INSURANCE
Philippine British Assurance Company, Inc.

PERSONAL ACCIDENT INSURANCE POLICY

WHEREAS the Insured has by a proposal which is the basis of this Contract and made part hereof applied to **PHILIPPINE BRITISH ASSURANCE CO., INC.** (hereinafter called "the Company") for the insurance defined herein and has paid premium stated in the schedule as consideration for such insurance.

THE COMPANY AGREES, subject to the terms, conditions and exceptions contained herein or endorsed hereon to indemnity or compensate the Insured as hereinafter provided.

INSURING CONDITION

If during the Operative Time in any Period of Insurance the Insured Person shall suffer accidental bodily injury which shall independently of any other cause result within one year in the Death, Disablement or incurring of Medical Expenses for which the Benefit is claimed, the Company will pay the appropriate Benefit to the Insured or any Beneficiary named in the Schedule.

SCHEDULE OF BENEFITS

BENEFITS	COMPENSATION
1. Death	1. The Lump Sum Benefit specified in the Schedule
2. Permanent Total/Partial Disablement	2. A sum equal to a percentage of the Lump Sum benefit Specified in the Schedule. The percentage payable is shown below against each Benefit, but not exceeding in all 100% for any one Insured Person.
A. Loss of two or more limbs or both eyes 100%	
B. Permanent Total Disablement other than 2A from gainful employment of any and every kind 100%	
C. Loss of one limb or one eye 70%	
D. Loss of Hearing - both ears 75%	
- one ear 35%	
E. Loss of Speech 50%	
F. Loss of Thumb 30%	
G. Loss of Index Finger 15%	
H. Loss of Middle Finger 10%	
I. Loss of Ring or Little Finger 5%	
J. Loss of Big Toe 10%	
K. Loss of each other Toe 2%	
3. Temporary Disablement from engaging in or attending to usual employment or occupation	3. The Weekly Benefit specified in the Schedule - for a maximum of 104 weeks in all not necessarily consecutive.
4. Medical Expenses necessarily incurred in the treatment of the Insured Person.	4. Reimbursement up to the Lump Sum Benefit specified in the schedule.

Figure 28. Gabing Parangal awarding ceremony and the personal accident insurance policy for students.

4. BEST PRACTICES

Best practices on Parameter D (Institutional Student Programs and Services) found in the submitted documents:

1. **Open and fair admission.** A single University entrance examination with published program cut-off scores, annual public announcements, and clear requirements for freshmen, transferees and international students.
2. **Affirmative action for deserving but underprivileged students.** Board of Regents Resolution No. 111, s. 2024 reserves 2% of incoming freshmen for students with special consideration (low income, IP, PWD, solo parents, survivors of violence and others), with academic and economic support.
3. **Large and varied scholarship portfolio.** 1,879 scholars supported by 18 programs and sponsors in SY 2025–2026, with a Scholarship Scanning and Monitoring Section that sources agencies and monitors scholar performance.
4. **Compliance with sponsors.** The OSA complied with all CHED, DA-ACEF and other scholarship liquidation requirements during the March 2025 monitoring.
5. **Prompt scholarship information.** Calls for applications and requirements for scholarships and financial assistance are posted on official social media pages and the web.
6. **Free primary health services for students.** Medical and dental check-ups, one free tooth extraction per semester, laboratory tests, medicines and vitamins, with licensed professionals and updated records.
7. **Annual medical and dental check-up.** The Health Services and the OSA schedule check-ups for all students with the colleges, so that classes are not disrupted.
8. **Food safety enforcement.** Canteens display sanitary permits, business permits and health certificates of food handlers, issued by the municipal health office.
9. **Disaster risk reduction.** A DRRM Course for students and employees, and a University-wide fire and earthquake drill conducted with the Bureau of Fire Protection.
10. **Safe and secure campus.** Licensed security personnel and enforcement of security measures, such as the advisory requiring a valid driver’s license at the gates.
11. **Accessible facilities.** Ramps, handrails and accessible stairs for persons with disabilities on campus buildings.
12. **Support for students with special needs.** Policies on maternity dress for pregnant students and affirmative action are monitored, with food coupons and other assistance, and cases of gender-based violence are assisted.
13. **Sports development with clear guidelines.** Written guidelines on the use of sports facilities, a Varsity Selection and Retention Procedure, and a designated Sports Development Program Chairperson; annual Pasiklaban and UNILYMPICS.
14. **Culture and arts program.** A University Culture and Arts Office with a development plan, annual calendar of activities, performing groups, National Arts Month and Gabing Parangal.
15. **Student publication and yearbook.** The Mindanao Tech and the Tanglaw Yearbook operate under Student Code Chapter 67 with a published organizational structure.
16. **Multi-faith and peace advocacy.** Activities such as the Grand Iftar and Islamic Symposium respect and promote the religious freedom of students.

