AREA VIII – PHYSICAL PLANT and FACILITIES

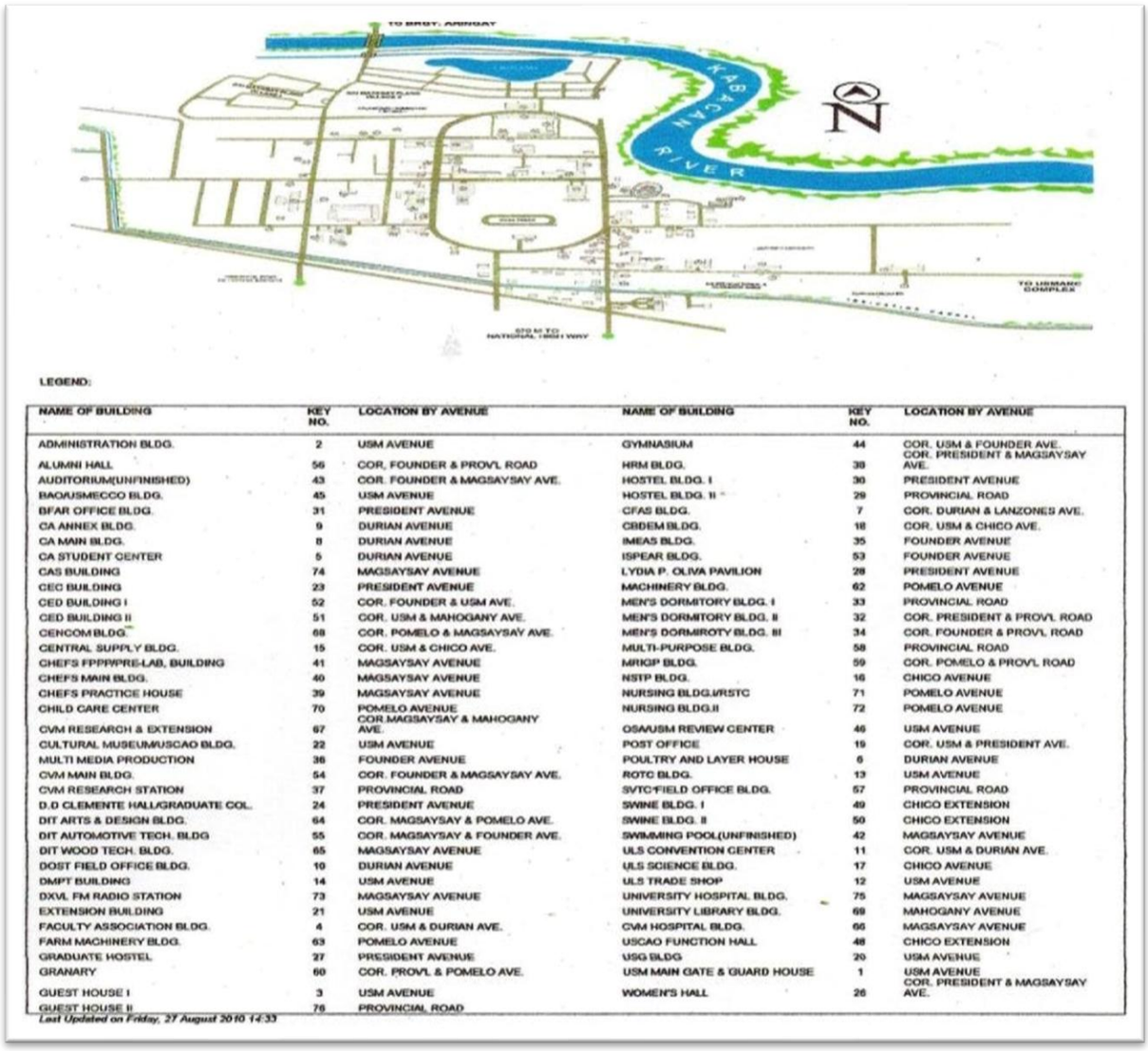
Parameter A – CAMPUS

1. SYSTEM-INPUTS AND PROCESSES

- Present the Site Development Plan of the Institution where the Academic Building is located.

This development plan underscores the university's commitment to providing quality education and a supportive environment for its students.

Site Development Plan/Physical Plant Map displayed prominently in the Campus

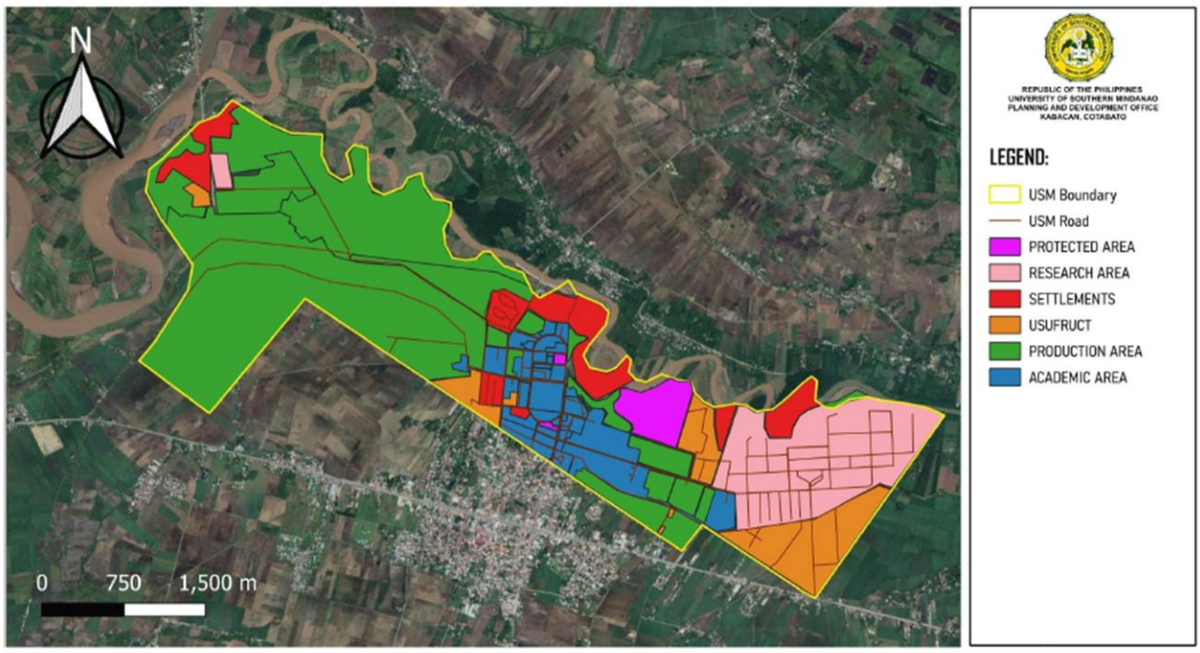


LEGEND:

NAME OF BUILDING	KEY NO.	LOCATION BY AVENUE	NAME OF BUILDING	KEY NO.	LOCATION BY AVENUE
ADMINISTRATION BLDG.	2	USM AVENUE	GYMNASIUM	44	COR. USM & FOUNDER AVE.
ALUMNI HALL	56	COR. FOUNDER & PROV'L ROAD	HRM BLDG.	39	COR. PRESIDENT & MAGSAYSAY AVE.
AUDITORIUM(UNFINISHED)	43	COR. FOUNDER & MAGSAYSAY AVE.	HOSTEL BLDG. I	30	PRESIDENT AVENUE
BAGUSMECCO BLDG.	45	USM AVENUE	HOSTEL BLDG. II	29	PROVINCIAL ROAD
BFAR OFFICE BLDG.	31	PRESIDENT AVENUE	CFAS BLDG.	7	COR. DURIAN & LANZONES AVE.
CA ANNEX BLDG.	9	DURIAN AVENUE	CBDEM BLDG.	18	COR. USM & CHICO AVE.
CA MAIN BLDG.	8	DURIAN AVENUE	IMEAS BLDG.	35	FOUNDER AVENUE
CA STUDENT CENTER	5	DURIAN AVENUE	ISPEAR BLDG.	53	FOUNDER AVENUE
CAS BUILDING	74	MAGSAYSAY AVENUE	LYDIA P. OLIVA PAVILION	28	PRESIDENT AVENUE
CEC BUILDING	23	PRESIDENT AVENUE	MACHINERY BLDG.	62	POMELO AVENUE
CED BUILDING I	52	COR. FOUNDER & USM AVE.	MEN'S DORMITORY BLDG. I	33	PROVINCIAL ROAD
CED BUILDING II	51	COR. USM & MAHOGANY AVE.	MEN'S DORMITORY BLDG. II	32	COR. PRESIDENT & PROV'L ROAD
CENCOM BLDG.	68	COR. POMELO & MAGSAYSAY AVE.	MEN'S DORMIROTY BLDG. III	34	COR. FOUNDER & PROV'L ROAD
CENTRAL SUPPLY BLDG.	15	COR. USM & CHICO AVE.	MULTI-PURPOSE BLDG.	58	PROVINCIAL ROAD
CHEFS FPPP/PRE-LAB. BUILDING	41	MAGSAYSAY AVENUE	MRIGP BLDG.	59	COR. POMELO & PROV'L ROAD
CHEFS MAIN BLDG.	40	MAGSAYSAY AVENUE	NSTP BLDG.	16	CHICO AVENUE
CHEFS PRACTICE HOUSE	39	MAGSAYSAY AVENUE	NURSING BLDG.I/RSTC	71	POMELO AVENUE
CHILD CARE CENTER	70	POMELO AVENUE	NURSING BLDG.II	72	POMELO AVENUE
CVM RESEARCH & EXTENSION	67	COR.MAGSAYSAY & MAHOGANY AVE.	OSA/USM REVIEW CENTER	46	USM AVENUE
CULTURAL MUSEUM/USCAO BLDG.	22	USM AVENUE	POST OFFICE	19	COR. USM & PRESIDENT AVE.
MULTI MEDIA PRODUCTION	36	FOUNDER AVENUE	POULTRY AND LAYER HOUSE	6	DURIAN AVENUE
CVM MAIN BLDG.	54	COR. FOUNDER & MAGSAYSAY AVE.	ROTC BLDG.	13	USM AVENUE
CVM RESEARCH STATION	37	PROVINCIAL ROAD	SVTC*FIELD OFFICE BLDG.	57	PROVINCIAL ROAD
D.D CLEMENTE HALL/GRADUATE COL.	24	PRESIDENT AVENUE	SWINE BLDG. I	49	CHICO EXTENSION
DIT ARTS & DESIGN BLDG.	64	COR. MAGSAYSAY & POMELO AVE.	SWINE BLDG. II	50	CHICO EXTENSION
DIT AUTOMOTIVE TECH. BLDG	55	COR. MAGSAYSAY & FOUNDER AVE.	SWIMMING POOL(UNFINISHED)	42	MAGSAYSAY AVENUE
DIT WOOD TECH. BLDG.	65	MAGSAYSAY AVENUE	ULS CONVENTION CENTER	11	COR. USM & DURIAN AVE.
DOST FIELD OFFICE BLDG.	10	DURIAN AVENUE	ULS SCIENCE BLDG.	17	CHICO AVENUE
DMPT BUILDING	14	USM AVENUE	ULS TRADE SHOP	12	USM AVENUE
DXVL FM RADIO STATION	73	MAGSAYSAY AVENUE	UNIVERSITY HOSPITAL BLDG.	75	MAGSAYSAY AVENUE
EXTENSION BUILDING	21	USM AVENUE	UNIVERSITY LIBRARY BLDG.	69	MAHOGANY AVENUE
FACULTY ASSOCIATION BLDG.	4	COR. USM & DURIAN AVE.	CVM HOSPITAL BLDG.	66	MAGSAYSAY AVENUE
FARM MACHINERY BLDG.	63	POMELO AVENUE	USCAO FUNCTION HALL	48	CHICO EXTENSION
GRADUATE HOSTEL	27	PRESIDENT AVENUE	USG BLDG	20	USM AVENUE
GRANARY	60	COR. PROV'L & POMELO AVE.	USM MAIN GATE & GUARD HOUSE	1	USM AVENUE
GUEST HOUSE I	3	USM AVENUE	WOMEN'S HALL	26	COR. PRESIDENT & MAGSAYSAY AVE.
GUEST HOUSE II	76	PROVINCIAL ROAD			

Last Updated on Friday, 27 August 2010 14:33

➢ Present the Land Use Map of the Institution

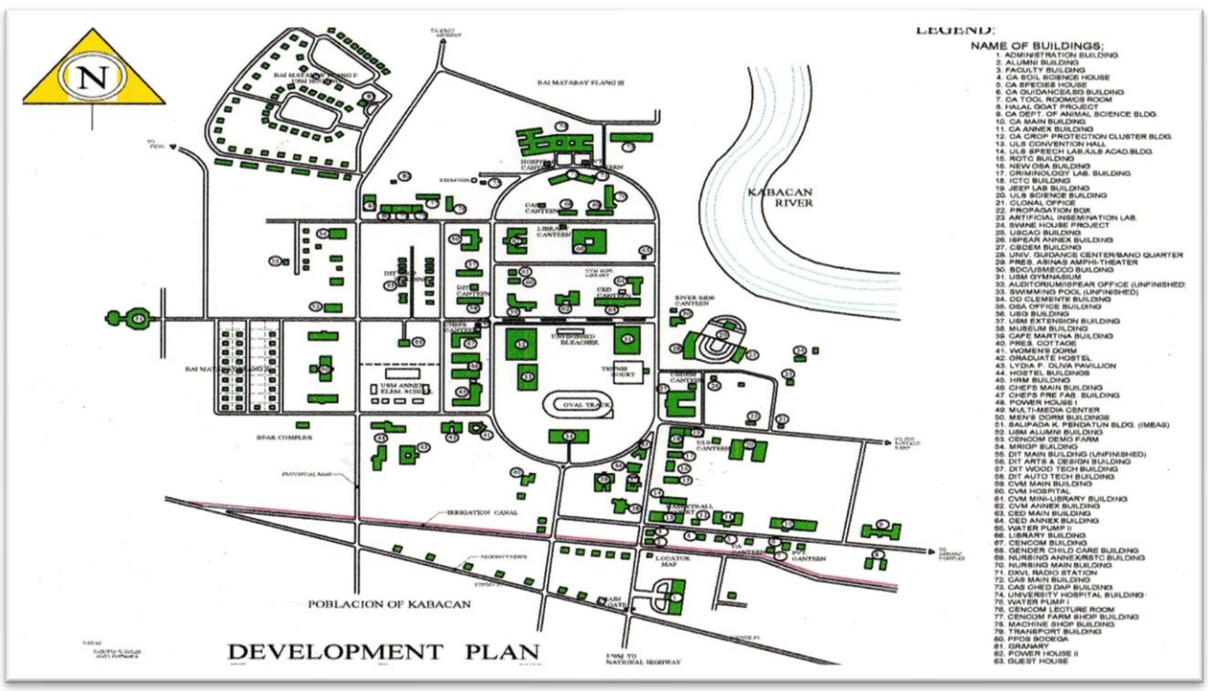


DESCRIPTION	MAP TITLE:	PREPARED BY:	SHEET NUMBER:
The image shows the map of the Comprehensive Land Use Plan of the university for 2022-2031	USM COMPREHENSIVE LAND USE PLAN 2022-2031	PLANNING AND DEVELOPMENT OFFICE	1 OF 1 SHEET

Figure 38. USM Comprehensive Land Use Plan 2022-2031.

93

➢ Present the Campus Development Plan



- Present Certificate of Ownership and/or TCT

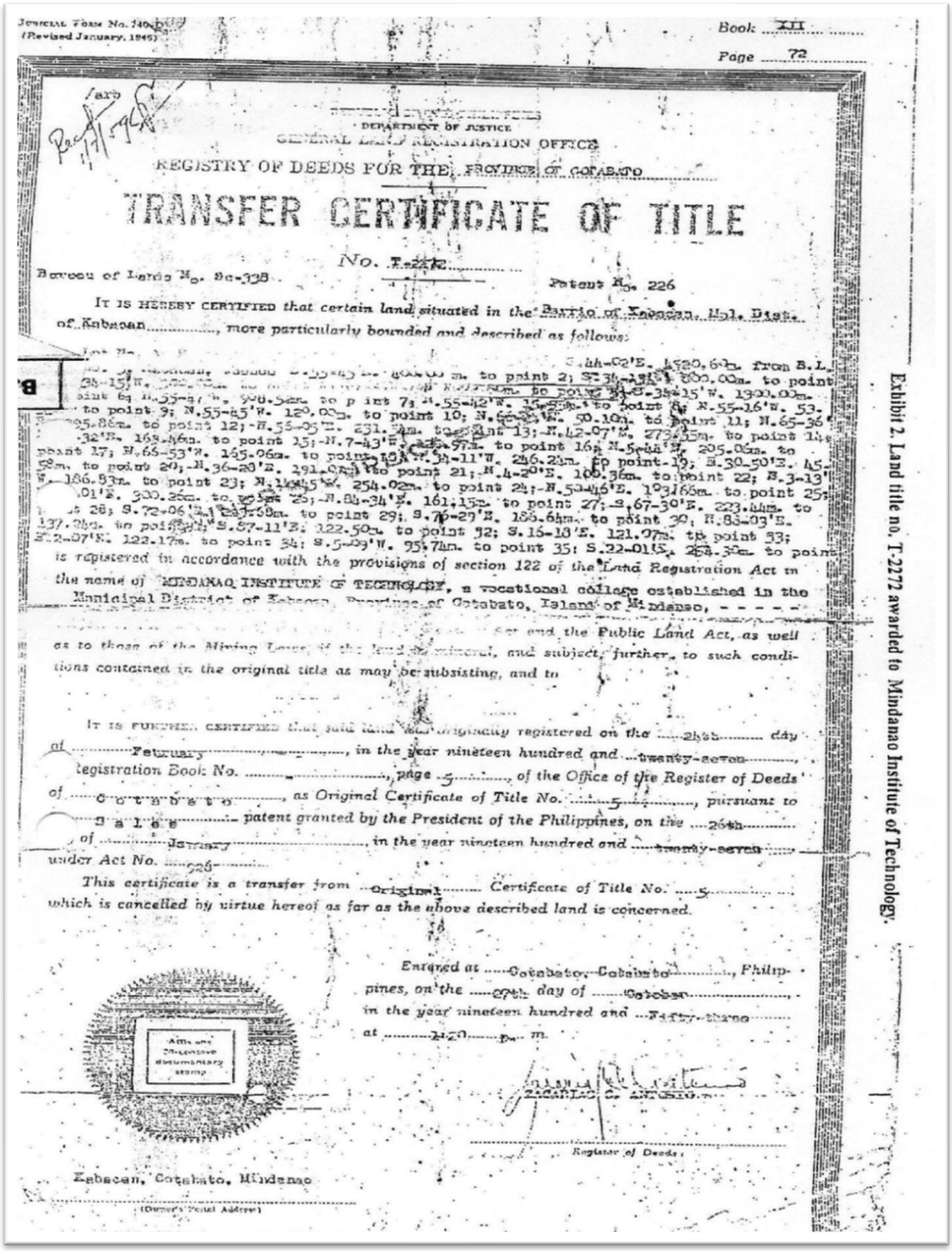


Exhibit 2. Land title no. T-2272 awarded to Mindanao Institute of Technology.

