UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



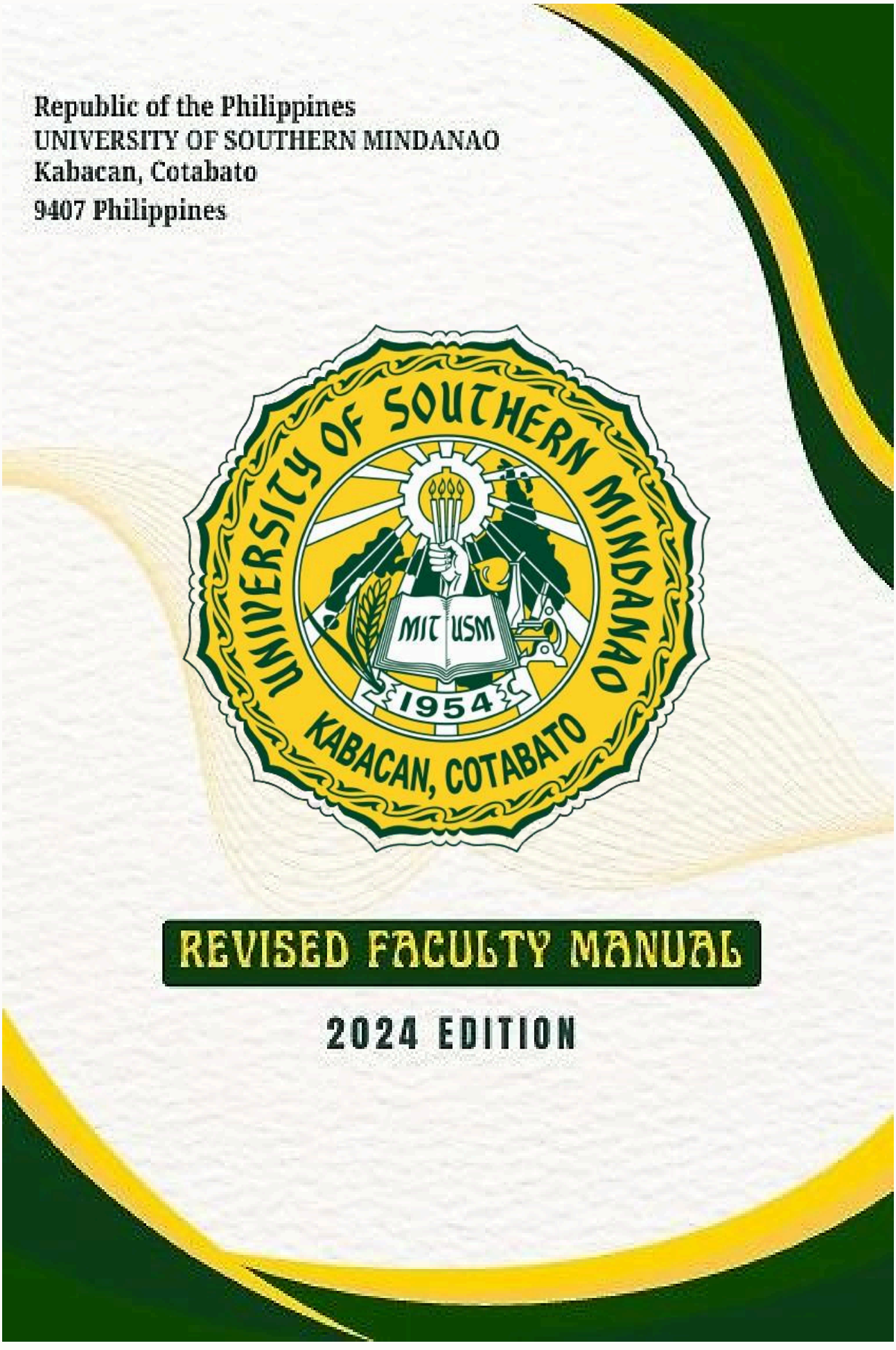
AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

SYSTEM-INPUTS AND PROCESSES

Present the Qualification Standards (QS) for Academic Staff/Faculty;

Qualification Standards (QS) for Academic Staff/Faculty;



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Chapter 2

2. FACULTY CLASSIFICATION

The faculty employee category is designated for individuals who possess academic positions, including professorial roles like university professor, professor, associate professor, assistant professor, and instructor. Within this category, there are five distinct classifications of faculty appointments such as:

2.1. Permanent – an appointment in government service with indefinite tenure, occupying plantilla positions.

2.2. Temporary faculty– an appointment in the government service with limited duration, typically appointed for a specific period.