17. **Internationalization and services for foreign students.** Internationalization initiatives and linkages, a designated Director for International Affairs, and services for international students.
18. **Dormitories and housing assistance.** Dormitories for men and women, a special dormitory for students from Maguindanao del Sur, with a residence hall contract and house rules.
19. **Community and social action programs.** Project Pagtubay, hunger advocacy and gardening, Pag-ambit and the NSTP zero plastic advocacy involve students in community service.
20. **Student accident insurance.** Students are covered with a personal accident insurance policy.
21. **Systematic monitoring and evaluation of services.** Monthly Client Satisfaction Surveys, narrative accomplishment reports, evaluation forms for events and a year-end performance review of the OSA.
22. **Tracking of graduates and licensure results.** The University keeps a Graduate Tracer Study and monitors licensure examination results against national passing rates, for example the CPA examination, where USM was above the national rate in five straight sittings.

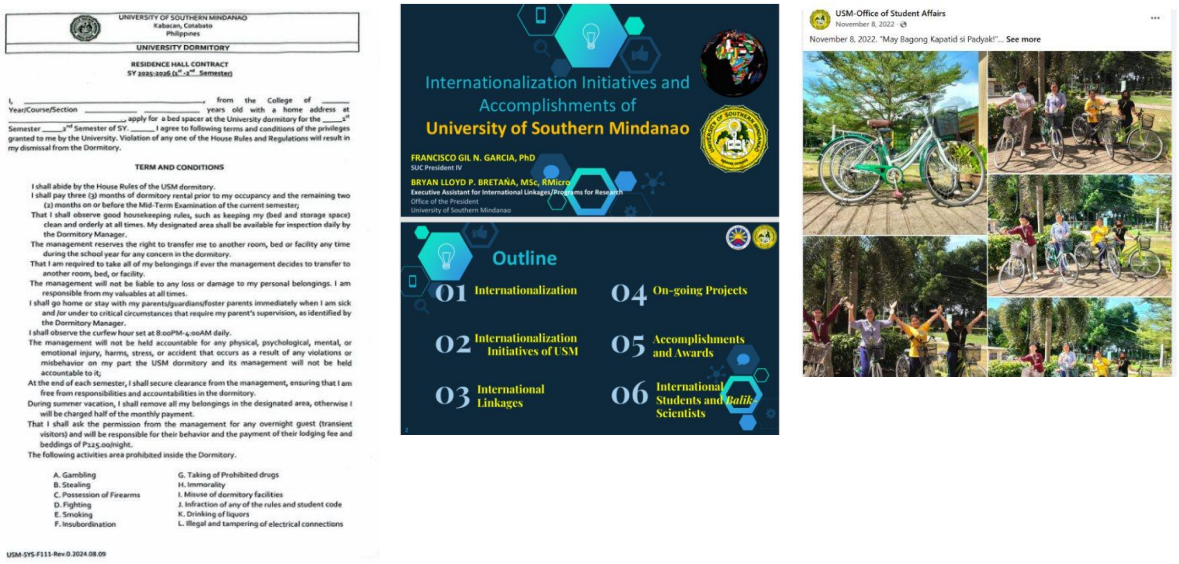


Figure 29. Dormitory residence hall contract, internationalization initiatives and bicycles for the University community (OSA post, November 8, 2022).