Book XII
Page 72

DEPARTMENT OF JUSTICE
GENERAL LAND REGISTRATION OFFICE
REGISTRY OF DEEDS FOR THE PROVINCE OF COTABATO

TRANSFER CERTIFICATE OF TITLE

No. T-2272

Bureau of Lands No. Ba-338 Patent No. 226

IT IS HEREBY CERTIFIED that certain land situated in the Barrio of Kabacan, Mal. Dist. of Kabacan, more particularly bounded and described as follows:

...4h-02'E. 1520.60m. from B.L. ... 300.00m. to point ... 38-15'W. 1900.00m. ... to point 6; N.55-45'W. 120.00m. to point 7; N.55-42'W. ... to point 8; N.55-16'W. 53.95.86m. to point 12; N.56-05'E. 231.7...m. to ...nt 13; N.42-07'W. 273.55m. to point 14; ...32'W. 168.46m. to point 15; N.7-43'E. ...57m. to point 16; N.5-44'W. 205.05m. to point 17; N.68-53'W. 165.06m. to point ...; N.54-11'W. 246.23m. to point 19; E.30-50'E. 45.58m. to point 20; N.36-28'E. 291.0...; to point 21; N.4-20'E. 100.36m. to point 22; E.3-13'W. 186.93m. to point 23; N.14-45'W. 254.02m. to point 24; N.50-46'E. 193.66m. to point 25; ...01'E. 300.26m. to point 26; N.88-34'E. 161.15m. to point 27; S.67-30'E. 223.44m. to ... 28; S.72-06'E. ...69m. to point 29; S.70-27'E. 186.64m. to point 30; N.88-03'E. 137.9...m. to point ...; S.87-11'E. 122.50m. to point 32; S.16-18'E. 121.07m. to point 33; S.2-07'E. 122.17m. to point 34; S.5-09'W. 95.7...m. to point 35; S.22-01'E. 263.30m. to point

is registered in accordance with the provisions of section 122 of the Land Registration Act in the name of MINDANAO INSTITUTE OF TECHNOLOGY, a vocational college established in the Municipal District of Kabacan, Province of Cotabato, Island of Mindanao, - - - - -

... and the Public Land Act, as well as to those of the Mining Laws of the land ... mineral, and subject, further, to such conditions contained in the original title as may be subsisting, and to

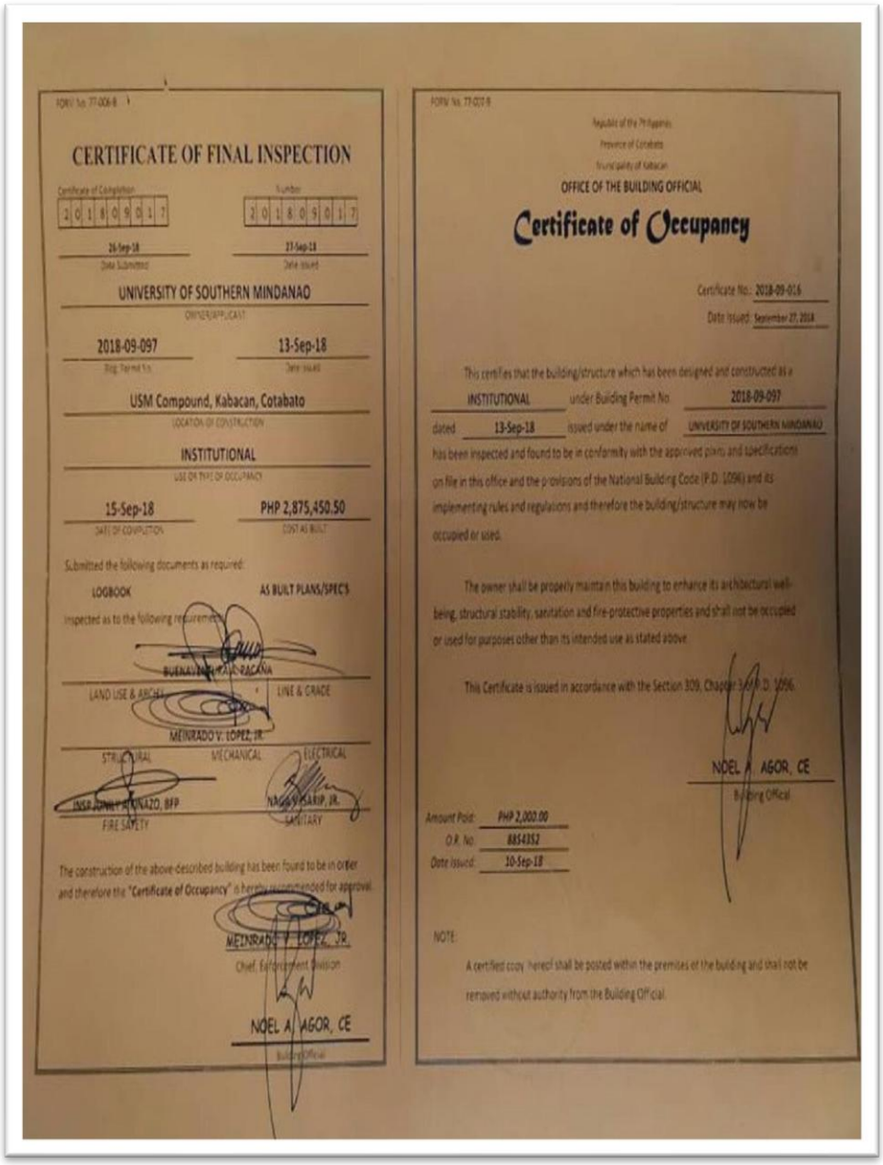
IT IS FURTHER CERTIFIED that said land was originally registered on the 24th day of February, in the year nineteen hundred and twenty-seven, Registration Book No. ..., page 5, of the Office of the Register of Deeds of Cotabato, as Original Certificate of Title No. 5, pursuant to Sales patent granted by the President of the Philippines, on the 26th day of January, in the year nineteen hundred and twenty-seven, under Act No. 926.

This certificate is a transfer from Original Certificate of Title No. 5, which is cancelled by virtue hereof as far as the above described land is concerned.

Entered at Cotabato, Cotabato, Philippines, on the 27th day of October, in the year nineteen hundred and Forty-three at 4:20 p. m.

ZACARIAS C. ARCINO
Register of Deeds

Zabacan, Cotabato, Mindanao
(Owner's Postal Address)



CERTIFICATE OF FINAL INSPECTION

Certificate of Completion: 2018090017
Number: 2018090917

26-Sep-18 (Date Submitted) | 27-Sep-18 (Date Issued)

UNIVERSITY OF SOUTHERN MINDANAO
OWNER/APPLICANT

2018-09-097 (Bldg. Permit No.) | 13-Sep-18 (Date Issued)

USM Compound, Kabacan, Cotabato
LOCATION OF CONSTRUCTION

INSTITUTIONAL
USE OR TYPE OF OCCUPANCY

15-Sep-18 (DATE OF COMPLETION) | PHP 2,875,450.50 (COST AS BUILT)

Submitted the following documents as required:

LOGBOOK | AS BUILT PLANS/SPECS

Inspected as to the following requirements:

BUENAVENTURA PACAÑA
LAND USE & ARCHI | LINE & GRADE

MEINRADO V. LOPEZ, JR.
STRUCTURAL | MECHANICAL | ELECTRICAL

INSP. JONEL B. ARAZO, BFP
FIRE SAFETY

NAGIB BAKIR, JR.
SANITARY

The construction of the above-described building has been found to be in order and therefore the "Certificate of Occupancy" is hereby recommended for approval.

MEINRADO V. LOPEZ, JR.
Chief, Enforcement Division

NOEL A. AGOR, CE
Building Official

FORM No. 77-007-B

Republic of the Philippines
Province of Cotabato
Municipality of Kabacan

OFFICE OF THE BUILDING OFFICIAL

Certificate of Occupancy

Certificate No.: 2018-09-016
Date Issued: September 27, 2018

This certifies that the building/structure which has been designed and constructed as a INSTITUTIONAL under Building Permit No. 2018-09-097 dated 13-Sep-18 issued under the name of UNIVERSITY OF SOUTHERN MINDANAO has been inspected and found to be in conformity with the approved plans and specifications on file in this office and the provisions of the National Building Code (P.D. 1096) and its implementing rules and regulations and therefore the building/structure may now be occupied or used.

The owner shall be properly maintain this building to enhance its architectural well-being, structural stability, sanitation and fire-protective properties and shall not be occupied or used for purposes other than its intended use as stated above

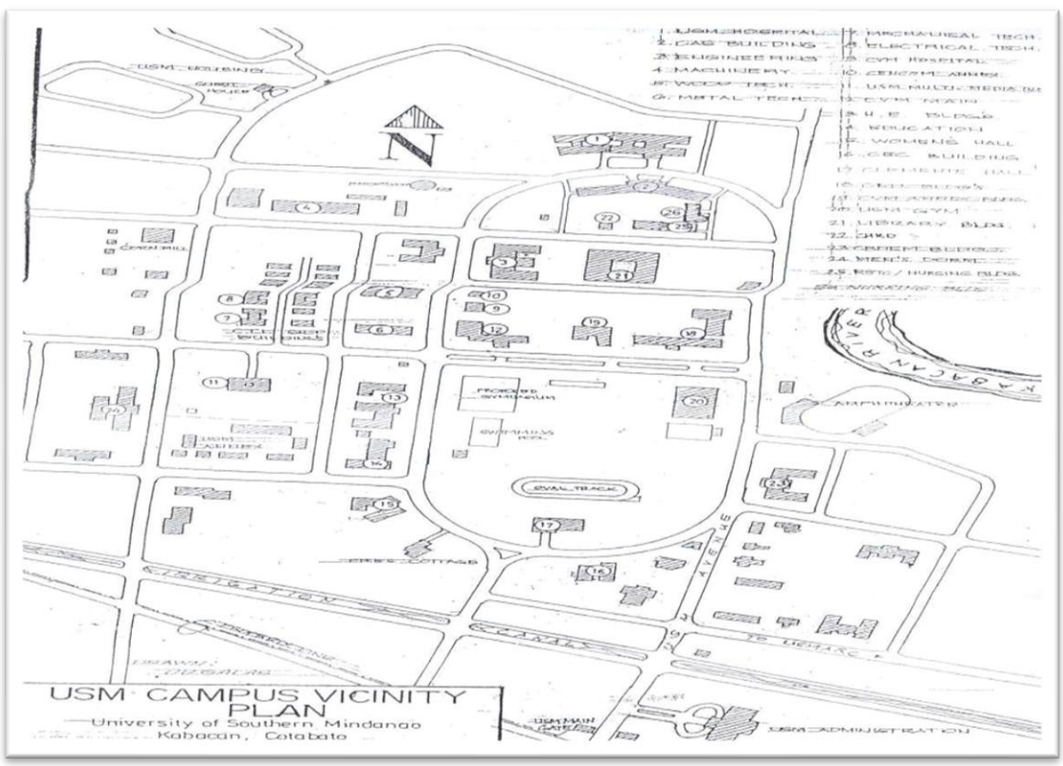
This Certificate is issued in accordance with the Section 309, Chapter 3 of P.D. 1096.

NOEL A. AGOR, CE
Building Official

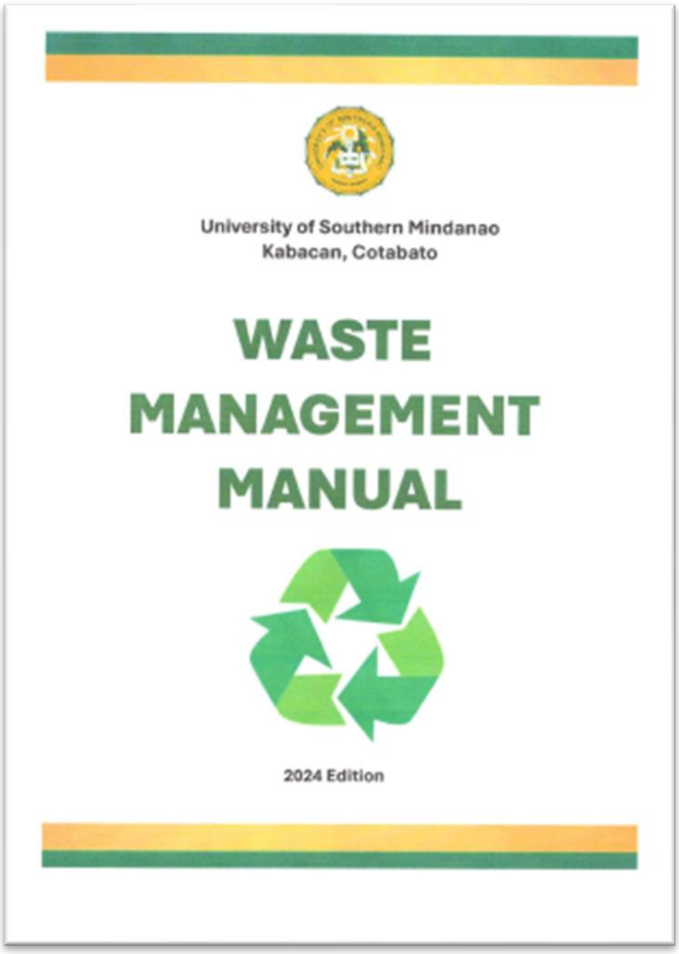
Amount Paid: PHP 2,002.00
O.R. No.: 8854352
Date Issued: 10-Sep-18

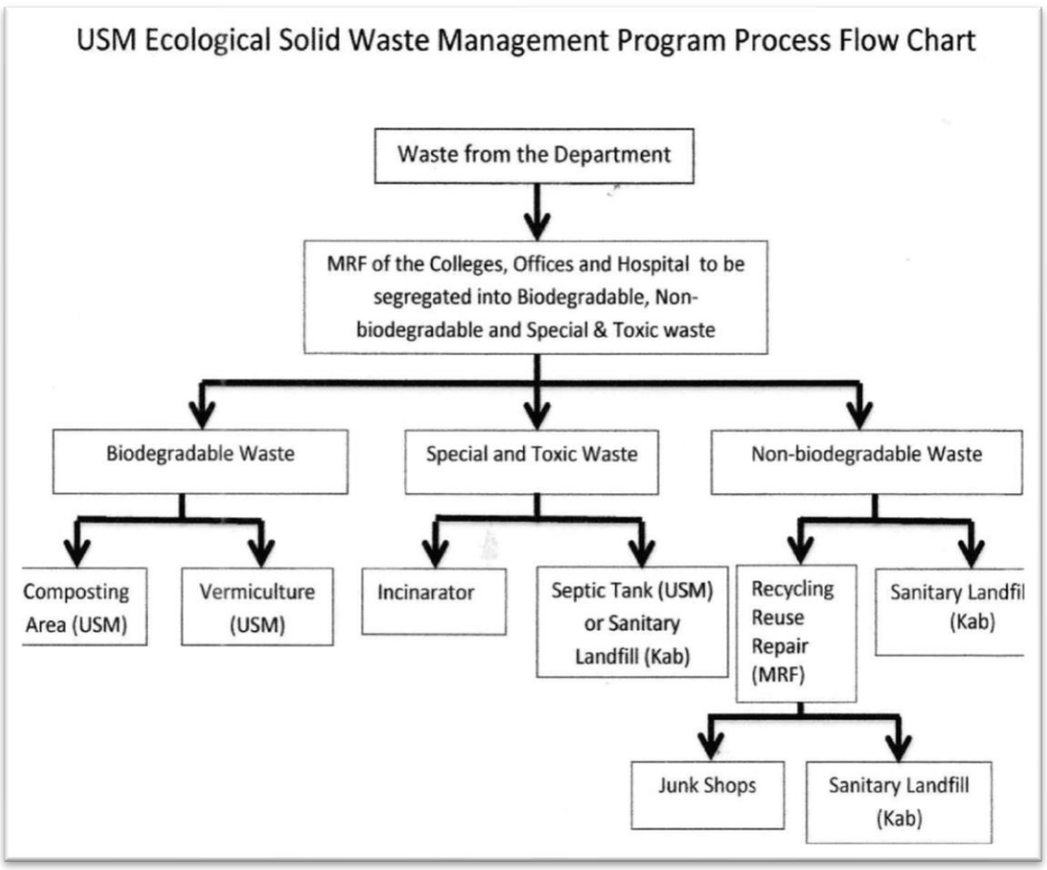
NOTE:
A certified copy hereof shall be posted within the premises of the building and shall not be removed without authority from the Building Official.

- Present the Institution's Vicinity Map



- Present the Institution's Waste Management Program





2. IMPLEMENTATION

- **Describe the site where the Program is situated, including geographical location, area, boundaries, etc.**

The University of Southern Mindanao (formerly the Mindanao Institute of Technology) is located less than one kilometer from the National Highway in the Municipality of Kabacan, Cotabato Province. Kabacan is nearly at the geographical center of Mindanao and is accessible from any part of the island through the North-South Cagayan de Oro–General Santos City and East-West Davao–Cotabato City national highways, which intersect in the town.

The land on which the University is situated was formerly the Rio Grande Rubber Estate, covering an area of 1,024 hectares. The university's land grant area is designated for carrying out its mandated functions of instruction, research, extension, and production. The academic zone is strategically located near the center of this land grant area, occupying 88 hectares in a setting conducive to learning. This area houses the various academic buildings, sports complex, administrative offices, hospital, dormitories, cottages, and other facilities.

- **Describe how the Institution's Waste Management Program is implemented.**

The University of Southern Mindanao (USM) Waste Management Program, launched campus-wide in June 2011, aims to promote environmental responsibility and sustainable waste practices across the university. The program builds upon the school's longstanding commitment to effective solid waste management, which began even before the enactment of the Philippine Ecological Solid Waste Management Act of 2000 (R.A. 9003). The program includes comprehensive strategies for waste reduction, segregation, and recycling to create a greener campus environment.

Key Components of the USM Waste Management Program

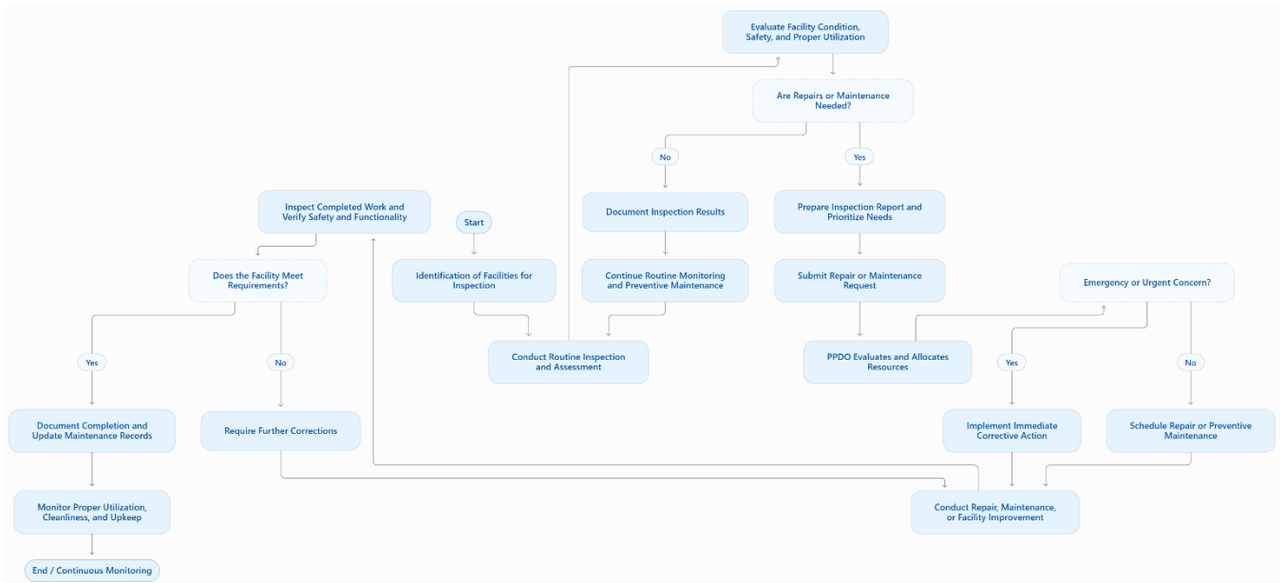
1. Waste Segregation at the Source
    - All departments and colleges within the university are designated as "point sources" of waste and are required to implement strict waste segregation protocols.
    - Colleges must separate waste into designated categories—such as recyclables, biodegradable waste, and residual waste—before storage.
    - Properly segregated waste is temporarily stored at each college's Materials Recovery Facility (MRF). The MRF serves as a local collection point, allowing for organized and efficient waste management.
2. Collection and Transport Protocol
    - The USM drum truck is responsible for collecting waste from each college's MRF. However, the university strictly enforces a no collection policy for non-segregated waste. Only properly sorted waste is collected to ensure compliance with the university's waste management standards and to promote accountability among departments.

- The collected waste is then processed according to its type, with recyclables directed to appropriate facilities and residual waste minimized to reduce landfill contributions.

3. No Single-Use Plastics Policy
    - In alignment with the university's environmental objectives, single-use plastics are strictly prohibited on campus. This includes items such as plastic bags, straws, disposable cutlery, plastic bottles, and other non-reusable plastic products.
    - The policy encourages students, faculty, staff, and visitors to bring reusable containers, bottles, and bags, and to support the use of biodegradable or recyclable alternatives wherever possible.
    - Vendors and campus facilities are required to comply with this policy by offering sustainable alternatives, helping to significantly reduce plastic waste within the university.