2.3. Contract of Service faculty – a full-time appointment in which service is not considered as a government service. It has no employee-employer relationship between the individual and the government. It has defined period of time and based on specific terms and conditions outlined in the contract.

2.4. Part-timer faculty – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time (BOR Res. 32, s. 2024) with a maximum teaching load of 12 units. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)

2.5. Visiting faculty – appointed for a temporary period to teach, conduct research, extension, production or provide expertise in a specific academic area, typically affiliated with another institution or organization within or outside the country.

2.6. Professor Emeritus – a retired faculty member who holds the rank of University Professor at the USM upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization.

2.7. Adjunct faculty – those individuals who are appointed on a part-time or temporary basis to teach courses or provide expertise in a specific academic field, often while maintain employment elsewhere within or outside the country.

2.8. Exchange faculty – those individuals who are temporarily assigned to teach or conduct research at another institution or from other institution within or outside the country through a formal exchange program and contract.

2.9. Affiliate faculty – those individuals who have a formal association with the institution but may not hold full-time positions. They contribute to the academic community through instruction, research, extension, or service activities, while maintaining primary employment elsewhere.

Chapter 3

3. FACULTY DUTIES AND RESPONSIBILITIES

A faculty member is an academic personnel who holds a faculty classification and is engaged in any of the university's core functions (USM Code, Article 66). Faculty members possess academic qualifications and are expected to uphold the highest ethical standards and behavior, as indicated in Section 4 of Republic Act No. 6713.

Faculty members are expected to perform at least two of the university's four-fold functions, as specified in MSP, BOR Resolution 32, s. 2024 of the university such as Instruction, Research, Extension and Production.

3.1. Instruction

3.1.1. conduct classes as conscientiously as possible. Classes should be conducted regularly at the designated place and time. If a teacher is to be absent from the class for good reason including when on official travel, he/she should notify the Department Chair so that arrangements can be made with other faculty members to take over or submit a the filled-up make-up class form together with the attachment. If no substitute is available, missed classes are expected to be made up to the students. Faculty members may assign tasks/activities relevant to the course. Faculty members should aim to develop punctuality, honesty and conscientiousness among students.

3.1.2. exert all effort to maintain high quality education in harmony with the mission.

3.1.3. prepare, enrich and upgrade their syllabi. A file copy of their syllabi should be submitted to the Office of the Dean of a College/Unit at the beginning of each semester.

3.1.4. assist in reviewing library holdings in their respective disciplines.

3.1.5. devise instructional aids/materials for their respective courses.

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 20 minutes for 1 hour classes is considered absent and the students may leave the room.
A teacher should not overstay in a room especially if another class will use the same classroom. The class of is to be dismissed 10 minutes before the time to facilitate movement students from one room/building to another.

3.1.7. prepare his/her own test questions and to supervise the reproduction of the same.

3.1.8. return corrected papers to the students on time.

3.1.9. prepare, proctor, and administer midterm and final examination. The dates of these examinations are indicated in the school calendar. Examinations should be conducted punctually. In case a proctor is not available during the examination for valid reason, he/she should immediately inform the Dean of the College and/or Department Chair concerned so that prompt arrangement for substitution could be made. Proctors who report late or are absent during the examination should be reported by the course teacher concerned after his/her scheduled examination to the Office of the Vice President for Academic Affairs. Check ID card or student copy of Form 6 (in lieu of ID card for those who have not yet been issued the same) of the students taking the examination to tally with their names on the test paper. Faculty members assigned to proctor examinations should remind the class of the regulations on examinations and the sanctions for dishonesty, utilize strategic measures to discourage students from cheating during examination (USM Code 2024, Article 257, Section 6).

3.1.10. have consultation with students prior to final posting of grades following the University grading system. Faculty member shall submit his/her Report of Grades within ten (10) calendar days after the last day of midterm and final examinations (USM Code 2024, Article 203, Section 5).