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

AREA IV – SUPPORT TO STUDENTS

Parameter E – RESEARCH, MONITORING AND EVALUATION

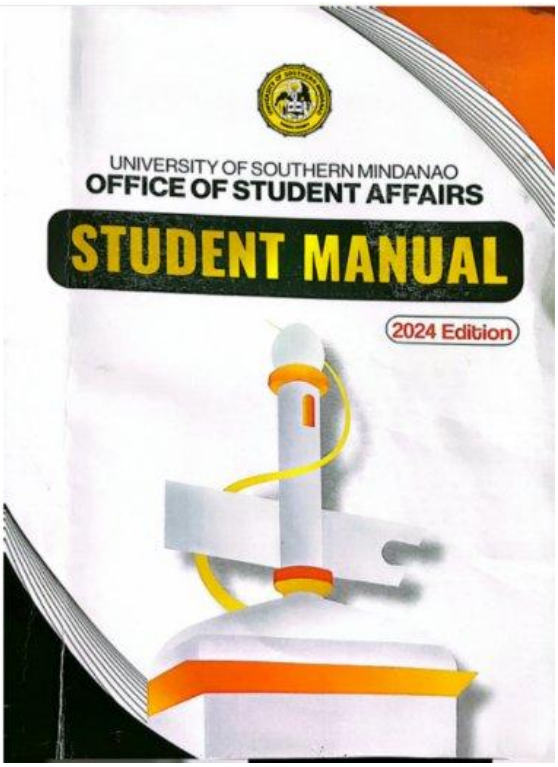
1. SYSTEM – INPUTS AND PROCESSES

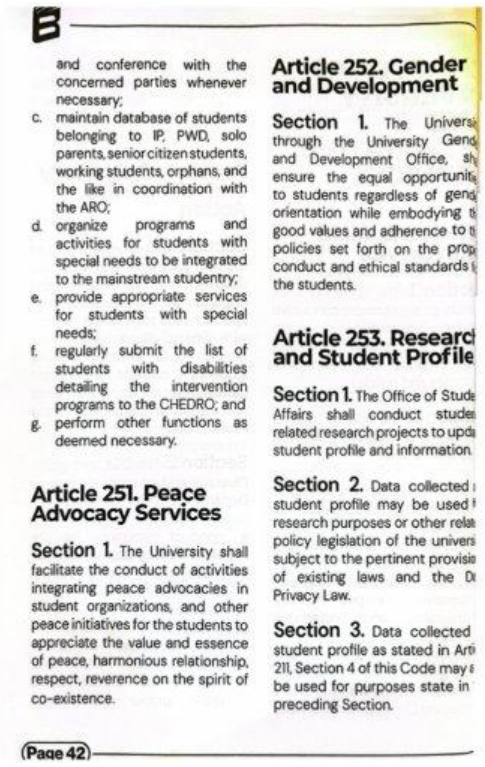
Institutional research program on student affairs and services

The University of Southern Mindanao (USM) builds research and evaluation into the work of the Office of Student Affairs (OSA). The Student Code, which is the University's approved set of student policies, assigns the research function to the OSA in Article 253 (Research and Student Profile):

- **Section 1.** The Office of Student Affairs shall conduct student-related research projects to update the student profile and information.
- **Section 2.** Data collected for the student profile may be used for research purposes or other related policy legislation of the University, subject to the pertinent provisions of existing laws and the Data Privacy Law.
- **Section 3.** Data collected on the student profile as stated in Article 211, Section 4 of the Code may also be used for the purposes stated in the preceding section.

Research on student services is therefore part of the University's own regulations and not an ad hoc activity. Article 252 (Gender and Development) of the same Code adds a policy basis for gender-related student research and data. The pages of the Student Code are shown in the figure below.





and conference with the concerned parties whenever necessary;

c. maintain database of students belonging to IP, PWD, solo parents, senior citizen students, working students, orphans, and the like in coordination with the ARO;

d. organize programs and activities for students with special needs to be integrated to the mainstream studentry;

e. provide appropriate services for students with special needs;

f. regularly submit the list of students with disabilities detailing the intervention programs to the CHEDRO; and

g. perform other functions as deemed necessary.

Article 251. Peace Advocacy Services

Section 1. The University shall facilitate the conduct of activities integrating peace advocacies in student organizations, and other peace initiatives for the students to appreciate the value and essence of peace, harmonious relationship, respect, reverence on the spirit of co-existence.

Article 252. Gender and Development

Section 1. The Universi through the University Gend and Development Office, sh ensure the equal opportuniti to students regardless of gend orientation while embodying t good values and adherence to t policies set forth on the prop conduct and ethical standards the students.

Article 253. Researc and Student Profile

Section 1. The Office of Stude Affairs shall conduct studer related research projects to upd student profile and information.

Section 2. Data collected student profile may be used research purposes or other rela policy legislation of the univers subject to the pertinent provisio of existing laws and the D Privacy Law.