4. Educational Initiatives and Awareness Programs
    - To ensure consistent adherence to the waste management protocols, the university conducts regular educational campaigns, seminars, and workshops on the importance of sustainable practices and the impact of waste on the environment.
    - Posters, signage, and waste segregation guides are displayed around the campus to remind students and staff of proper waste disposal practices and to raise awareness about the dangers of single-use plastics.
5. Monitoring and Compliance
    - The university's Waste Management Office regularly monitors compliance with the waste management policies, including the segregation and single-use plastic prohibition.
    - Non-compliance by any college or department may result in penalties or the suspension of waste collection services until proper segregation practices are resumed.

➢ Describe in flow chart form the process of inspection/management of facilities for their proper utilization and upkeep.



The University of Southern Mindanao (USM), through the Physical Plant Development Office (PPDO), implements a systematic process for inspecting, maintaining, and managing university facilities to ensure their proper utilization, safety, functionality, and upkeep.

1. Identification and inspection – The PPDO identifies facilities for inspection and assesses their structural condition, electrical systems, plumbing, ventilation, fire safety, cleanliness, and functionality.

2. Evaluation and reporting – Inspection findings are documented, and identified concerns are evaluated according to urgency, safety, and operational requirements.

3. Planning and implementation – Repair and maintenance requests are evaluated, resources are allocated, and necessary repairs, preventive maintenance, or facility improvements are carried out.

4. Verification and documentation – Completed work is inspected to ensure that the facility is safe, functional, and suitable for use. Further corrections are required when deficiencies remain.

5. Monitoring and upkeep – Facilities are continuously monitored to ensure proper utilization, cleanliness, accessibility, safety, and long-term maintenance.

This process supports USM's commitment to maintaining safe, functional, accessible, and conducive facilities for students, faculty, administrative personnel, and other stakeholders.

3. OUTCOMES

- Show evidences that the campus is safe, well-maintained, clean and properly landscapes.









FIRE TRUCK IS AVAILABLE FOR FIRE EMERGENCY






RESERVED
FOR PWD
USM-SSMD



4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A (Campus).

The University of Southern Mindanao (USM) implements various best practices to ensure a safe, secure, clean, accessible, sustainable, and conducive campus environment for students, faculty, staff, and other stakeholders.

A. Campus Safety and Security

1. Deployment of Security Personnel – Security guards are strategically assigned to designated posts throughout the campus to monitor activities and maintain peace and order.

2. Roving Security Patrols – Security vehicles conduct regular patrols around the campus to strengthen security and provide immediate response to incidents.

3. Installation of CCTV Cameras – CCTV cameras are installed in strategic locations across the campus and its buildings to monitor activities and support security operations.

4. Properly Designated Entry and Exit Points – The university maintains designated entry and exit points to help regulate campus access and ensure the orderly movement of people.

5. Availability of Fire Exits – Buildings are provided with designated fire exits to facilitate safe and orderly evacuation during emergencies.

6. Posted Emergency Evacuation Plans – Evacuation plans are displayed in appropriate locations to guide building occupants during emergencies.

7. Strategic Placement of Fire Extinguishers – Fire extinguishers are strategically positioned in buildings and facilities to support immediate response to potential fire incidents.

8. Posting of Emergency Hotline Numbers – Emergency contact numbers are posted along building hallways to ensure that students, faculty, staff, and visitors can readily access assistance when needed.

9. Presence of a Disaster Risk Reduction and Management (DRRM) Office – The university maintains a DRRM office within the campus to coordinate disaster preparedness, emergency response, and risk reduction activities.

10. Availability of a University Fire Truck – A fire truck is stationed within the university to support emergency response and fire safety operations.

B. Accessibility and Campus Infrastructure

11. PWD-Friendly Ramps – Ramps are provided in appropriate areas to facilitate convenient and safer access for persons with disabilities (PWDs).

12. Designated PWD Parking Spaces – Parking spaces are allocated for persons with disabilities to promote accessibility and convenience.

13. PWD-Friendly Restroom Facilities – Restrooms are equipped with accessibility features, including grab bars or handrails, to support the safety and independence of persons with disabilities.

14. Spacious Stairways – Stairways are sufficiently spacious to support the safe and convenient movement of building occupants.

15. Wide and Accessible Hallways – Building hallways provide adequate space for the movement of students, personnel, and visitors and help facilitate evacuation when necessary.

16. Well-Maintained Campus Facilities – Campus infrastructure and facilities are regularly maintained to support safety, functionality, and the effective delivery of university services.

C. Cleanliness and Environmental Management

17. Well-Maintained Campus Grounds – The university maintains clean and orderly campus grounds to provide a pleasant and conducive environment for learning and work.

18. Clean and Sanitary Facilities – Classrooms, offices, restrooms, hallways, and other common areas are maintained to promote hygiene and the well-being of campus occupants.

19. Implementation of the CLAYGO Policy – Students are encouraged to practice “Clean As You Go” in classrooms and other designated areas to promote personal responsibility and cleanliness.

20. Active Participation of NSTP Students – National Service Training Program (NSTP) students participate in campus cleanliness and environmental activities that promote civic responsibility and community involvement.

21. Participation of Faculty and Staff in Campus Cleanliness – Faculty members and administrative personnel contribute to maintaining clean, organized, and orderly workspaces and common areas.

22. Proper Waste Segregation and Management – Waste management practices are implemented to encourage the appropriate segregation, handling, and disposal of waste.

23. Scheduled Garbage Collection – Regular garbage collection schedules are observed to prevent waste accumulation and maintain campus sanitation.

24. Implementation of a No-Single-Use-Plastic Policy – The university promotes the reduction of single-use plastics to minimize waste and encourage environmentally responsible practices.

25. Green Spaces and Landscaped Areas – Trees, plants, and landscaped areas are maintained throughout the campus to enhance its appearance and promote environmental sustainability.

D. Sustainability and Campus Upkeep

26. Promotion of Environmental Awareness – Campus cleanliness initiatives encourage students and personnel to adopt responsible environmental practices.

27. Shared Responsibility for Campus Maintenance – Students, faculty, staff, and university organizations are encouraged to participate in maintaining the cleanliness and orderliness of campus facilities.

28. Integration of Cleanliness into Daily Activities – Through CLAYGO and other cleanliness initiatives, proper waste disposal and care for facilities are encouraged as part of daily campus routines.

29. Maintenance of Safe and Orderly Common Areas – Open spaces, hallways, stairways, and other shared facilities are kept orderly to support accessibility and minimize potential hazards.

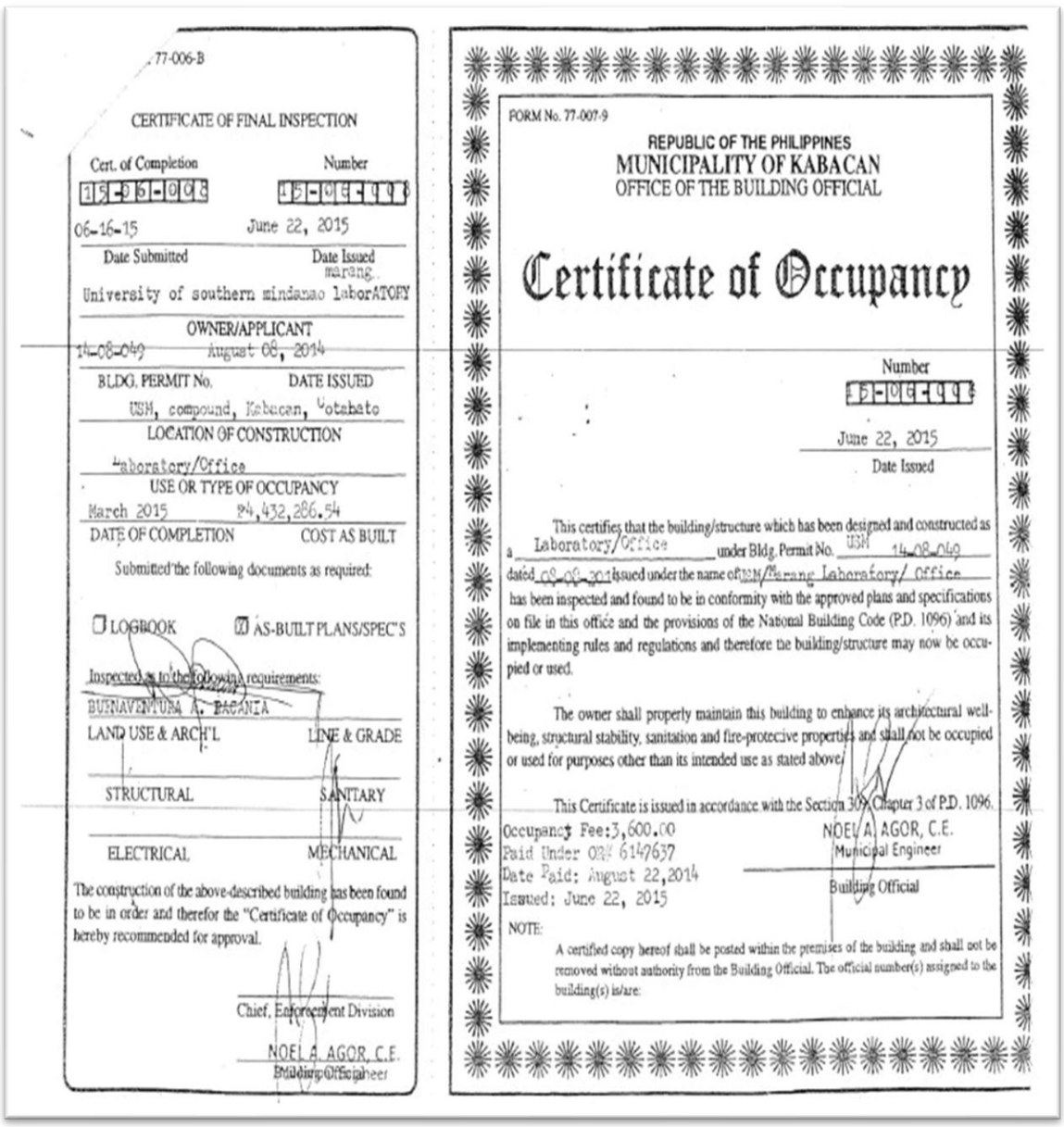
30. Promotion of a Green and Sustainable Campus – The combination of landscaped grounds, waste management practices, and plastic reduction initiatives supports the university's commitment to environmental responsibility.

These best practices demonstrate USM's efforts to provide a safe, secure, accessible, clean, and environmentally sustainable campus. Through security measures, emergency preparedness, inclusive infrastructure, proper waste management, and the collective participation of the university community, USM promotes a healthy and conducive environment for teaching, learning, research, and other academic activities.

PARAMETER B – BUILDINGS

1. SYSTEM-INPUTS AND PROCESSES

- Present Certificate of Occupancy for the building



77-006-B

CERTIFICATE OF FINAL INSPECTION

Cert. of Completion Number

15-06-008 15-06-[illegible]

06-16-15 June 22, 2015

Date Submitted Date Issued

University of southern mindanao laboratory

OWNER/APPLICANT

14-08-049 August 08, 2014

BLDG. PERMIT No. DATE ISSUED

USM, compound, Kabacan, Cotabato

LOCATION OF CONSTRUCTION

Laboratory/Office

USE OR TYPE OF OCCUPANCY

March 2015 ₱4,432,286.54

DATE OF COMPLETION COST AS BUILT

Submitted the following documents as required:

☐ LOGBOOK ☑ AS-BUILT PLANS/SPEC'S

Inspected as to the following requirements:

BUENAVENTURA A. BAGANIA

LAND USE & ARCH'L LINE & GRADE

STRUCTURAL SANITARY

ELECTRICAL MECHANICAL

The construction of the above-described building has been found to be in order and therefor the "Certificate of Occupancy" is hereby recommended for approval.

Chief, Enforcement Division

NOEL A. AGOR, C.E.

Building Officialneer

FORM No. 77-007-9

REPUBLIC OF THE PHILIPPINES

MUNICIPALITY OF KABACAN

OFFICE OF THE BUILDING OFFICIAL

Certificate of Occupancy

Number

15-06-[illegible]

June 22, 2015

Date Issued

This certifies that the building/structure which has been designed and constructed as a Laboratory/Office under Bldg. Permit No. USM 14-08-049 dated 08-08-2014 issued under the name of USM/Marang Laboratory/ Office has been inspected and found to be in conformity with the approved plans and specifications on file in this office and the provisions of the National Building Code (P.D. 1096) and its implementing rules and regulations and therefore the building/structure may now be occupied or used.

The owner shall properly maintain this building to enhance its architectural well-being, structural stability, sanitation and fire-protective properties and shall not be occupied or used for purposes other than its intended use as stated above.

This Certificate is issued in accordance with the Section 309, Chapter 3 of P.D. 1096.

Occupancy Fee:3,600.00

Paid Under OR# 6147637

Date Paid: August 22,2014

Issued: June 22, 2015

NOEL A. AGOR, C.E.

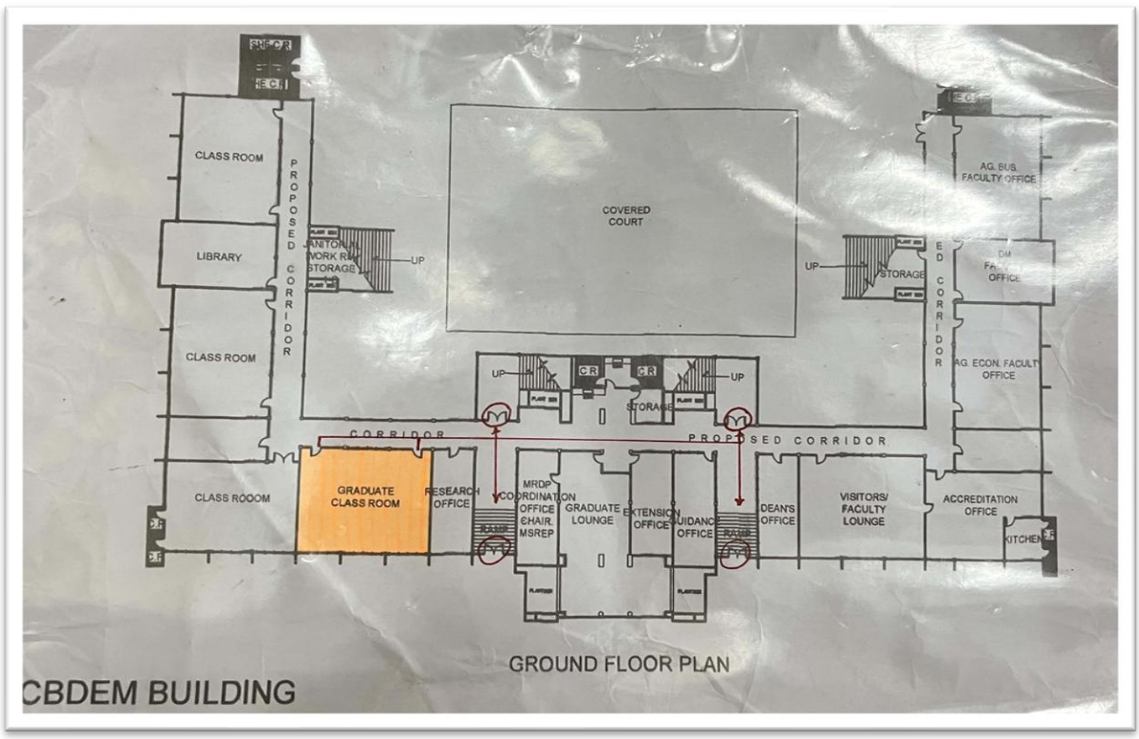
Municipal Engineer

Building Official

NOTE:

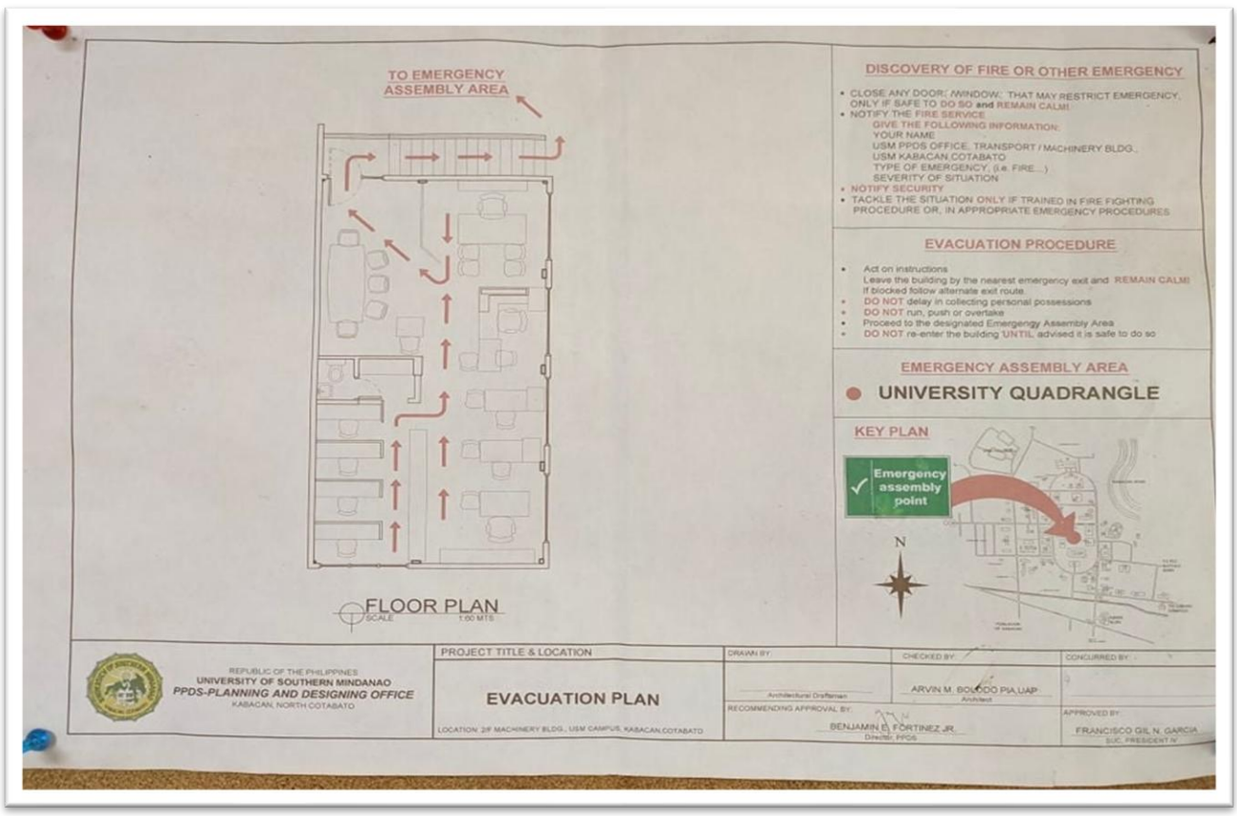
A certified copy hereof shall be posted within the premises of the building and shall not be removed without authority from the Building Official. The official number(s) assigned to the building(s) is/are:

- Present the approved Building Plan showing the floor areas of classrooms and other rooms used by the College.



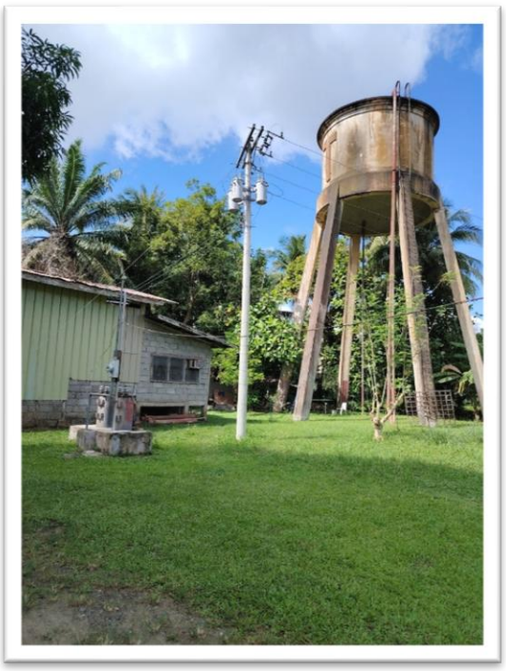
2. IMPLEMENTATION

- Present the Floor Plans of the Academic Unit indicating fire exits, location of fire-fighting equipment, stand pipes and sources of water supply, road network, provisions for people with disability, etc.

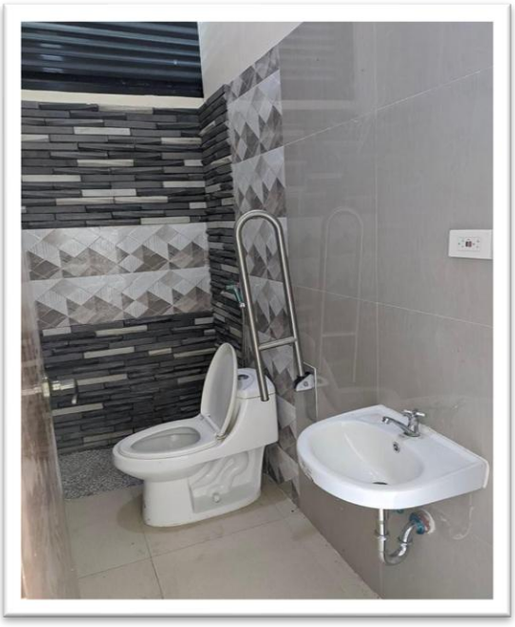


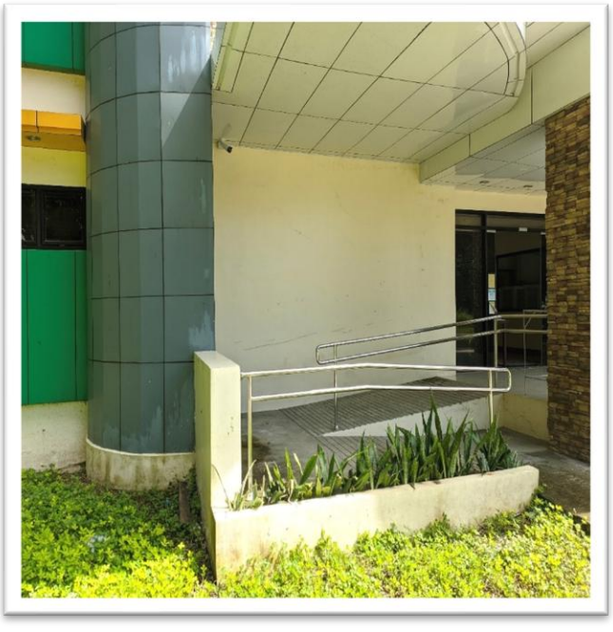

THIS WAY
FIRE EXIT


EMERGENCY HOTLINES



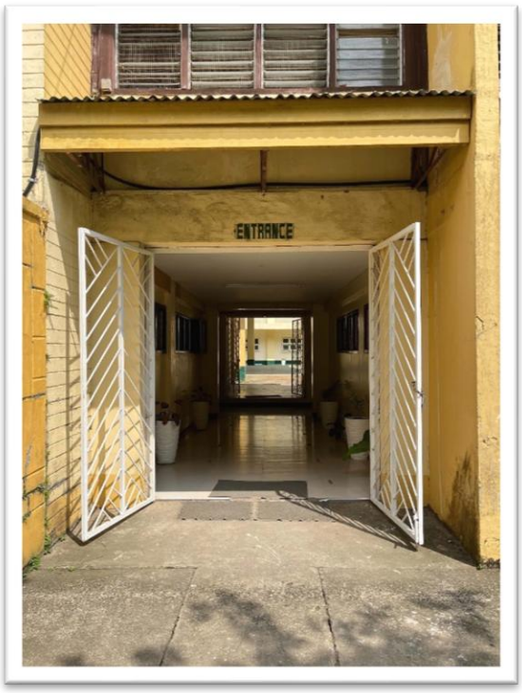


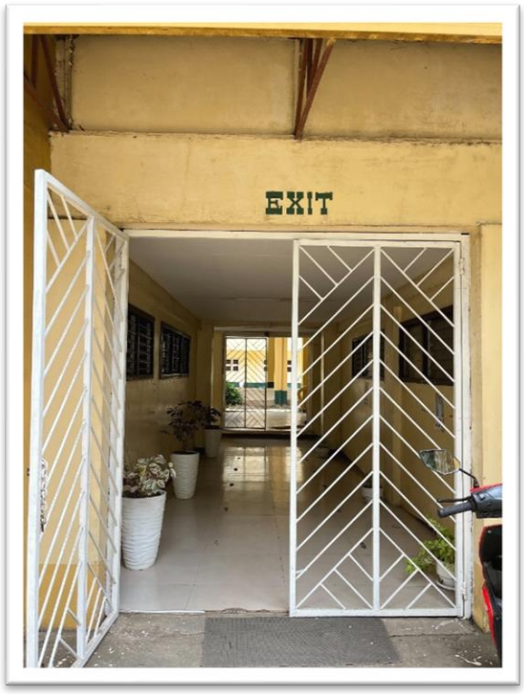




Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CAS Building Main	4,689	Shared with other Colleges	18	16	19	10	2	3 Central Laboratories for Biology, Physics and Chemistry, 2 stockrooms, Radio Station
CAS Extension I (Back of the main building)	64.8	Shared with other Colleges	4	-	-	-	-	-
CAS Extension (Anatomy Laboratory)	40	For the use of Biology Students	1	1	-	-	-	
CAS-Annex Building (CHED Assisted)	1,530	Shared with other Colleges	16	-	-	10	1	Faculty Lounge Area
Department of Law Enforcement and Justice Education	350	Used only by Criminology Faculty and Students	1	-	1	1	1	
Science and Technology Building (Under Construction)	462	Will be used by Biology and Chemistry Department	-	16	-	9	1	
RSTC/Nursing Building I (1 story)	720	Shared with other Colleges	3	5	2	3	1	2 stockrooms
Nursing Building II (2 story)	2,043	Shared with other Colleges	6	-	2	4	1	1 functional hall
CENCOM Building	2,452	Shared with other Colleges	15	4	18	6	-	1 stockroom, 1 library
CBDEM Building	1,944	Shared with other Colleges	14	-	11	3	-	3stockrooms, 2 student lounge
CED Building I Main	1,730	Shared with other Colleges	12	-	3	5	1	I Library
CED Building II	949.5	Shared with other Colleges	5	-	2	2	-	
CHEFS Building	902.5	Shared with Other Colleges	8	7	7	2	1	7stockrooms, 1 library
HRM Building	962	Shared with other Colleges	9	2	2	2	-	
CVM Building (Main)	1,457	Shared with other Colleges	7	5	4	6	1	3 stockrooms
CVM Annex	669.95	Shared with other Colleges	4	2	2	2	1	
Administration Building	3,580.5	For University use	-	-	12	6	-	3stockrooms, 1 board room, 1 sky room
D. D. Clemente Hall (Graduate College)	1,224	Shared with other Colleges	2	-	8	6	2	1 stockroom
University Auditorium	3,107.16	For University use	2	-	2	4	1	Fitness Room, Dance Room
CIT Buildings	576	Use solely by the College	19	19	6	5	-	1 stockroom, 1 ceramic production room
CA Building I (Main)	2,448	Shared with Other Colleges	7	6	11	4	8	1 Central Laboratory
CA Building II (Annex)	1,282	For University use	7	1	3	4	2	1 stockroom
CFAS Building	951.75	For University use	7	1	5	4	-	3 stockrooms
Extension Building	736	For University use	-	-	13	4	1	2stockrooms, 1 Library
USMARC Administration	1,880	For University use	-	-	13	4	1	Burned
USMARC Crops Research Building	1,497	For University use	-	1	6	2	-	-
Biotechnology Building	1,167	For University use	-	4	2	2	1	-
ICTC	489.60	For University use	2	3	2	5	-	1 internet room
ISPEAR ANNEX	441	For University use	2	-	2	1	-	Dance room
PREFAB (CHEFS)	365.4	For University use	7	-	-	-	-	
USM Gymnasium	1,577	For University use	2	-	-	2	1	1stockroom, 1sound and light operation room, clinic
USM Auditorium	3,107	For University use	-	-	2	1	-	Dance room, Fitness room
University Convention Hall	600	For University use	-	-	-	4	-	
ULS Building		For CED use	10	3	1	8		
Old Coop Building/ ISPEAR		For ISPEAR use	-	1	3	1		1 store room 1Fitness Center

- Present in pictorials form with captions the following:
  1. entry and exit points;



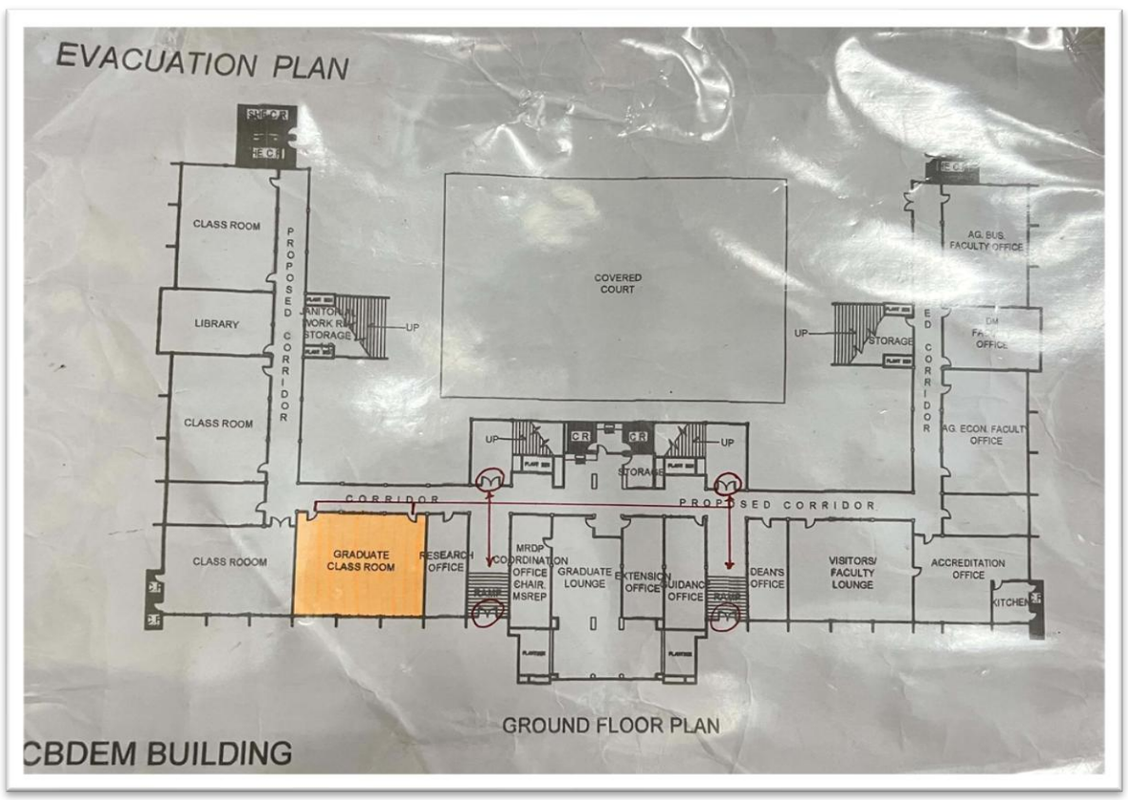


2. emergency exits;





3. emergency fire escapes;

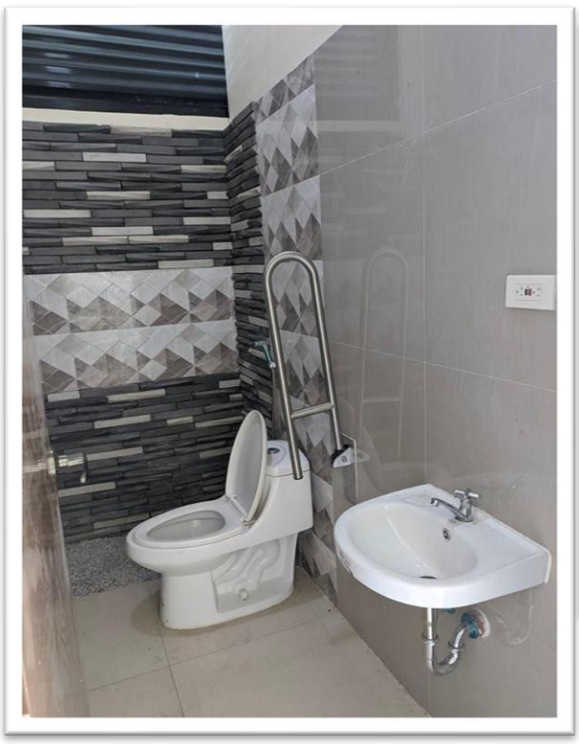


4. corridors, doorways and alleys;





5. provision for persons with disability;



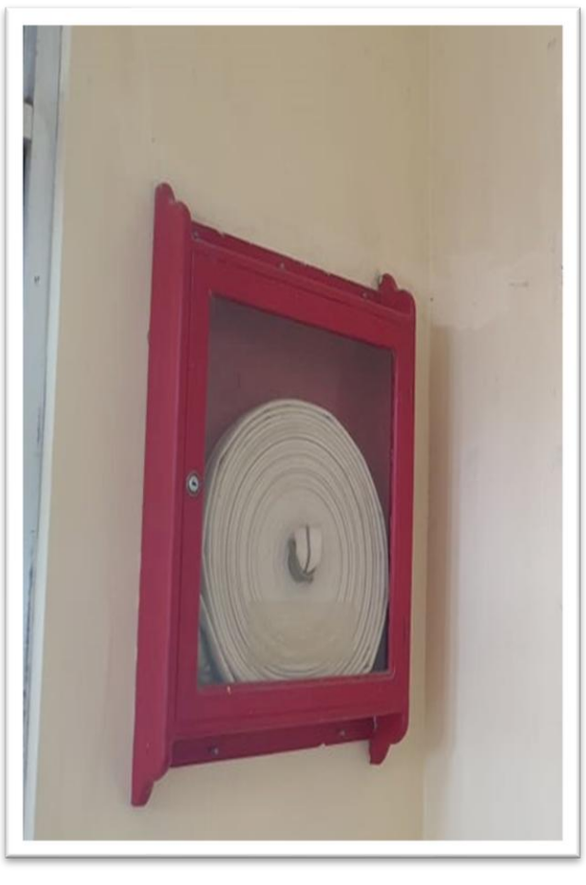


6. central signl and fire alarm system;



7. fire extinguishers and other firefighting equioment;





8. bulletin boards, display boards and waste disposal containers



- Present Building Insurance.

	Building	Insured Amount
1	Graduate School	7,000,000.00
2	College of Nursing Bldg 1 & 2	27,430,000.00
3	CHEFS Building	9,530,000.00
4	CHEFS Practice House	975,000.00
5	CHEFS Pre Fab Building	3,036,000.00
6	CA Building, Main	24,480,000.00
7	CED Building, 2-storey	17,300,000.00
8	CTI Display Building	207,000.00
9	CTI Extension Building	225,000.00
10	HRM Building	9,620,000.00
11	SPER/CVM Building	2,097,920.00
12	CAS Building	46,890,000.00
13	CBDEM Building	15,832,000.00
14	CENCOM/CEIT Building	21,000,000.00
15	CHEFS 3-STOREY Building	20,000,000.00
16	CTI Building, New	5,000,000.00
17	CASS Building	18,000,000.00
18	ULS Main Building	21,000,000.00
19	CA Building Annex	12,000,000.00
20	CVM Building	15,000,000.00
21	CFAS Building	10,000,000.00
22	CED Building, other wing	9,500,000.00
23	CTI Arts & Design Building	2,880,000.00
24	IMEAS Building	20,000,000.00

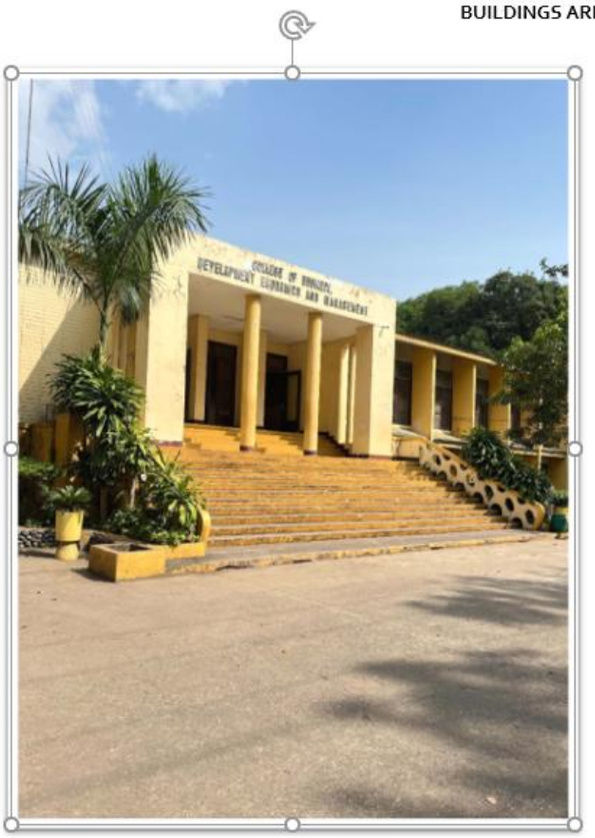
Prepared by:

ANACLETO G. DUQUE JR.
Incharge of Insurance for Building & Vehicles

3. OUTCOMES

- Show evidences that the buildings and other facilities are safe, well-maintained and functional.

BUILDINGS ARE WELL-MAINTAINED





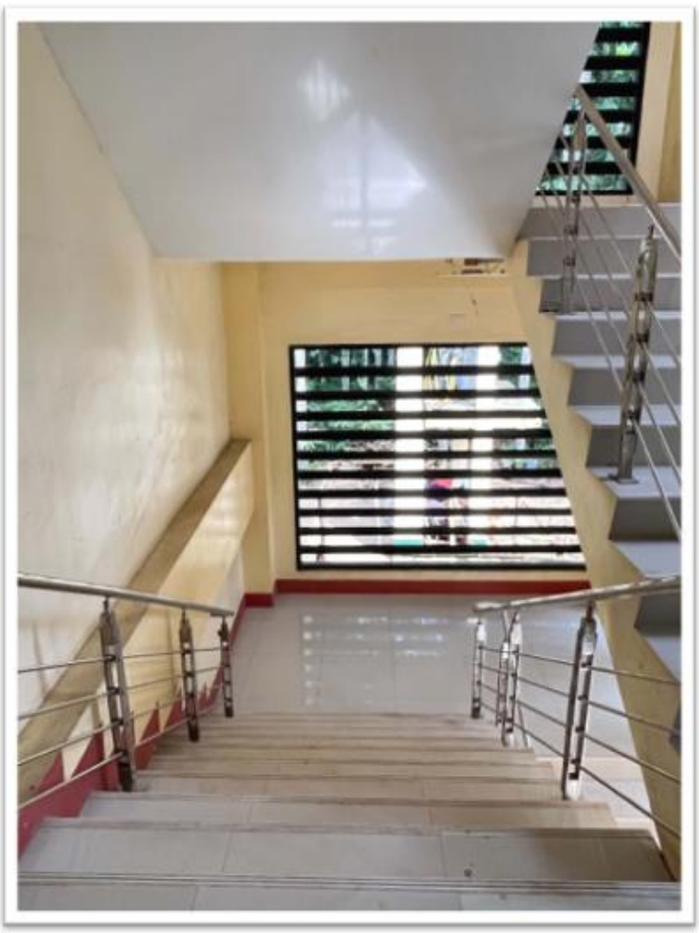
CLEAN AND SPACIOUS CLASSROOM



RESTROOMS ARE DESIGNED TO BE ACCESSIBLE AND USER-FRIENDLY FOR PERSONS WITH DISABILITIES (PWDS).



STAIRCASES HAVE STAINLESS HANDLES



4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Buildings).