Section 3. Data collected student profile as stated in Arti 211, Section 4 of this Code may be used for purposes state in preceding Section.

Page 42

Figure 1. Student Code (Student Manual) cover and Articles 252–253 on Gender and Development and on Research and Student Profile.

Status of the system indicators

No.	Indicator	Evidence / Basis	Status
S.1	The institution has a research program on student affairs and services.	Student Code Art. 253 mandates the OSA to conduct student-related research (Section 1) and sets the use of the data (Sections 2–3).	Available
S.2	There is a mechanism for monitoring and evaluation of SAS programs.	Client satisfaction survey of student services (instrument below); OSA Narrative Accomplishment Report (Jan–Dec 2025). Controlled procedures under the Quality Management System, e.g. USM-OSA-003 Management of Student Campus Organizations Procedure, Rev. 03 (effective May 5, 2025), with revision history and document control.	Available
S.3	Monitoring and evaluation instruments are available.	Student Profile satisfaction questionnaire covering the services of the OSA and support units (Counseling and Career, Student Development, Diversity and Integrative Services, Scholarship and Financial Assistance, canteens, hospital, dormitories, security, socio-cultural and publication), with open-ended questions.	Available
S.4	There is adequate funding for SAS research and M&E.		To be supplied



UNIVERSITY OF SOUTHERN MINDANAO

MANAGEMENT OF STUDENT CAMPUS ORGANIZATIONS PROCEDURE

Document No. USM-OSA-003-Rev. 03.2025.05.05 | Rev. No. 3 | Page 1 of 5

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
May 5, 2025	3	Partial	Revision in the procedure and addition of documentary requirements for registration/accreditation	ALL	KATHLEEN MAE B. ALUCILIA KRISTINE ANNE R. CANDIDIER
August 31, 2021	2	ALL	Reviewed and amended in consideration with New Normal Protocols	ALL	YVONNE V. SALILING KATHLEEN MAE B. ALUCILIA
February 15, 2018	1	ALL	Reviewed and amended in accordance to the QMS requirements	ALL	NICOLAS A. TURNOS
July 4, 2016	0	New	Newly established in accordance to the Quality Management System requirements	ALL	NICOLAS A. TURNOS

Prepared by:	Reviewed by:	Approved by:	DOC USE ONLY DOCUMENT CONTROL INDICATOR
KATHLEEN MAE B. ALUCILIA KRISTINE ANNE R. CANDIDIER Name and Signature	CONCEPCION M. MAGALLEN Name & Signature	LAWRENCE ANTHONY OLLENTE, PhD Name & Signature	COPY

UNCONTROLLED

ELECTRONICALLY RELEASED
2025.10.07

STUDENT PROFILE

Sex: _____
Academic Program: _____
College: _____

Instruction: Using the rating scale from 1 to 4, please select the option that best represents your perception of the quality of student services provided by the Office of Student Affairs and other support service units. Refer to the rating scale below as you respond to each item in this instrument.

Rating	Description	Interpretation
5	Strongly Agree	The measure described in the item is always or consistently manifested.
4	Agree	The measure is manifested in most cases or situations.
2	Disagree	The measure is manifested only occasionally or in a few instances.
1	Strongly Disagree	The measure is not manifested at all or is completely absent.

Quality of student services provided by the Department of Counseling and Career Services

Items	4	3	2	1
I can easily schedule an appointment with a guidance counselor when I experience academic stress or personal issues.				
The office regularly holds mental health webinars (e.g., stress management, self-care) that are relevant to students' experiences.				
Career guidance activities like the annual Career and Job Placement Fair help prepare me for post-graduation opportunities.				
I received sufficient assistance through career preparation resources and orientation seminars on job or internship applications offered during the university's career development activities.				
The office offers individual counseling that respects confidentiality and provides clear guidance.				
I have access to career profiling tools (e.g., personality tests or				

Figure 2. Document control page of the USM-OSA-003 procedure (left) and the Student Profile satisfaction questionnaire (right).