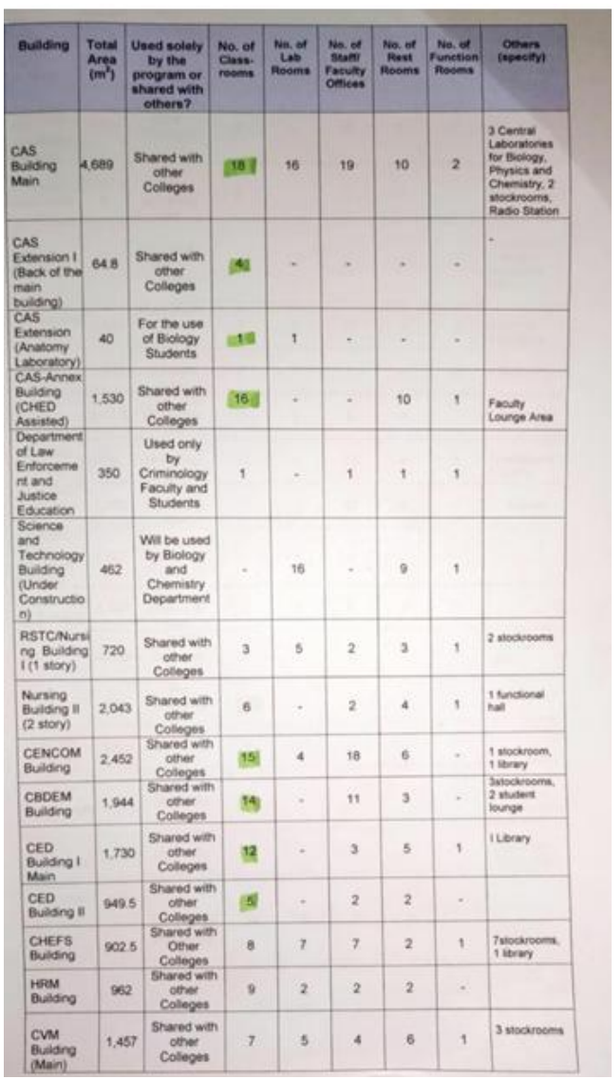
1. The buildings are clean, orderly, and well-maintained, providing a safe and comfortable environment for students, faculty, staff, and visitors.
2. Fire exits are strategically located and clearly identified to ensure safe and orderly evacuation during emergencies.
3. Fire alarms are installed in appropriate areas to provide early warning in case of fire.
4. Fire extinguishers are strategically positioned throughout the buildings and are accessible for emergency use.
5. Emergency exit ladders are provided in designated areas to support safe evacuation when necessary.
6. The buildings are well-ventilated to maintain good indoor air quality and provide a comfortable working and learning environment.
7. Air-conditioning units are available in designated rooms and offices to promote comfort and productivity.
8. Proper waste disposal practices are observed to maintain cleanliness, sanitation, and environmental responsibility.
9. Offices are functional, organized, and easy to locate, allowing students, employees, and visitors to access services efficiently.
10. Persons with disabilities (PWDs) are provided with accessible facilities, including ramps and accessible restrooms.
11. Staircases are equipped with handrails to provide support and reduce the risk of slips and falls.
12. Hallways and passageways are maintained in a clean and orderly condition to ensure safe movement within the buildings.
13. Building facilities are regularly maintained to ensure their functionality, safety, and usability.
14. Emergency exits and evacuation routes are provided to facilitate the safe movement of building occupants during emergencies.
15. The arrangement of offices and facilities supports efficient service delivery and convenient access to essential university services.
16. Proper sanitation and cleanliness are maintained in common areas, offices, restrooms, and other building facilities.
17. The buildings provide a conducive environment for teaching, learning, administrative work, and other university activities.
18. Accessibility features help promote inclusivity and equal access to university facilities for persons with disabilities.
19. Safety features, including fire alarms, fire extinguishers, handrails, and emergency exits, demonstrate a commitment to protecting building occupants.
20. The overall maintenance and organization of the buildings contribute to a safe, accessible, functional, and learner-friendly campus environment.

PARAMETER C – CLASSROOMS

1. SYSTEM INPUTS AND PROCESSES

- Present inventory of classrooms as to the number of lights, chairs, furniture, equipment and other instructional materials.

The University of Southern Mindanao presents a comprehensive inventory of classrooms detailing the number and condition of lights, chairs, tables, and other furniture, as well as available equipment and instructional materials. This inventory reflects that each classroom is adequately equipped with sufficient lighting fixtures to ensure a well-lit learning environment, and an appropriate number of chairs and tables to accommodate students comfortably. Instructional equipment such as whiteboards, projectors, electric fans, and other teaching aids are also accounted for and regularly monitored for functionality. The systematic documentation and updating of this inventory demonstrate the institution's commitment to maintaining organized, functional, and resource-ready classrooms that effectively support teaching and learning processes.



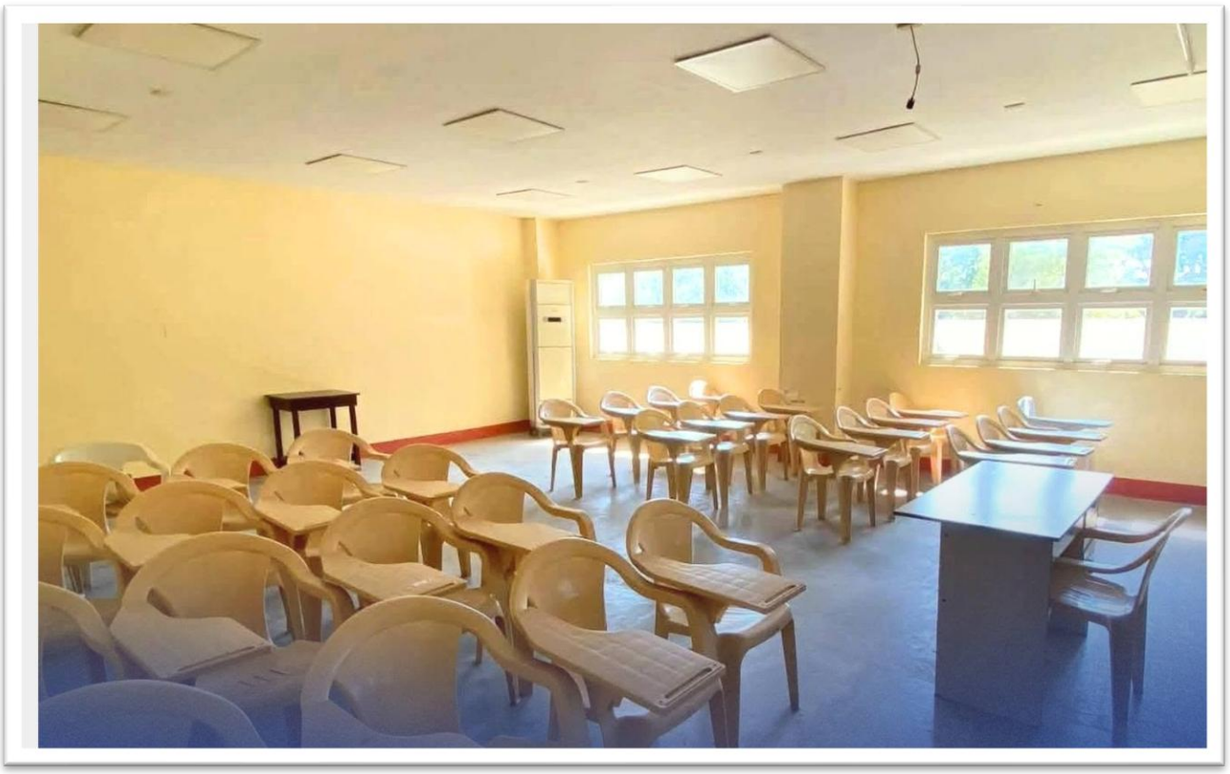
Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CAS Building Main	4,689	Shared with other Colleges	18	16	19	10	2	3 Central Laboratories for Biology, Physics and Chemistry, 2 stockrooms, Radio Station
CAS Extension I (Back of the main building)	64.8	Shared with other Colleges	4	-	-	-	-	-
CAS Extension (Anatomy Laboratory)	40	For the use of Biology Students	1	1	-	-	-	
CAS-Annex Building (CHED Assisted)	1,530	Shared with other Colleges	16	-	-	10	1	Faculty Lounge Area
Department of Law Enforcement and Justice Education	350	Used only by Criminology Faculty and Students	1	-	1	1	1	
Science and Technology Building (Under Construction)	462	Will be used by Biology and Chemistry Department	-	16	-	9	1	
RSTC/Nursing Building I (1 story)	720	Shared with other Colleges	3	5	2	3	1	2 stockrooms
Nursing Building II (2 story)	2,043	Shared with other Colleges	6	-	2	4	1	1 functional hall
CENCOM Building	2,452	Shared with other Colleges	15	4	18	6	-	1 stockroom, 1 library
CBDEM Building	1,944	Shared with other Colleges	14	-	11	3	-	3stockrooms, 2 student lounge
CED Building I Main	1,730	Shared with other Colleges	12	-	3	5	1	I Library
CED Building II	949.5	Shared with other Colleges	5	-	2	2	-	
CHEFS Building	902.5	Shared with Other Colleges	8	7	7	2	1	7stockrooms, 1 library
HRM Building	962	Shared with other Colleges	9	2	2	2	-	
CVM Building (Main)	1,457	Shared with other Colleges	7	5	4	6	1	3 stockrooms

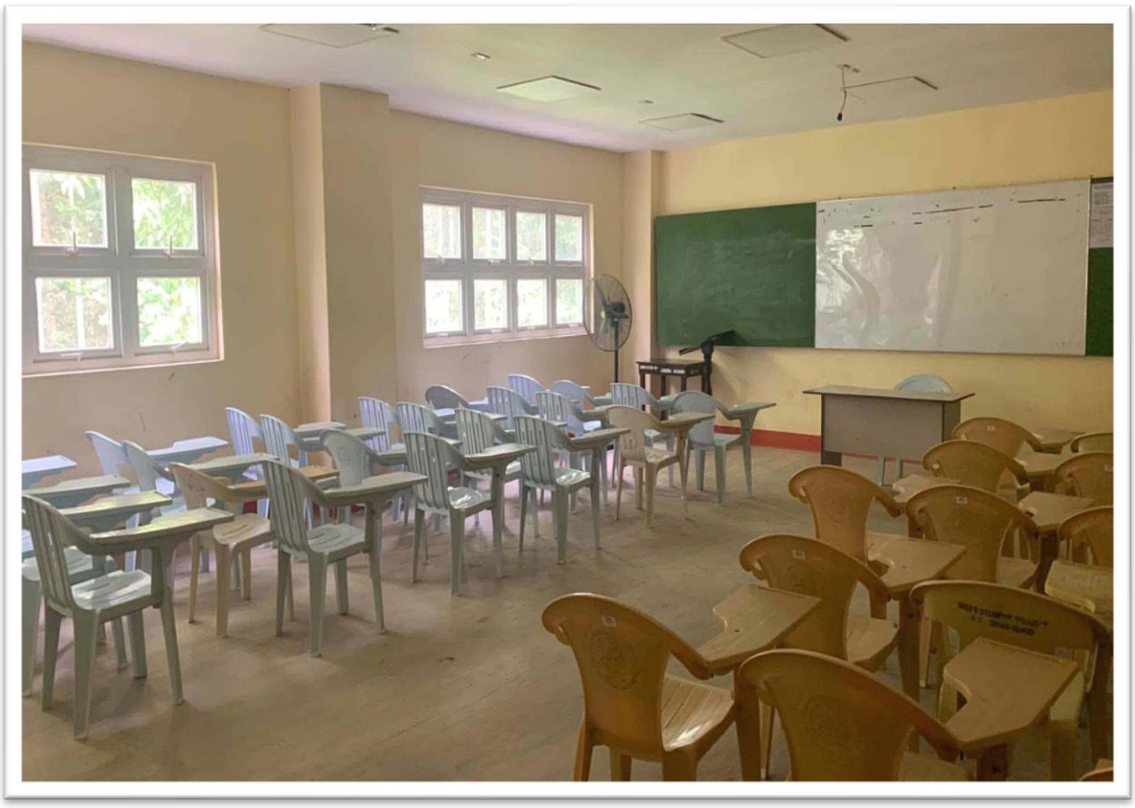


CVM Annex	669.95	Shared with other Colleges	4	2	2	2	1	
Administration Building	3,580.5	For University use	-	-	12	6	-	3stockrooms, 1 board room, 1 sky room
D. D. Clemente Hall (Graduate College)	1,224	Shared with other Colleges	2	-	8	6	2	1 stockroom
University Auditorium	3,107.16	For University use	2	-	2	4	1	Fitness Room, Dance Room
CIT Buildings	576	Use solely by the College	19	19	6	5	-	1 stockroom, 1 ceramic production room
CA Building I (Main)	2,448	Shared with Other Colleges	7	6	11	4	8	1 Central Laboratory
CA Building II (Annex)	1,282	For University use	7	1	3	4	2	1 stockroom
CFAS Building	951.75	For University use	7	1	5	4	-	3 stockrooms
Extension Building	736	For University use	-	-	13	4	1	2stockrooms, 1 Library
USMARC Administration	1,880	For University use	-	-	13	4	1	Burned
USMARC Crops Research Building	1,497	For University use	-	1	6	2	-	-
Biotechnology Building	1,167	For University use	-	4	2	2	1	-
ICTC	489.60	For University use	2	3	2	5	-	1 internet room
ISPEAR ANNEX	441	For University use	2	-	2	1	-	Dance room
PREFAB (CHEFS)	365.4	For University use	7	-	-	-	-	
USM Gymnasium	1,577	For University use	2	-	-	2	1	1stockroom, 1sound and light operation room, clinic
USM Auditorium	3,107	For University use	-	-	2	1	-	Dance room, Fitness room
University Convention Hall	600	For University use	-	-	-	4	-	
ULS Building		For CED use	10	3	1	8		
Old Coop Building/ ISPEAR		For ISPEAR use	-	1	3	1		1 store room 1Fitness Center

2. IMPLEMENTATION

- Present classrooms in pictorial form the size, the lighting, ventalation and conditioning.





- Present evidence that students cooperate in maintaining the cleanliness and orderliness of the classrooms.

Students actively participate in maintaining the cleanliness and orderliness of their classrooms. CLAYGO (Clean As You Go) policies, along with classroom rules and regulations, are visibly posted in every classroom to promote discipline and environmental responsibility. Furthermore, the college recognizes and awards student organizations that maintain the cleanest areas of responsibility. This initiative motivates students to work together in keeping their assigned areas clean, organized, and well-maintained, fostering a strong sense of cooperation, accountability, and pride in their learning environment.

Students actively cleaning and maintaining their assigned areas of responsibility to promote cleanliness, discipline, and a healthy learning environment.



3. OUTCOMES

- Show evidences/manifestations that classrooms are adequate and conducive to learning.

The classrooms are adequate and conducive to learning, providing students with a comfortable, safe, and organized environment for academic activities. They are equipped with sufficient chairs and tables to accommodate students and provide appropriate spaces for classroom discussions, group activities, and other learning tasks. The classrooms are clean, well-maintained, properly ventilated, and equipped with air-conditioning in designated rooms to ensure comfort during classes. Adequate lighting supports students in reading, writing, and participating effectively in learning activities.

Furthermore, the classrooms are equipped with built-in projectors that support the use of multimedia presentations, instructional videos, and other digital learning materials. These facilities help instructors deliver lessons more effectively, enhance student engagement, and facilitate the discussion of complex concepts. Classroom rules and regulations, including CLAYGO (Clean As You Go) policies, are visibly posted to promote discipline, cleanliness, and responsibility among students. The proper arrangement of classroom furniture also allows students and instructors to move freely and participate comfortably in various learning activities. Overall, these facilities and practices demonstrate the college's commitment to providing a safe, accessible, technology-supported, and student-friendly learning environment that promotes effective teaching and learning.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Classrooms).

1. Adequate Classroom Facilities. Classrooms are provided with sufficient chairs and tables to accommodate students and support various classroom activities.

2. Built-in Projectors. Classrooms are equipped with built-in projectors to facilitate multimedia presentations, instructional videos, and technology-supported teaching strategies.

3. Clean and Orderly Classrooms. Classrooms are regularly maintained to ensure cleanliness, organization, and a pleasant learning environment.

4. CLAYGO Policy Implementation. The Clean As You Go (CLAYGO) policy is implemented to encourage students to take responsibility for maintaining classroom cleanliness.

5. Posted Classroom Rules and Regulations. Classroom policies and regulations are visibly posted in every classroom to promote discipline, respect, and responsible behavior.

6. Student Participation in Cleanliness. Students actively cooperate in keeping their classrooms clean and orderly, fostering shared responsibility and environmental awareness.

7. Cleanliness Recognition Program. The college recognizes and awards student organizations that maintain the cleanest areas of responsibility, motivating students to sustain cleanliness and orderliness.

8. Proper Classroom Organization. Chairs, tables, and other classroom facilities are arranged to support effective instruction, student interaction, and convenient movement.

9. Well-Ventilated Classrooms. Classrooms are provided with proper ventilation to maintain a comfortable atmosphere conducive to learning.

10. Air-Conditioned Classrooms. Designated classrooms are equipped with air-conditioning to provide a comfortable learning environment, particularly during warm weather.

11. Adequate Classroom Lighting. Appropriate lighting supports students in reading, writing, taking notes, and participating in classroom activities.

12. Technology-Enhanced Instruction. Built-in projectors enable instructors to integrate digital instructional materials into their lessons and make classroom discussions more engaging.

13. Support for Different Teaching Strategies. Classroom facilities accommodate lectures, presentations, discussions, collaborative activities, and other instructional approaches.

14. Conducive Learning Environment. The combination of clean facilities, comfortable seating, proper ventilation, and instructional technology supports students' concentration and participation.

15. Promotion of Student Discipline. Posted classroom rules and regulations reinforce appropriate behavior and encourage students to observe established classroom standards.

16. Environmental Responsibility. The implementation of CLAYGO promotes awareness of proper waste management and encourages students to maintain cleanliness beyond the classroom.

17. Shared Responsibility for Classroom Maintenance. Students are encouraged to work together in keeping their assigned classrooms clean, organized, and well-maintained.

18. Positive Reinforcement of Good Practices. The college's recognition of clean student-managed areas reinforces positive behavior and encourages continuous improvement in classroom maintenance.

19. Development of Student Accountability. Through classroom policies and cleanliness initiatives, students learn to take responsibility for the proper use and care of classroom facilities.

20. Promotion of Teamwork and Cooperation. Collaborative classroom maintenance activities encourage students to work together toward a common goal.

21. Support for Effective Lesson Delivery. Built-in projectors allow instructors to present visual materials that can help clarify concepts and improve lesson presentation.

22. Improved Student Engagement. The availability of multimedia equipment provides opportunities for more interactive and visually engaging classroom discussions.

23. Maintenance of Classroom Orderliness. Students' cooperation and adherence to classroom rules help maintain an organized environment suitable for academic activities.

24. Regular Care of Classroom Facilities. Maintaining clean and orderly classrooms helps preserve furniture, instructional equipment, and other learning resources.

25. Promotion of a Student-Friendly Environment. Classroom arrangements and facilities are intended to support students' comfort, participation, and learning needs.

26. Integration of Cleanliness into Daily Routines. The CLAYGO policy encourages students to practice cleanliness consistently rather than only during scheduled cleaning activities.

27. Recognition of Student Organizations' Contributions. Awarding student organizations for maintaining clean areas strengthens their involvement in campus improvement initiatives.

28. Encouragement of Independent Learning. Projected presentations and other visual learning materials can help students better understand lessons and review important concepts.

29. Support for Collaborative Learning. Classroom spaces and furniture arrangements can accommodate group discussions and cooperative learning activities.

30. Commitment to Continuous Classroom Improvement. The implementation of classroom policies, cleanliness programs, and technology-supported instruction reflects the college's commitment to maintaining an effective learning environment.

31. Promotion of Health and Well-Being. Cleanliness, proper ventilation, and orderly classroom arrangements contribute to a more comfortable learning environment.

32. Efficient Use of Instructional Facilities. Built-in projectors and organized classroom spaces support the effective use of available teaching resources.

33. Development of Positive Learning Habits. Classroom rules and established cleanliness practices encourage students to develop discipline, responsibility, and respect for shared facilities.

34. Strengthening of School Culture. The combined implementation of classroom policies, CLAYGO, and cleanliness recognition promotes a culture of cooperation and responsibility within the college.

35. Commitment to Quality Education. The provision of adequate classroom facilities, instructional technology, and cleanliness initiatives demonstrates the college's commitment to supporting effective teaching and learning.

PARAMETER D – OFFICES, STAFF and FUNCTION ROOMS

1. SYSTEM-INPUTS PROCESSES

- Present inventory of offices and staff rooms as to the number of lights, chairs, furniture, equipment and other materials.

The University of Southern Mindanao maintains a systematic inventory of offices and staff rooms, documenting the number and condition of essential facilities such as lighting fixtures, chairs, tables, cabinets, and other office furniture.The inventory also includes equipment and instructional or administrative materials used in daily operations, such as computers, printers communication devices, and filing systems. This documentation ensures that all offices and staff rooms are adequately furnished, properly equipped, and regularly monitored for functionality and maintenance. The presence of an updated inventory reflects the institution’s commitment to efficient resource management, organized office operations, and the provision of a functional and supportive working environment for faculty and staff.

2. IMPLEMENTATION

- Present offices and staff rooms in pictorial form properly marked and arranged relative to their functions.

The University of Southern Mindanao presents pictorial documentation of its offices and staff rooms, which are properly labeled, arranged, and organized according to their respective functions. The images show clearly identified administrative offices, faculty rooms, and staff workspaces that are systematically located to support efficient workflow and coordination among personnel. Each office is appropriately furnished with functional equipment such as desks, chairs, filing cabinets, computers, and communication tools necessary for daily operations. The arrangement of these spaces reflects proper zoning and functional classification, ensuring accessibility and effective service delivery. Overall, the pictorial presentation demonstrates an organized, professional, and well-maintained working environment that supports the institution’s administrative and academic functions.

Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CENCOM Building	2,452	Shared with other Colleges	15	4	18	6	-	1 stockroom, 1 library
CED Building I Main	1,730	Shared with other Colleges	12	-	3	5	1	I Library
CED Building II	949.5	Shared with other Colleges	5	-	2	2	-	
CHEFS Building	902.5	Shared with Other Colleges	8	7	7	2	1	7stockrooms, 1 library
HRM Building	962	Shared with other Colleges	9	2	2	2	-	
CVM Building (Main)	1,457	Shared with other Colleges	7	5	4	6	1	3 stockrooms
CVM Annex	669.95	Shared with other Colleges	4	2	2	2	1	
Administration Building	3,580.5	For University use	-	-	12	6	-	3stockrooms, 1 board room, 1 sky room
D. D. Clemente Building (Graduate College)	1,224	Shared with other Colleges	2	-	8	6	2	1 stockroom
University Auditorium	3,107.16	For University use	2	-	2	4	1	Fitness Room, Dance Room
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Extension Building	736	For University use	-	-	13	4	1	2stockrooms, 1 Library

Building	Total Area (m^2)	Used solely by the program or shared with others?	No. of Class-rooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)
CBDEM Building	1,944	Shared with other Colleges	14	-	11	3	-	3stockrooms, 2 student lounge
CAS Building Main	4,689	Shared with other Colleges	18	16	19	10	2	3 Central Laboratories for Biology, Physics and Chemistry, 2 stockrooms, Radio Station
CAS Extension I (Back of the main building)	64.8	Shared with other Colleges	4	-	-	-	-	-
CAS Extension (Anatomy Laboratory)	40	For the use of Biology Students	1	1	-	-	-	
CAS-Annex Building (CHED Assisted)	1,530	Shared with other Colleges	16	-	-	10	1	Faculty Lounge Area
Department of Law Enforcement and Justice Education	350	Used only by Criminology Faculty and Students	1	-	1	1	1	
Science and Technology Building (Under Construction)	462	Will be used by Biology and Chemistry Department	-	16	-	9	1	
RSTC/Nursing Building I (1 story)	720	Shared with other Colleges	3	5	2	3	1	2 stockrooms
Nursing Building II (2 story)	2,043	Shared with other Colleges	6	-	2	4	1	1 functional hall

- Present evidences that there is an internal and external communication system.

The University of Southern Mindanao demonstrates the presence of an effective internal and external communication system through multiple established channels that ensure timely and efficient information dissemination across the institution and to external stakeholders. Internal communication is facilitated through official memoranda, departmental meetings, bulletin boards, email systems, and digital platforms that allow coordination among faculty, staff, and students. External communication is maintained through official correspondence, institutional websites, social media pages, and linkages with partner agencies and communities, ensuring transparency and accessibility of information. In terms of facility upkeep, the institution implements clear policies on the maintenance of administrative offices and other function rooms, which include regular cleaning schedules, preventive maintenance, proper use of equipment, and prompt reporting and repair of damages to ensure functionality and orderliness. Furthermore, the institution provides a range of service facilities that support student welfare and development, including guidance and counseling services, health services/clinic, dormitory facilities, library services, and other student support units that collectively contribute to a holistic and supportive academic environment.

- Present policies on maintenance of administrative offices and other function rooms.

The University of Southern Mindanao (USM) implements policies on the maintenance, cleanliness, and orderliness of administrative offices and other functional rooms, as stipulated in the USM Code, which provides corresponding penalties for violations. These policies promote discipline, cleanliness, and the proper use of university facilities. Classroom policies are also implemented to encourage students to maintain the cleanliness and orderliness of classrooms and other learning spaces. Students are expected to observe proper waste disposal, practice Clean As You Go (CLAYGO), and take responsibility for keeping their assigned areas clean. Through these policies and practices, the university fosters a clean, safe, organized, and conducive environment for administrative operations, academic activities, and other institutional functions.

- List of service facilitites (e.g. Guidance Clinic, Dormintories, etc.)

Facility	Total Area (*sqm*)	Capacity
USM Hostel Function Hall I	84	60
USM Hostel Function Hall II	84	60

- List of function rooms (e.g. Board Room, A-V Roo, etc.)

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	
University Gymnasium	1,577	1,500	/		Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
University Auditorium	3, 107.16	2,500		/	Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
President Asinas Amphitheater	3, 441	3,000		/	Convocations, Athletic and cultural activities, Commencement exercises
ULS Convention Hall	600	800	/		Convocations, seminars, meetings and conferences
University Tennis court	2,148	300		/	Sports activities
Athletic oval	15,000	100		/	Sports Activities
Playground	60,000	7,000		/	Sports Activities
CAS Lobby	328	400		/	Seminars, meetings, convocations programs and exhibits
CAS Student Park	473	300		/	Meetings, Outdoor assembly
D.D. Clemente Hall (1st hall)	243	200		/	Meetings, Seminars Conferences
USM Hostel Function Hall I	84	60		/	Seminars, conferences

USM Hostel Function Hall II	84	60		/	Seminar, conferences
USM Hostel Pavilion	279	300		/	Socials, Seminars, special occasions
CED- AVR	190	150		/	Seminars, conferences, meetings
Café Martina	1, 095	400	/		Seminars, conferences, meetings
CA- AVR	90	200		/	Seminars, conferences, meetings
CHS- AVR	110	200		/	Seminars, conferences, meetings

- Describe themechanism used to promote safety and security in campus, ensure cleanliness and orderliness and proper utilization and upkeep of physical resources, noise reduction during class and office hours.

The University of Southern Mindanao implements a comprehensive set of mechanisms to promote safety and security, maintain cleanliness and orderliness, ensure proper utilization and upkeep of physical resources, and minimize noise during class and office hours. Safety and security are strengthened through the deployment of security personnel at entry and exit points, enforcement of strict campus regulations such as identification checks and access control policies, and the availability of emergency response systems and equipment. Cleanliness and orderliness are maintained through regular campus cleaning schedules, provision of waste segregation bins, and strict implementation of environmental policies such as the no-plastic initiative. Proper utilization and maintenance of physical resources are ensured through routine inspections, scheduled maintenance activities, and reporting systems that address repairs and facility concerns promptly. In addition, noise reduction is managed through the enforcement of classroom and office protocols that regulate movement, restrict unnecessary noise during instructional hours, and promote discipline within academic spaces, thereby ensuring a conducive environment for teaching, learning, and office productivity.

Others (e.g. Security Guards' Quarters, Storeroom, etc)

Name	Location	Total Area (sqm)	Capacity
Arial Work Platform 1	Main Gate Entrance	4.5	3
Arial Work Platform 2	North of Transport Building	4.5	3
Security Guard House	USM Main Gate	75	15
USM Granary	Beside Machinery Building	700	100
Chemical Stock Room	2nd floor CAS Building Left wing near the terrace	40	10
Biology Store Room	Biology Central Lab	14	5
Store Room CAS	Under the stairs	17.5	5

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Offices and Stsff Rooms).

The University of Southern Mindanao promotes the maintenance of clean, safe, organized, and functional administrative offices and staff rooms through established university policies and shared responsibility among faculty members and administrative personnel. The USM Code provides guidelines on the proper use and maintenance of university facilities, including corresponding penalties for violations. Classroom and other facility-related policies likewise encourage cleanliness and orderliness through practices such as proper waste disposal and Clean As You Go (CLAYGO). Office personnel are encouraged to maintain organized workspaces, properly store documents and supplies, use office equipment responsibly, conserve energy, and report maintenance concerns promptly. These practices help ensure that offices and staff rooms remain conducive to administrative work, faculty preparation, student assistance, and the efficient delivery of university services.

PARAMETER E – ASSEMBLY, ATHLECTIC and SPORTS FACILITIES

1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form function rooms for holding meetings, conference, convocations an other gatherings.

CHS FUNCTION ROOM FOR CONFERENCE OR SMALL GATHERINGS



USM CAFÉ MARTINA



- Present in pictorial form facilities for athletic sports, cultural activities and military training.

UNIVERSITY PARADE GROUND/OPEN SPORTS FIELD



UNIVERSITY GYMNASIUM/INDOOR SPORTS



- Present in pictorial form storage facilities for athletic sports and other curricular training equipment

SPORTS STORAGE FACILITIES





2. IMPLEMENTATION

- Present in pictorial form the amenities for indoor facilities.



- Present in pictorial form the amenities for outdoor facilities





- List Facilities for assemblies/conferences

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	
University Gymnasium	1,577	1,500	/		Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
University Auditorium	3, 107.16	2,500		/	Athletic and cultural activities, meetings, convocations, symposium and other academic related activities and events
President Asinas Amphitheater	3, 441	3,000		/	Convocations, Athletic and cultural activities, Commencement exercises
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USM Hostel Pavilion	279	300		/	Socials, Seminars, special occasions
CED- AVR	190	150		/	Seminars, conferences, meetings
Café Martina	1, 095	400	/		Seminars, conferences, meetings

CA- AVR	90	200		/	Seminars, conferences, meetings
CHS- AVR	110	200		/	Seminars, conferences, meetings

3. OUTCOMES

- Present and/or show in pictorial form that indoor and outdoor facilities are well-equipped and property maintained.

The University of Southern Mindanao presents pictorial evidence showing that its indoor and outdoor facilities are well-equipped, properly maintained, and functional for various academic, athletic, and institutional activities. The indoor facilities, such as classrooms, gymnasiums, function halls, and multi-purpose rooms, are documented to have complete amenities including proper lighting, seating arrangements, sound systems, ventilation, and instructional equipment, all of which are regularly maintained to ensure usability and comfort. Similarly, the outdoor facilities, including sports fields, courts, open grounds, and landscaped areas, are shown in pictorial form as clean, organized, and well-maintained spaces that support physical education, recreation, and large-scale institutional events. The presence of regular upkeep, cleanliness, and functional infrastructure in both indoor and outdoor areas reflects the institution's commitment to providing a safe, efficient, and conducive environment for learning, training, and community engagement.





4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Assembly, Athletic and Sports Facilities).

The University of Southern Mindanao demonstrates its commitment to student development and institutional engagement through the provision and maintenance of assembly and athletic facilities. Assembly venues, including available gymnasiums, function halls, and multipurpose spaces, serve as venues for university-wide gatherings, seminars, conferences, celebrations, and other institutional activities. Meanwhile, athletic facilities, such as sports courts, playing fields, and open grounds, support physical education, sports training, competitions, and recreational activities. The proper use of these facilities, together with cleanliness, maintenance, and safety practices, helps ensure that they remain functional and conducive to university activities.

PARAMETER F – MEDICAL and DENTAL CLINIC

1. SYSTEM-INPUTS AND PROCESSES

- Present Plantilla of Personnel for the Medical and Dental Unit

The Medical and Dental Unit of the University of Southern Mindanao is adequately supported through clearly defined system inputs and administrative processes that ensure efficient health service delivery to the university community. The unit is guided by a Plantilla of Personnel that identifies the assigned medical and dental staff, ensuring that qualified health professionals are available to address the healthcare needs of students, faculty, and personnel. This staffing structure provides clarity in roles and responsibilities, thereby enhancing the efficiency and responsiveness of health services. In addition, the unit operates under an OBQA-PPP / Area VIII: Physical Plant and Facilities approved Financial Plan that allocates sufficient resources for medical supplies, dental equipment, health programs, and operational needs. This financial support ensures the continuous delivery of essential health services, maintenance of medical and dental facilities, and implementation of preventive health programs within the campus. Collectively, the organized staffing structure and well-defined financial planning demonstrate the

institution’s commitment to promoting the health, safety, and well-being of its academic community.

- Present approved Financial Plan of the Medical and Dental Unit

The Medical and Dental Unit of the University of Southern Mindanao is clearly documented through pictorial evidence showing that it is equipped with basic health facilities, medical equipment, apparatuses, and essential medicines necessary for the delivery of primary healthcare services. The images present a well-organized clinic environment with properly maintained consultation areas, treatment rooms, and dental stations that support efficient patient care. Medical equipment such as blood pressure apparatus, weighing scales, first aid kits, and diagnostic tools are visibly available and functional, ensuring readiness for routine health assessments and emergency situations. In addition, dental instruments and supplies are properly arranged and maintained in designated areas to support oral health services. Essential medicines and medical supplies are also shown to be adequately stocked and systematically stored, ensuring accessibility and proper management. Overall, the pictorial documentation reflects that the Medical and Dental Unit is well-equipped, functional, and capable of providing essential health services to the university community.

2. IMPLEMENTATION

- Present in pictorial form that the Medical and Dental Unit has the basic facilities, medical equipment, apparatuses and medicines.

USM STUDENTS CONSULTATION ROOM





Area (sqm)	Capacity	Presence of (please check)				
		Reception Area	Examination/ Treatment Room	Filli g/Records Section	Clean and Sfae Water Supply	Good ventilation and lighting
2, 973	35 beds	/	/	/	/	/

3. OUTCOMES

- Show evidences and/or data that the medical, dental clinic and its services are functional.

The Medical and Dental Unit of the University of Southern Mindanao demonstrates clear evidence that its clinic and services are fully functional through documented utilization records, service outputs, and operational health activities. The clinic actively accommodates students, faculty, and personnel for regular consultations, treatment, and emergency care, as reflected in patient logs and daily service records. Medical services such as health assessment, first aid, monitoring of vital signs, and referral services are consistently provided, while dental services include oral examination, tooth extraction, and preventive dental care. The presence of maintained equipment, available medicines, and organized clinical records further supports the continuous operation of the unit. In addition, health programs such as medical check-ups, vaccination activities, and health awareness campaigns are regularly conducted, indicating active engagement with the university community. These evidences collectively confirm that the Medical and Dental Clinic is functional, responsive, and effectively serving the health needs of the institution.

4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Medical and Dental Clinic).

The University of Southern Mindanao recognizes the importance of maintaining the health and well-being of its students, faculty members, administrative personnel, and other members of the university community through its medical and dental clinic services. The clinic serves as a designated facility for health consultations, basic medical assistance, first aid, and dental care, subject to the availability of personnel, equipment, and resources. It also supports health promotion, disease prevention, and referral to appropriate healthcare facilities when further medical attention is necessary. Cleanliness, proper sanitation, safe handling of medical supplies, confidentiality of patient records, and appropriate maintenance of clinic facilities are essential practices in delivering health services. Through these initiatives, the university supports a safer and healthier campus environment conducive to learning, teaching, and institutional operations.

PARAMETER G – STUDENT CENTER

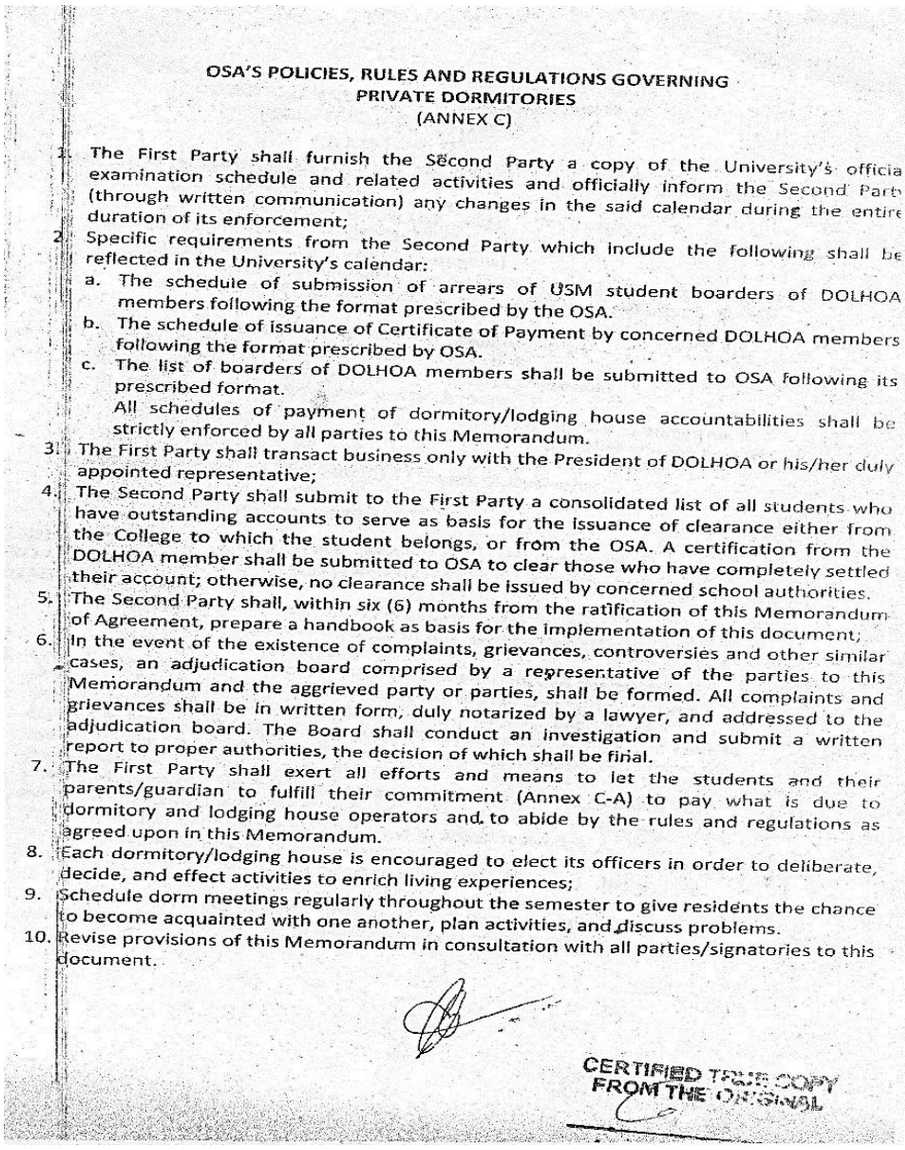
1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form that the Institution has a Student Center.