2. IMPLEMENTATION

2.1 Completed researches on student affairs and services

Title	Researchers	Design / Coverage	Output
Surveying Client Satisfaction with Student Services: Insights and Strategic Directions from the University of Southern Mindanao	Rowell P. Nitafan (corresponding author), Maria Leida M. Donque, Sarrah Jane C. Guerrero, Kathleen Mae Bibay-Alucilja, Kristine Anne C. Ramos-Candidier, Shandra C. Gonsang, Maria Angelika T. Balungay and Ruben P. Aliligay Affiliations: College of Arts and Social Sciences, College of Education, College of Engineering and Information Technology and the Office of Student Affairs.	Descriptive-evaluative design; purposive sampling of recent graduates through an online survey (Google Forms). Academic years 2022–2023 (2,759 responses) and 2023–2024 (2,711 responses).	Full research paper with abstract, methodology, results and discussion, limitations and references.
Student profile and student-related research (Student Code Art. 253)	OSA	Student profile updating	
Other completed SAS researches			

Key findings of the completed research

The study examined alumni perceptions of student services across information dissemination, career and counseling, scholarship and financial assistance, medical services, student publication, entrance examination processes, slot reservation, safety and security and sports and recreational facilities. The abstract reports an overall upward trend in satisfaction, with marked improvements in excellent ratings for safety and security, financial assistance and counseling, and a decrease in the proportion of dissatisfied alumni in most categories.

For example, the ratings of information dissemination moved as follows (1 = very poor, 5 = excellent):

Academic year	1	2	3	4	5
2022–2023 (n = 2,759)	108 (3.9%)	98 (3.6%)	462 (16.7%)	994 (36.0%)	1,097 (39.8%)
2023–2024 (n = 2,711)	80 (3.0%)	110 (4.1%)	378 (13.9%)	941 (34.7%)	1,202 (44.3%)

“Excellent” ratings rose from 39.8% to 44.3%, “very poor” ratings fell from 3.9% to 3.0% and “average” ratings fell from 16.7% to 13.9%. In safety and security, “excellent” ratings rose from 44.3% to 50.6%. Sports and recreational facilities improved, although 24.9% of respondents still rated them as merely “average”.

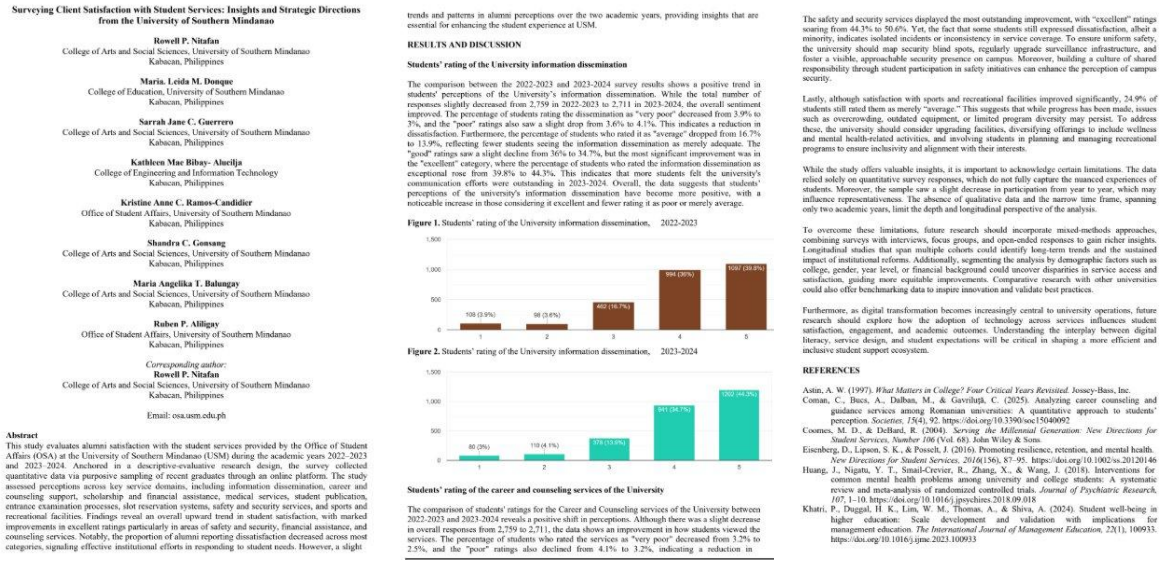


Figure 3. The research paper: title page and abstract, results and discussion with figures, and discussion, limitations and recommendations.

2.2 Evidence that research results and outputs are disseminated and utilized

Dissemination

- The research paper is authored by faculty and OSA staff from several colleges, so the results reach the units that deliver services and the colleges that advise students.
- The results and the services they cover are reported through the OSA Narrative Accomplishment Report, January–December 2025, which describes the work of the OSA and its five departments.



Figure 4. OSA Narrative Accomplishment Report, January–December 2025 (cover and sample pages).

Utilization of results

The paper ends with recommendations that give the OSA a basis for planning. The table links each finding to the recommendation and to the action of the University.

Research finding	Recommendation of the study	Action taken by the University
Most improved service: safety and security ("excellent" 44.3% to 50.6%), but some students are still dissatisfied.	Map security blind spots, upgrade surveillance infrastructure, keep a visible and approachable security presence, and involve students in safety initiatives.	
Sports and recreational facilities: 24.9% of respondents rated them "average".	Upgrade facilities, diversify offerings to include wellness and mental-health activities, and involve students in planning recreational programs.	
Information dissemination improved ("excellent" 39.8% to 44.3%).	Maintain the communication efforts that students rated as outstanding.	
Limits of the study: quantitative data only, two academic years, a slight decrease in participation.	Use mixed methods (interviews, focus groups, open-ended responses), longitudinal studies, analysis by college, gender, year level and financial background, and benchmarking with other universities.	The Student Profile questionnaire already includes open-ended questions.

2.3 Monitoring and evaluation of student services (Indicators I.3–I.5)

Indicator	Description	Evidence
I.3 Regular monitoring and evaluation of the implementation of student services.	Student satisfaction survey of the services of the OSA and support units; OSA Narrative Accomplishment Report; controlled procedures with revision history.	OSA Narrative Accomplishment Report (Jan–Dec 2025); survey results.
I.4 M&E instruments are developed, reviewed and continuously improved.	The Student Profile satisfaction questionnaire has separate sections per service area and open-ended questions. USM-OSA-003 is on its third revision (2016, 2018, 2021, 2025), which shows continuous review of OSA procedures.	Questionnaire; USM-OSA-003 revision history.
I.5 Reports are filed and submitted regularly to CHEDRO.		

3. OUTCOMES

Evidence that research outputs are presented and published

Research is encouraged at the student level as well. Students of the College of Business Development, Economics and Management (CBDEM), including the Junior Philippine Institute of Accountants (JPIA) USM Chapter, are guided in research and present their outputs in forums and award programs.

Output / Recognition	Student(s)	Forum	Date
First place, 8th CBDEM In-House Review	Raisa Lidasan	8th CBDEM In-House Review	May 9, 2025

Output / Recognition	Student(s)	Forum	Date
Participation in the 8th CBDEM In-House Review	Harmaine (Charmaine) Rosario, Alleona Jasper Senarillos and Chrysler Cañag (JPIA members)	8th CBDEM In-House Review	May 9, 2025
Most Outstanding Research Paper (Social Science category)	Paula Dominique Garmino and Jeannie Rebuta	27th Gawad Parangal	
Recognition for in-house research participation (poster and paper presentation, Applied/Innovation category)	Mabeth Alimao and Amerah Manaros	27th Gawad Parangal	
Third place, IDEA CTRL: CBMS Innovation Challenge	JPIA team	2026 Komunikasyon	
Audivance, an offline audit workspace developed by the chapter to support the audit work of student organizations	JPIA USM Chapter	Introduced by the chapter	

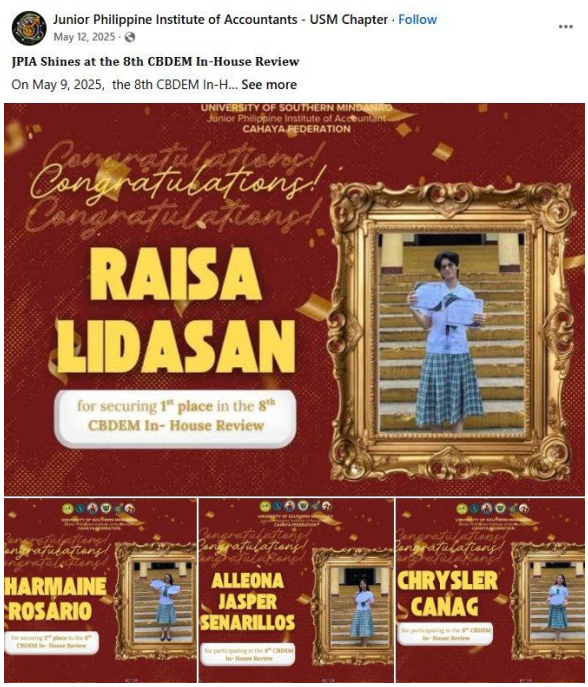




Figure 5. JPIA-USM Chapter post (May 12, 2025) on the 8th CBDEM In-House Review and the group of participants.