OFFICE OF THE STUDENT AFFAIRS (OSA)



- Present apporved policies on the Use of the Student Center



OSA'S POLICIES, RULES AND REGULATIONS GOVERNING PRIVATE DORMITORIES
(ANNEX C)

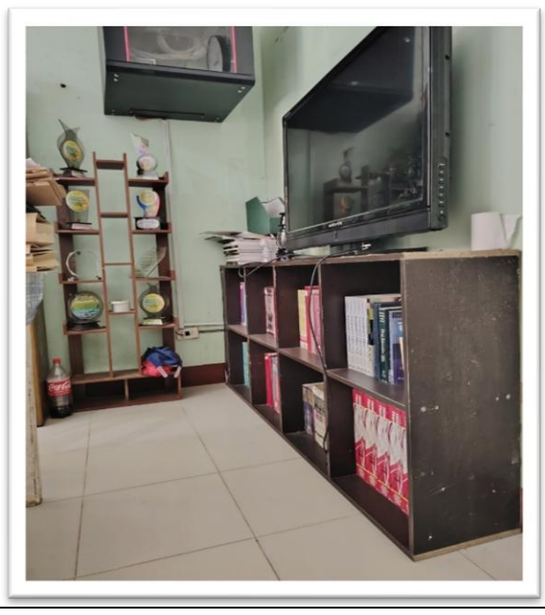
1. The First Party shall furnish the Second Party a copy of the University's officia examination schedule and related activities and officially inform the Second Party (through written communication) any changes in the said calendar during the entire duration of its enforcement;
2. Specific requirements from the Second Party which include the following shall be reflected in the University's calendar:
   a. The schedule of submission of arrears of USM student boarders of DOLHOA members following the format prescribed by the OSA.
   b. The schedule of issuance of Certificate of Payment by concerned DOLHOA members following the format prescribed by OSA.
   c. The list of boarders of DOLHOA members shall be submitted to OSA following its prescribed format.

   All schedules of payment of dormitory/lodging house accountabilities shall be strictly enforced by all parties to this Memorandum.
3. The First Party shall transact business only with the President of DOLHOA or his/her duly appointed representative;
4. The Second Party shall submit to the First Party a consolidated list of all students who have outstanding accounts to serve as basis for the issuance of clearance either from the College to which the student belongs, or from the OSA. A certification from the DOLHOA member shall be submitted to OSA to clear those who have completely settled their account; otherwise, no clearance shall be issued by concerned school authorities.
5. The Second Party shall, within six (6) months from the ratification of this Memorandum of Agreement, prepare a handbook as basis for the implementation of this document;
6. In the event of the existence of complaints, grievances, controversies and other similar cases, an adjudication board comprised by a representative of the parties to this Memorandum and the aggrieved party or parties, shall be formed. All complaints and grievances shall be in written form, duly notarized by a lawyer, and addressed to the adjudication board. The Board shall conduct an investigation and submit a written report to proper authorities, the decision of which shall be final.
7. The First Party shall exert all efforts and means to let the students and their parents/guardian to fulfill their commitment (Annex C-A) to pay what is due to dormitory and lodging house operators and to abide by the rules and regulations as agreed upon in this Memorandum.
8. Each dormitory/lodging house is encouraged to elect its officers in order to deliberate, decide, and effect activities to enrich living experiences;
9. Schedule dorm meetings regularly throughout the semester to give residents the chance to become acquainted with one another, plan activities, and discuss problems.
10. Revise provisions of this Memorandum in consultation with all parties/signatories to this document.

CERTIFIED TRUE COPY FROM THE ORIGINAL

2. IMPLEMENTATION

- Present in pictorial form that the Student Center is fully equipped with supplies and materials.





- Present in pictorial form that the Student Center complies with the provisions of persons with disabilitioes

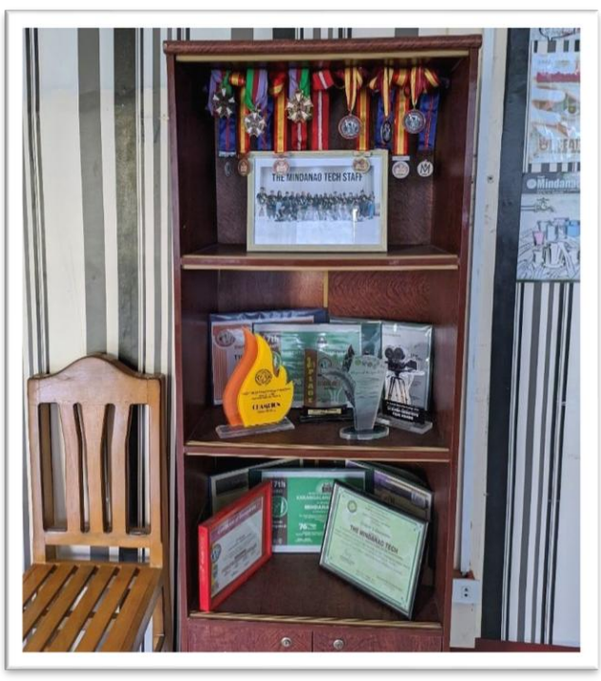
OFFICE	Area (sqm)	Capacity	Presence of (please check)				
			Conference Room	Student Leaders Office	Recreation Facilities	Sanitary Toilets	Ventilation and lighting
University Student Government Building	250	150	/	/	/	/	/
University Student Center	300	200	/	/	/	/	/

3. OUTCOMES

- Show evidences and/or manifestations that the Student Center is functional.

The Student Center of the University of Southern Mindanao provides clear evidence and manifestations of functionality through its regular and active use by students and recognized organizations for various academic and co-curricular activities. The facility serves as a venue for meetings, planning sessions, organizational assemblies, trainings, and collaborative student initiatives, as reflected in documented schedules, activity logs, and actual utilization records. The presence of well-maintained furniture, functional equipment, and organized spaces further supports its continuous operation. In addition, observable manifestations such as active student engagement, orderly conduct of activities, and proper maintenance of the facility indicate that the Student Center is consistently utilized and well-managed. These evidences collectively demonstrate that the Student Center is functional, accessible, and effectively serving its intended purpose of supporting student development and organizational activities.





4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Student Center).

The University of Southern Mindanao (USM) promotes student welfare, engagement, and holistic development by providing spaces and facilities that support student interaction, organizational activities, recreation, and other extracurricular programs. The student center and other designated student activity areas serve as venues for student meetings, leadership development activities, seminars, workshops, student organization programs, and university-wide events. These spaces encourage collaboration, communication, and active participation among students from different colleges and academic programs.

The university supports student engagement by allowing recognized student organizations to conduct meetings, plan activities, and implement programs that contribute to leadership development, teamwork, social responsibility, and community involvement. Student organizations, including academic and interest-based groups, provide opportunities for students to develop their organizational, interpersonal, and leadership skills through various campus activities.

The maintenance of cleanliness and orderliness in student activity areas is promoted through university policies, classroom and facility rules, proper waste disposal, and the practice of Clean As You Go (CLAYGO). Students are encouraged to take responsibility for the proper use of facilities, furniture, and equipment. These practices help maintain a clean, safe, and welcoming environment for the university community.

The university also promotes student participation in academic, cultural, recreational, and athletic activities. Available function rooms, multipurpose areas, assembly facilities, and outdoor spaces may be utilized for student-led programs, organizational gatherings, celebrations, information campaigns, and other activities that strengthen campus life. Through these opportunities, students can develop their talents, build relationships, express their ideas, and participate actively in university affairs.

Furthermore, USM supports an inclusive student environment by promoting respect, cooperation, and equal opportunities for participation in student activities. Campus safety measures, including security personnel, CCTV cameras in designated areas, and established emergency procedures, contribute to a secure environment for students using university facilities. Accessibility features, where available, also help facilitate participation among students with different needs.

The university encourages responsible use and proper maintenance of student facilities through compliance with institutional rules and regulations. Relevant provisions of the USM Code establish expectations for appropriate behavior and the proper use of university property, including corresponding penalties for violations. Student organizations and facility users are expected to observe these policies to preserve the condition and functionality of shared spaces.

In addition, the university provides opportunities for students to participate in leadership training, volunteer initiatives, community outreach, and other co-curricular activities that promote personal growth and social responsibility. These activities help students develop practical skills beyond the classroom and strengthen their sense of belonging to the university community.

PARAMETER G – FOOD SERVICES/CANTEEN/CAFETERIA

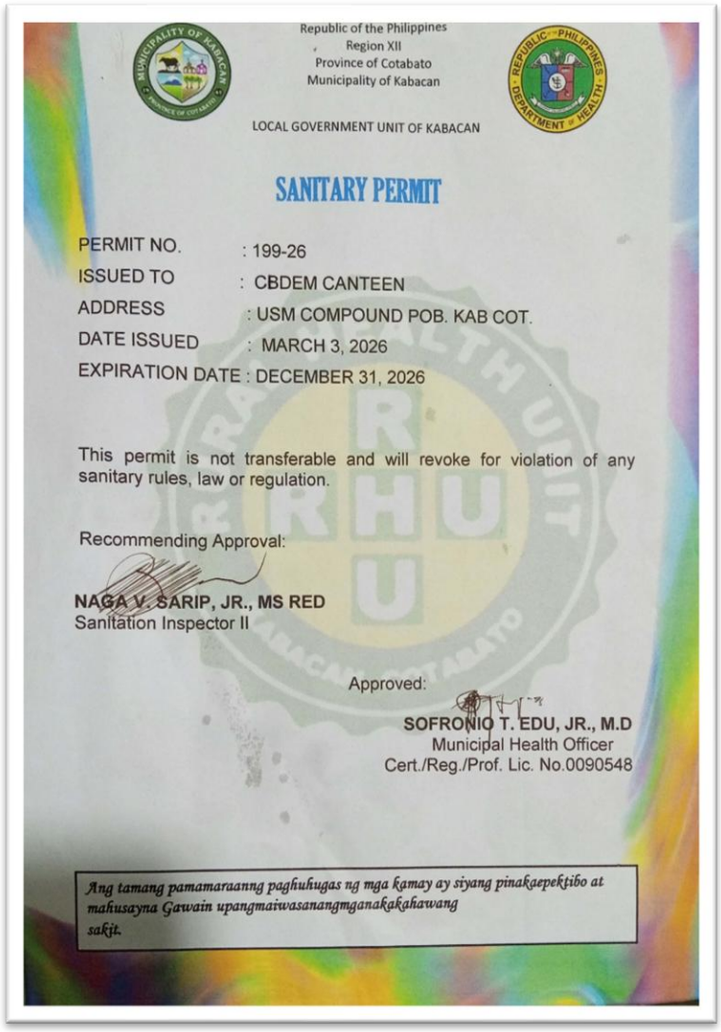
1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form that the Institution has provision for Food Services/Canteen/Cafeteria.





- Present Business and Sanitary Permits of Canteen Concesionaires



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

LOCAL GOVERNMENT UNIT OF KABACAN

SANITARY PERMIT

PERMIT NO. : 199-26
ISSUED TO : CBDEM CANTEEN
ADDRESS : USM COMPOUND POB. KAB COT.
DATE ISSUED : MARCH 3, 2026
EXPIRATION DATE : DECEMBER 31, 2026

This permit is not transferable and will revoke for violation of any sanitary rules, law or regulation.

Recommending Approval:

NAGA V. SARIP, JR., MS RED
Sanitation Inspector II

Approved:

SOFRONIO T. EDU, JR., M.D
Municipal Health Officer
Cert./Reg./Prof. Lic. No.0090548

Ang tamang pamamaraanng paghuhugas ng mga kamay ay siyang pinakaepektibo at mahusayna Gawain upangmaiwasanangmganakakahawang sakit.

2. IMPLEMENTATION

- Describe the operations of the Food Services/Canteen/Cafeteria

The Food Services/Canteen/Cafeteria operations of the University of Southern Mindanao are systematically managed to ensure safe, affordable, and accessible meals for students, faculty, and staff. The canteen operates on a daily schedule aligned with class and office hours, offering a variety of food options that comply with health and sanitation standards. Food preparation and handling follow proper hygiene protocols, and regular monitoring is conducted to ensure cleanliness, quality, and compliance with institutional and local health regulations. Pricing is regulated to remain affordable for the university community, while waste management practices are implemented to maintain cleanliness and environmental responsibility within the food service area.

The list of canteen concessionaires includes duly accredited food vendors authorized by the institution to operate within the campus premises. These concessionaires are selected based on compliance with required business permits, sanitary clearances, and adherence to university policies on food safety and service quality. Each concessionaire is assigned specific stalls or areas within the canteen to ensure organized operations and efficient service delivery to the university community.

- List of Canteen Concessionares

Area (sqm)	Capacity	Presence of (please check)		
		Ventilation and Lighting	Water Supply	Sanitary permits for the Canteen Staff
CHEFS Canteen	150	√	√	√
Hospital Canteen	100	√	√	√
CBDEM Canteen	100	√	√	√
ULS Canteen	100	√	√	√
CED Canteen	100	√	√	√

- Present in pictorial form the different canteen concessionaires equipped with all the cooking materials; cleaning supplies and other tools and utensils.

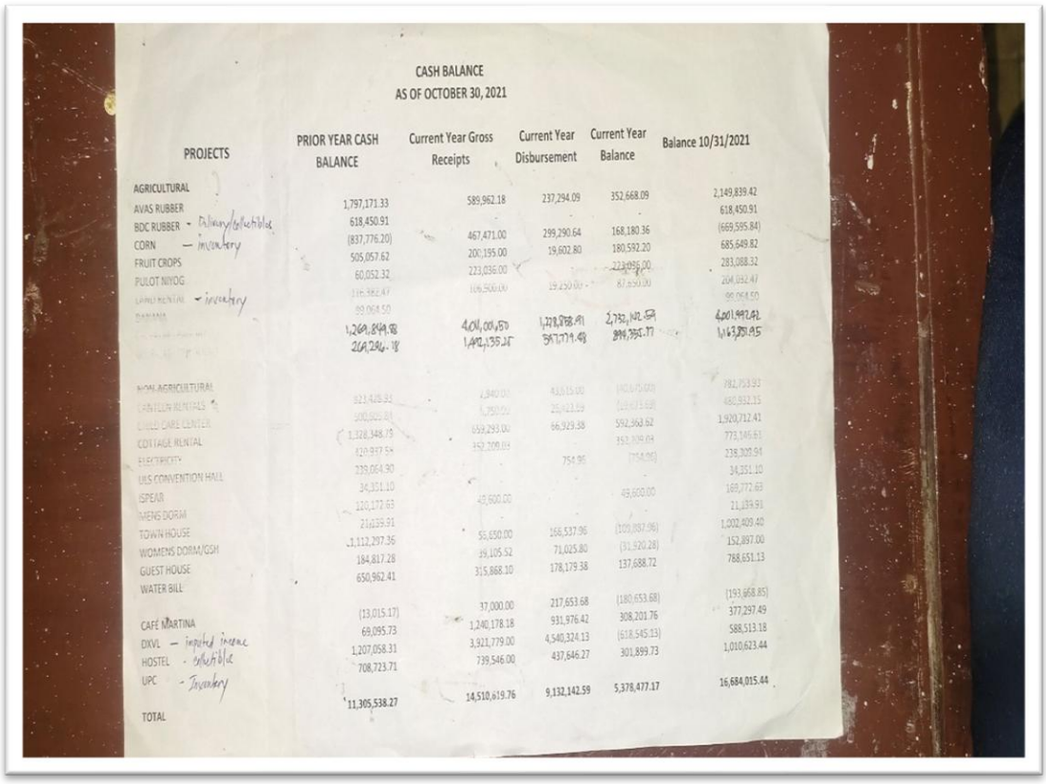




3. OUTCOMES

- Show evidences that the Food Services/Canteen/Cafeteria generates income for the Institution

The Food Services/Canteen/Cafeteria of the University of Southern Mindanao serves not only as a support facility for the university community but also as a source of institutional income. Evidence of income generation is reflected through lease agreements and rental contracts between the institution and accredited canteen concessionaires, which require monthly or periodic payments for the use of campus food service spaces. Financial records such as official receipts, liquidation reports, and collection summaries further document the consistent remittance of payments to the institution. In addition, institutional accounting reports indicate the inclusion of canteen-related revenues as part of the university's income-generating activities, contributing to operational funds and facility maintenance. These evidences collectively demonstrate that the Food Services/Canteen/Cafeteria operates as a managed income generating unit that supports the financial sustainability of the institution while providing essential services to the campus community.



CASH BALANCE
AS OF OCTOBER 30, 2021

PROJECTS	PRIOR YEAR CASH BALANCE	Current Year Gross Receipts	Current Year Disbursement	Current Year Balance	Balance 10/31/2021
AGRICULTURAL	1,797,171.33	589,962.18	237,294.09	352,668.09	2,149,839.42
AVAS RUBBER	618,450.91				618,450.91
BDC RUBBER - Delivery/collectible	(837,776.20)	467,471.00	299,290.64	168,180.36	(669,595.84)
CORN — inventory	505,057.62	200,195.00	19,602.80	180,592.20	685,649.82
FRUIT CROPS	60,052.32	223,036.00		223,036.00	283,088.32
PULOT NIYOG		106,500.00	19,450.00	87,050.00	204,052.47
LAND RENTAL - inventory	99,064.50				99,064.50
BANANA	1,269,849.98	4,04,00,450	1,278,788.91	2,752,142.59	4,001,992.48
	269,286.18	1,492,135.32	567,779.48	894,355.77	1,163,641.95
MAL AGRICULTURAL	823,426.33	2,840.00	43,015.00	(40,175.00)	783,251.33
CANTEEN RENTALS	500,000.00	1,750.00	25,423.59	(23,673.59)	480,832.15
CHILD CARE CENTER	1,328,348.79	659,293.00	66,929.38	592,363.62	1,920,712.41
COTTAGE RENTAL	420,947.54	352,709.04		352,709.04	773,346.61
ELECTRICITY	239,064.90		754.96	(754.96)	238,309.94
UBS CONVENTION HALL	34,351.10				34,351.10
ISPEAR	120,177.63	49,600.00		49,600.00	169,777.63
MENS DORM	21,039.91				21,039.91
TOWN HOUSE	1,112,297.36	55,650.00	166,537.96	(110,887.96)	1,002,409.40
WOMENS DORM/CGH	184,817.28	19,105.52	71,025.80	(51,920.28)	152,897.00
GUEST HOUSE	650,962.41	315,868.10	178,179.38	137,688.72	788,651.13
WATER BILL					
CAFÉ MARTINA	(13,015.17)	37,000.00	217,653.68	(180,653.68)	(193,668.85)
DKVL — imputed income	69,095.73	1,240,178.18	931,976.42	308,201.76	377,297.49
HOSTEL - collectible	1,207,058.31	3,921,779.00	4,540,324.13	(618,545.33)	588,513.18
UPC - Inventory	708,723.71	739,546.00	437,646.27	301,899.73	1,010,623.44
TOTAL	11,305,538.27	14,510,619.76	9,132,142.59	5,378,477.17	16,684,015.44

4. BEST PRACTICES

- Cite as many best pracrices as you can on Parameter H (Food Services/Canteen/Cafeteria).

The University of Southern Mindanao (USM) promotes the health, safety, and welfare of students, faculty members, administrative personnel, and visitors by providing food service facilities that support their daily food and refreshment needs. The university canteen and other food service areas serve as convenient places where members of the university community can purchase meals, snacks, and beverages during school and office hours. These facilities support the daily activities of students and personnel by providing accessible food options within the campus.

One of the best practices in food service management is the maintenance of cleanliness and sanitation in food preparation, serving, and dining areas. Canteen operators and food handlers are expected to observe proper hygiene, wear appropriate protective clothing when necessary, and maintain clean utensils, food preparation surfaces, and dining tables. Regular cleaning of floors, counters, and dining spaces helps maintain a sanitary environment and promotes the comfort of customers.

Proper food handling and storage are also important practices in ensuring food safety. Food items should be stored appropriately, protected from contamination, and handled according to applicable food safety and sanitation standards. Perishable ingredients should be maintained under suitable temperature conditions, while food preparation areas should be kept organized to prevent cross-contamination. Food handlers should observe proper handwashing procedures and follow safe food preparation practices.

The availability of reasonably priced and accessible meals is another important practice that supports student welfare. Canteen services may provide a variety of meals, snacks, and beverages suited to the needs and preferences of the university community. Offering affordable food choices helps students and personnel access meals conveniently without leaving the campus. Where feasible, the availability of nutritious meals, fruits, vegetables, and safe drinking water can further support healthy eating habits.

The proper maintenance of dining facilities contributes to an orderly and comfortable food service environment. Tables and chairs should be arranged to provide sufficient space for customers to dine comfortably and move safely. Proper waste disposal, the availability of trash bins, and the implementation of Clean As You Go (CLAYGO) practices encourage customers to dispose of waste responsibly and maintain the cleanliness of shared dining spaces. Food service operators and facility users share responsibility for keeping the canteen clean and orderly.

Effective waste management is another best practice in food service operations. Food waste and other refuse should be collected and disposed of properly to prevent unpleasant odors, pest infestation, and unsanitary conditions. Waste segregation, when implemented, helps promote environmental awareness and responsible resource management. Regular cleaning of dining areas and appropriate waste collection practices contribute to a healthier campus environment.