Figure 6. Participants of the 8th CBDEM In-House Review showing their certificates.

Taken together, the research of the OSA, the research outputs of students, their presentation in review forums and award programs, and the regular monitoring, evaluation and reporting of services show that research results and evaluation findings are communicated and used to improve student affairs and services.

4. BEST PRACTICES

1. **Research mandate in the Student Code.** Article 253 makes student-related research and the student profile a function of the OSA, with data-privacy safeguards.
2. **Evidence-based planning.** The OSA surveys the satisfaction of graduates across the services and uses the findings, such as the safety and security and sports facility results, for improvement.
3. **Two-year comparison of satisfaction.** The study compares 2022–2023 and 2023–2024 results across more than 2,700 respondents each year, which shows trends and not only a single score.
4. **Research that crosses colleges and offices.** The paper is written by faculty from three colleges together with OSA staff, which links research to service delivery.
5. **Honest statement of limitations.** The paper names its limits and sets out a research agenda (mixed methods, longitudinal studies, demographic analysis and benchmarking).
6. **Comprehensive M&E instrument.** The Student Profile questionnaire covers each service area and includes open-ended questions for qualitative comments.
7. **Controlled and continuously revised procedures.** USM-OSA-003 has a document number, revision history, approval and document control, and has been revised in 2018, 2021 and 2025.

8. **Annual narrative reporting.** The OSA publishes a Narrative Accomplishment Report on the work of its five departments.
9. **Student research culture.** CBDEM and JPIA students are guided in research and present at in-house reviews, with a first-place finish in the 8th CBDEM In-House Review.
10. **Recognition of student research.** Students received the Most Outstanding Research Paper (Social Science) award at the 27th Gawad Parangal, and research participation is recognized.
11. **Student innovation for service.** Audivance, an offline audit workspace by the JPIA chapter, supports student organizations, and the chapter placed third in the IDEA CTRL: CBMS Innovation Challenge.
12. **Use of social media to publicize outputs.** The JPIA chapter announced the review results publicly, so research achievement is visible to the community.

5. EXTENT OF COMPLIANCE WITH THE TEAM RECOMMENDATIONS FOR AREA IV – SUPPORT TO STUDENTS IN THE LAST SURVEY VISIT

DULY ACCOMPLISHED SELF-SURVEY INSTRUMENT

Summary of Findings and Recommendations for Area IV – Support to Students

1. Strengths

- The University has a Student Code that covers student services, gender and development, and research and student profile (Art. 252–253).
- The OSA operates under the Quality Management System, with controlled procedures that are revised regularly (for example USM-OSA-003, Rev. 03, May 5, 2025).
- A completed study of the satisfaction of more than 2,700 graduates in each of two academic years shows improvement in most services, including safety and security and information dissemination.
- Student satisfaction instruments cover all service areas and include open-ended questions.
- The OSA reports its accomplishments in an annual narrative report.
- Students conduct and present research, with a first-place finish at the 8th CBDEM In-House Review and the Most Outstanding Research Paper award at the 27th Gawad Parangal.

2. Areas Needing Improvement

- The published or presented status of the research paper, and the number of SAS researches completed, need to be documented.
- The research is quantitative and covers graduates only; current students' views and qualitative data are not yet part of a completed study.
- The rating legend of the Student Profile questionnaire (5, 4, 2, 1) does not match its response columns (4, 3, 2, 1).
- Records of actions taken on research findings, and of regular submission of reports to CHEDRO, should be documented.

- The budget for SAS research and M&E should be stated.

3. Recommendations

- Adopt and publish a multi-year SAS research agenda, with a budget line, that includes mixed-methods and current-student studies.
- Correct the rating scale of the questionnaire and keep a record of each revision.
- Keep a log that links each research finding to the action taken, the responsible office and the date.
- Publish or present completed SAS research in a recognized journal or forum and keep proof.
- Keep a schedule and file of CHEDRO submissions with proof of receipt.
- Continue to guide students in research and enter outputs in regional and national competitions.