The university also promotes compliance with applicable food safety, sanitation, and health regulations. Food service operators are expected to secure the necessary permits and comply with relevant requirements for sanitary food preparation and handling. Appropriate pest control, regular inspection of facilities, and proper maintenance of water supply and drainage systems help minimize health risks. Food handlers should meet applicable health requirements and receive appropriate guidance on food safety and sanitation.

Accessibility and convenience are also considered in the management of campus food services. The location and arrangement of canteen facilities should allow students, faculty members, and personnel to access food services conveniently. Orderly queues, sufficient dining space, and clear service arrangements can help improve customer flow, particularly during peak break and lunch periods. Where applicable, accessible pathways and dining arrangements help accommodate persons with disabilities.

Responsible food service management also includes the proper use and maintenance of equipment, utensils, and facilities. Cooking equipment, refrigerators, freezers, water dispensers, and other appliances should be maintained in safe and functional condition. Food preparation and storage areas should be organized to support efficient operations and protect food quality. Prompt reporting of damaged equipment, plumbing concerns, or other maintenance issues helps ensure that necessary corrective action can be undertaken.

The university can further promote environmental responsibility by encouraging the use of appropriate waste reduction practices, minimizing unnecessary food packaging, conserving water and electricity, and avoiding excessive food waste. Information reminders on cleanliness, proper waste disposal, and responsible dining practices can help develop discipline among canteen users and strengthen the shared responsibility of maintaining campus facilities.

Customer service and continuous improvement are also essential practices in food service management. Canteen operators should maintain courteous and respectful interactions with customers, display prices clearly where applicable, and provide orderly service. Feedback from students and personnel can help identify concerns regarding food quality, affordability, cleanliness, service efficiency, and the overall dining experience. Addressing legitimate concerns supports the improvement of food service operations and promotes customer satisfaction.

Through the provision of accessible food services, observance of cleanliness and sanitation practices, proper food handling and storage, responsible waste management, maintenance of dining facilities, and compliance with applicable health and safety requirements, the University of Southern Mindanao supports the well-being of its academic community. These practices help establish a clean, safe, convenient, and conducive dining environment that complements the university's educational mission and commitment to student welfare.

PARAMETER I – ACCREDITAION CENTER

1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form that the Institution has an Accrediation Center.

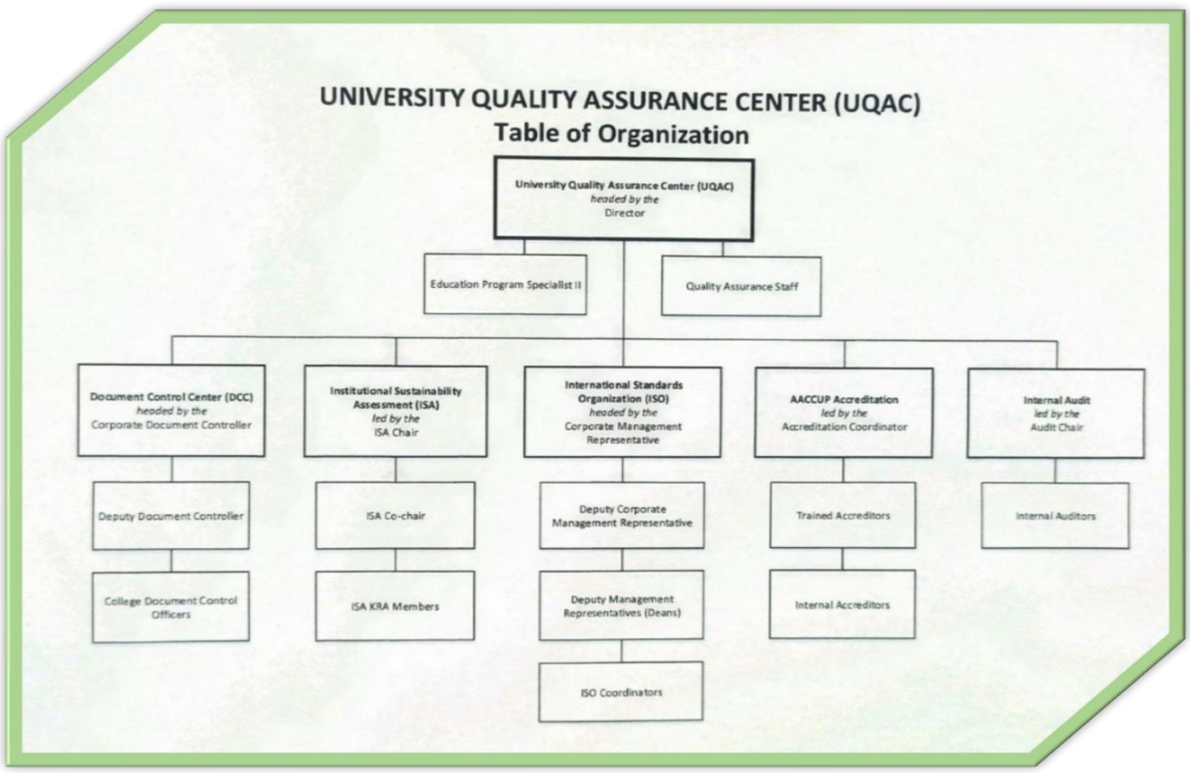


2. IMPLEMENTATION

- Present in pictorial form the equipment and fictures in the Accreditation Center



- Present the organizational structure of the Accreditation Center



Area (sqm)	Capacity	Location	Ventilation/Lighting

3. OUTCOMES

The Accreditation Center of the University of Southern Mindanao is well-equipped and effectively managed, serving as a functional hub for all accreditation and quality assurance activities of the institution. It is furnished with complete office essentials such as desks, chairs, filing cabinets, and storage systems, along with functional equipment including computers, printers, and communication tools that support efficient documentation and coordination. The center is properly organized and maintained, ensuring that accreditation files and records are systematically stored and readily accessible when needed. In addition, it is managed by designated personnel with clearly defined roles and responsibilities, promoting efficient workflow, accountability, and coordination among different units. These features collectively demonstrate that the Accreditation Center is fully operational, well-maintained, and responsive to the institution's accreditation and quality assurance needs.

4. BEST PRACTICES

- Cite as many best prcatices as you can on Parameter I (Accreditation Center)

The University of Southern Mindanao (USM) promotes quality assurance and continuous institutional improvement through the systematic preparation, organization, and management of accreditation documents and supporting evidence. The accreditation center serves as a working area for the preparation, compilation, review, and safekeeping of institutional records needed to demonstrate compliance with applicable accreditation standards. Documents, photographs, policies, accomplishment reports, and other supporting materials are organized according to their respective parameters and areas to facilitate easy retrieval and verification. Available office equipment and digital documentation systems support the efficient preparation, reproduction, storage, and updating of accreditation files. Coordination among concerned offices, committees, faculty members, and administrative personnel facilitates the collection and validation of documentary evidence. Monitoring checklists and regular document reviews help track requirements, identify gaps, and ensure the completeness and accuracy of submitted materials. Proper records management, confidentiality, and secure storage are also observed to protect important institutional information. Through these practices, USM strengthens its culture of quality assurance, promotes accountability, and supports continuous improvement in its academic programs, administrative services, and institutional operations.

PARAMETER J – HOUSING (Optional)

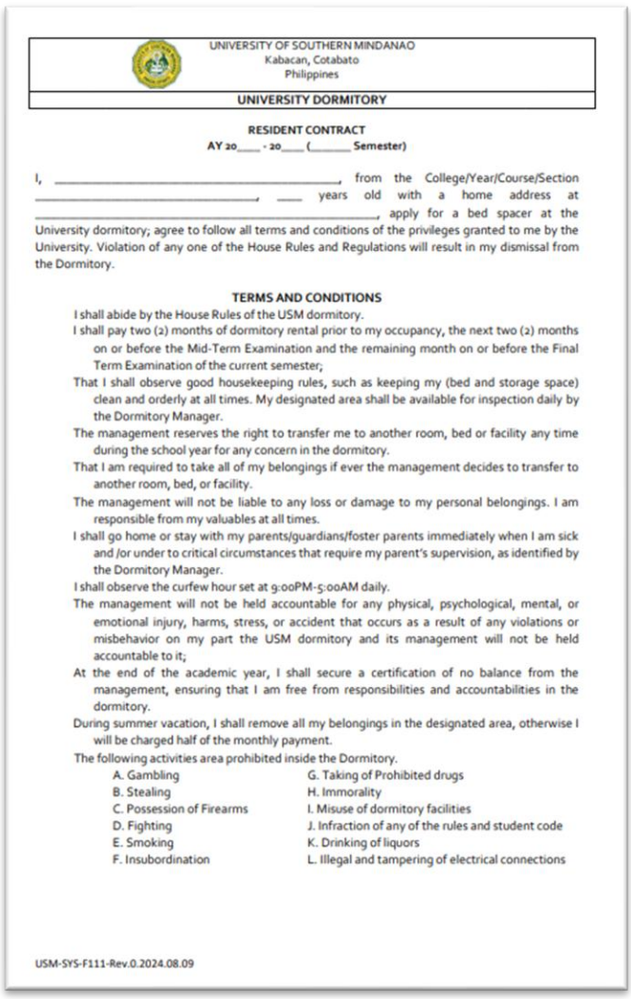
1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form the Dormitory/Housing provision of the Institution.





- Present the policies and guidelines in the operations of the Dormitory/Housing.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

UNIVERSITY DORMITORY

RESIDENT CONTRACT
AY 20____ - 20____ (_____ Semester)

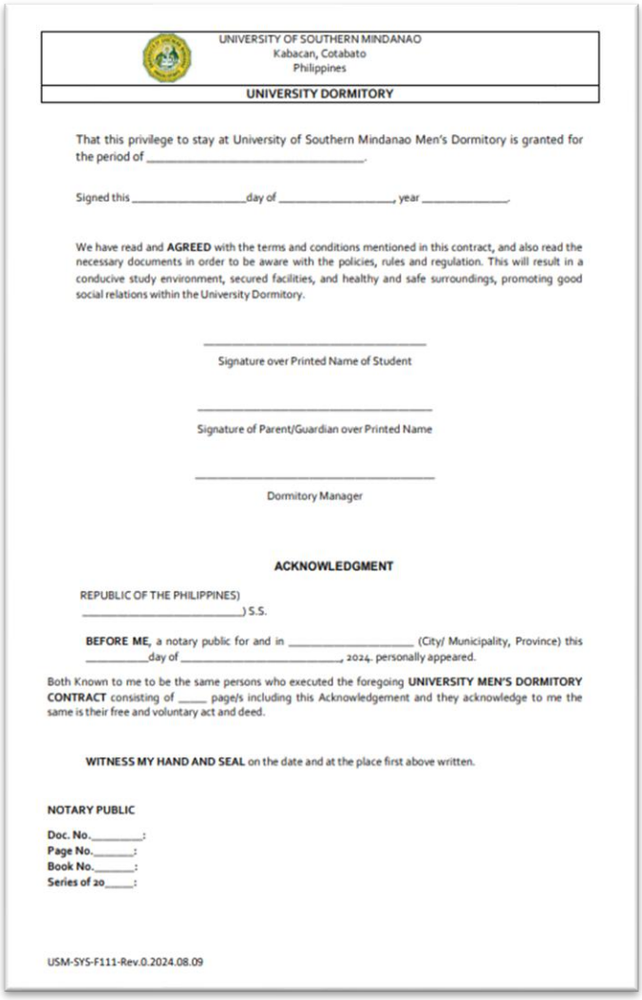
I, _____, from the College/Year/Course/Section _____, ____ years old with a home address at _____, apply for a bed spacer at the University dormitory; agree to follow all terms and conditions of the privileges granted to me by the University. Violation of any one of the House Rules and Regulations will result in my dismissal from the Dormitory.

TERMS AND CONDITIONS

I shall abide by the House Rules of the USM dormitory.
I shall pay two (2) months of dormitory rental prior to my occupancy, the next two (2) months on or before the Mid-Term Examination and the remaining month on or before the Final Term Examination of the current semester;
That I shall observe good housekeeping rules, such as keeping my (bed and storage space) clean and orderly at all times. My designated area shall be available for inspection daily by the Dormitory Manager.
The management reserves the right to transfer me to another room, bed or facility any time during the school year for any concern in the dormitory.
That I am required to take all of my belongings if ever the management decides to transfer to another room, bed, or facility.
The management will not be liable to any loss or damage to my personal belongings. I am responsible from my valuables at all times.
I shall go home or stay with my parents/guardians/foster parents immediately when I am sick and /or under to critical circumstances that require my parent's supervision, as identified by the Dormitory Manager.
I shall observe the curfew hour set at 9:00PM-5:00AM daily.
The management will not be held accountable for any physical, psychological, mental, or emotional injury, harms, stress, or accident that occurs as a result of any violations or misbehavior on my part the USM dormitory and its management will not be held accountable to it;
At the end of the academic year, I shall secure a certification of no balance from the management, ensuring that I am free from responsibilities and accountabilities in the dormitory.
During summer vacation, I shall remove all my belongings in the designated area, otherwise I will be charged half of the monthly payment.
The following activities area prohibited inside the Dormitory.

A. Gambling
B. Stealing
C. Possession of Firearms
D. Fighting
E. Smoking
F. Insubordination
G. Taking of Prohibited drugs
H. Immorality
I. Misuse of dormitory facilities
J. Infraction of any of the rules and student code
K. Drinking of liquors
L. Illegal and tampering of electrical connections

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

UNIVERSITY DORMITORY

That this privilege to stay at University of Southern Mindanao Men's Dormitory is granted for the period of _____.

Signed this _____day of _____, year _____.

We have read and **AGREED** with the terms and conditions mentioned in this contract, and also read the necessary documents in order to be aware with the policies, rules and regulation. This will result in a conducive study environment, secured facilities, and healthy and safe surroundings, promoting good social relations within the University Dormitory.

_____
Signature over Printed Name of Student

_____
Signature of Parent/Guardian over Printed Name

_____
Dormitory Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a notary public for and in _____ (City/ Municipality, Province) this _____day of _____, 2024. personally appeared.

Both Known to me to be the same persons who executed the foregoing **UNIVERSITY MEN'S DORMITORY CONTRACT** consisting of _____ page/s including this Acknowledgement and they acknowledge to me the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No._____;
Page No._____;
Book No._____;
Series of 20____:

USM-SYS-F111-Rev.0.2024.08.09

USM Code Book IV
The Student Code
Title Nine
Student Affairs And Services
Chapter 63 – Student Welfare Services

Article 225. Student Housing and Residential Services

Section 1. The University shall provide residence halls/dormitories for students subject to their occupancy capacity.

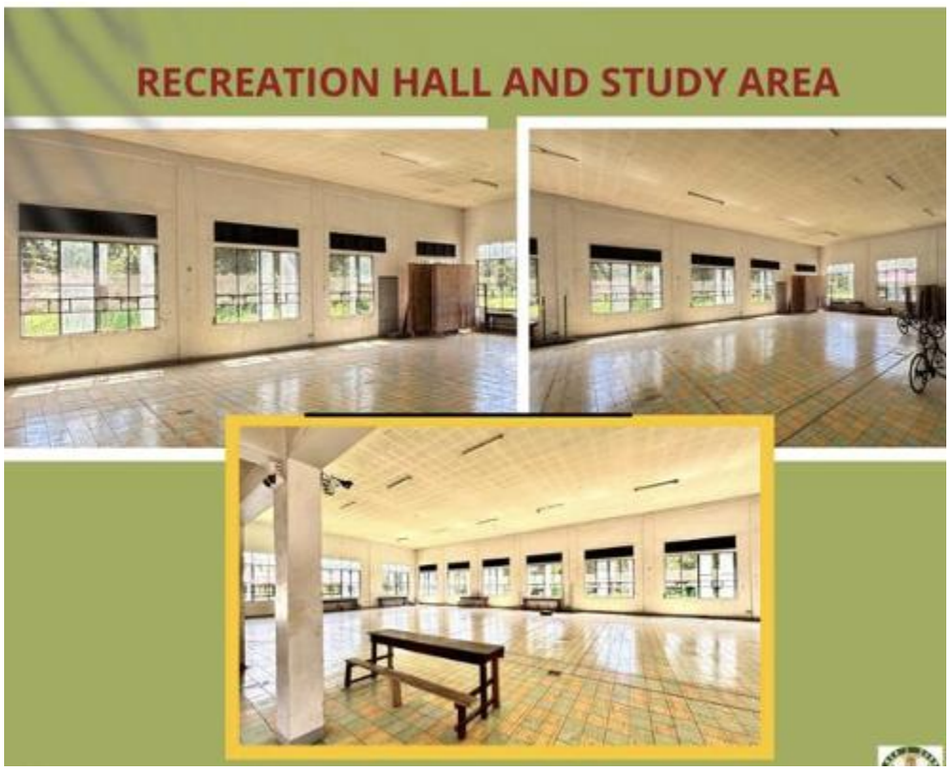
Section 2. The University residence halls/dormitories shall be governed by the policies promulgated by the Student Welfare Committee.

Section 3. Students not accommodated in the residence halls/dormitories may be advised to reside in any recognized boarding houses or dormitories.

Section 4. Student Affairs Office may assist the students in seeking convenient residence halls.

2. IMPLEMENTATION





Facility	Number	Presence of (pleae check)		
		Safe entrance/exit	Provision for proper maintenance	Evidence of Compliance with the Building Code
1. Dormitories (for Students)	3	/	/	/
2. Housing (for Faculty and Staff)	2	/	/	/

3. OUTCOMES

The Housing/Dormitory facilities of the University of Southern Mindanao generate financial income through structured rental fees collected from on-campus dormitories and the newly built Graduate School Hostel, as well as through coordination arrangements with accredited off-campus boarding houses. These revenues are properly accounted for through official receipts, collection reports, and institutional financial records, which contribute to the university's income-generating fund and support the maintenance, improvement, and sustainability of housing facilities. The systematic collection and documentation of fees ensure transparency and accountability in the management of dormitory-related income. In terms of management, both on-campus and off-campus dormitories are supervised through established policies and monitoring mechanisms that prioritize student safety and welfare. On-campus housing is directly managed by designated personnel who enforce rules on security, curfew, cleanliness, and proper conduct, while ensuring regular inspection of facilities and coordination with campus security personnel. Off-campus boarding houses are likewise monitored through accreditation and coordination with owners, ensuring compliance with institutional standards such as safety measures, proper accommodations, and adherence to student welfare guidelines. Security measures, including campus patrols, access control, and emergency response systems, further ensure that students are safe and protected within and around the housing facilities, creating a secure and supportive living environment conducive to academic success.

4. BEST PRACTICES

- Cite as many best practices as you on Parameter J (Housing)

The University of Southern Mindanao (USM) promotes student welfare by supporting safe, clean, orderly, and conducive housing arrangements for students and, where applicable, university personnel. Housing facilities and related arrangements are expected to provide a comfortable environment that supports residents' health, safety, privacy, and academic preparation. Best practices include maintaining clean living spaces, adequate lighting and ventilation, sanitary comfort rooms, and access to water and other essential amenities. The implementation of house rules and regulations encourages discipline, respect, cooperation, and responsible use of facilities among residents. Safety and security measures, emergency procedures, proper waste disposal, and regular inspection and maintenance help promote a safe and sanitary living environment. Residents are also encouraged to conserve water and electricity, observe personal hygiene, and maintain cleanliness in shared spaces. Where available, common areas provide opportunities for social interaction, relaxation, and study. Coordination with concerned university offices helps address maintenance concerns and other housing-related needs. Through these practices, USM demonstrates its commitment to student welfare and to providing or supporting housing arrangements that contribute to students' comfort, security, and academic success.

5. EXTENT of COMPLIANCE with the Team Recommendations for Area VIII – Physical Plant and Facilities in the last Survey Visit.

   - Present the status of Compliance Matrix of Area VIII focusing on interventions done on the recommendations

     Duly Accomplisehed Self-Survey Instrument

   - Present the Summary of Findings and Recommendations for Area VIII (Physical Plant and Facilities) during the _____ (Preliminary, 1st Survey, 2nd Survey, 3rd Survey, or 4th Survey) in terms of;

     1. Strengths
     2. Areas Needing Improvement
     3. Recommendations
     4. Present the Summary of Ratings on the quantitative assessment on Area VIII