3.2. Research

Faculty members need to continually engage in research endeavors. As such, they are expected to:

3.2.1. participate in formulating the research agenda for USM;

3.2.2. generate research to enhance instruction in the field of specialization;

3.2.3. encourage students to become creative, innovative, and productive researchers;

3.2.4. participate actively in local, regional, national, and international conferences;

3.2.5. publish books articles, instructional materials, and monographs in recognized publishers and refereed journals.

3.3. Extension

3.3.1. Faculty members are stimulated to actively participate in USM- sponsored community extension projects and sectoral or professional groups.

Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession. They are expected to organize and lead training sessions, workshops, and seminars, provide expert consultancy services, and promote lifelong learning by facilitating continuous education opportunities.

3.4. Production

Faculty members need to continually engage in production endeavors. As such, they are expected to:

3.4.1. develop and implement research projects that lead to the creation of innovative products, processes, or technologies that can benefit the community or industry;

3.4.2. establish and maintain partnerships with local, national, and international industries/agencies/organizations to enhance production activities and ensure practical applications of research outcomes; and

3.4.3. participate actively in local, regional, national, and international conferences, workshops, and training related to production and innovation.

- Present the Qualification Standards (QS) for Academic Staff/Faculty

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 22, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

CSC Building, IBP Road, Constitution Hills, 1126 Quezon City • 931-7935/931-7939/931-8092 • csephilcr@webmail.csc.gov.ph • www.csc.gov.ph

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[1].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*

[1] *The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

Professor I (Law)	*Master of Laws (Percentage of Faculty of Law shall follow the Legal Education Board (LEB) Resolution No. 2014-02 dated 10 December 2014[2])*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839[3].

ALICIA dela ROSA - BALA
Chairperson

15 SEP 2016

/HRPSO/APE/JLT/sga

[2] The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

[3] *CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.*

Republic of the Philippines
CIVIL SERVICE COMMISSION
Pare sa tauhanRAYAN

QUALIFICATION STANDARDS
Amendment of CSC MC No. 10, s. 2012
re: Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)

Number: 1600839

Promulgated: 25 JUL 2016

x----------x

RESOLUTION

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"*

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

> *"**Section 35. Minimum Faculty Qualifications**. The minimum qualifications of a faculty in a higher education institution shall be as follows:*
>
> *1) For undergraduate programs*
>
> *a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].*

b) *For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.*

c) *For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."*

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of *Master's degree in the area of specialization* to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed *"to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";*

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the *"members of the law faculty are required to be holders of the degree of Master of Laws."* The implementation of said rule shall be gradual such that law schools shall follow the required percentage[1] of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

---

[1] *Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."*

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a *master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[2].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*
Professor I (Law)	*Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

ALICIA dela ROSA-BALA
Chairperson

ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

[2] *The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

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BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

SYSTEM-INPUTS AND PROCESSES

Present NBC 461 guidelines on qualifications set per faculty rank;

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICIAL RELEASE
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MALACANANG, MANILA

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NATIONAL BUDGET CIRCULAR

No. 461
June 1, 1998

TO : **The Chairman, Commission on Higher Education (CHED), the Director-General, Technical Education and Skills Development Authority (TESDA), Heads of State Universities and Colleges (SUCs), and Heads of CHED-Supervised Higher Education Institutions (HEIs) and TESDA-Supervised Technical Education Institutions (TEIs), and All Others Concerned**

SUBJECT : **Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69**

1.0 Purpose

This Circular is issued to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the modified Common Criteria for Evaluation (CCE) of faculty positions.

2.0 Coverage and Exemption

This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education, Culture and Sports.

3.0 Revised Point Allocation

3.1 Consistent with the modified CCE and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of PASUC, per attached Implementing Guidelines and Annexes 1 and 2, the following point allocation for faculty positions is hereby adopted:

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Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

3.2 Faculty positions in HEIs and TEIs shall be limited to the rank of Associate Professor V.

3.3 The accreditation of Professors in SUCs and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No. 33.

3.4 The classification of existing College Professor positions shall be coterminous with the incumbents.

3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

I. GENERAL GUIDELINES:

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
4. The following mechanics of implementation shall be observed:

    4.1 The HEI concerned shall reproduce the Personal Data Sheet.
    4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
    4.3 The HEI shall form two Committees- One of Evaluators and One of Reviewers- which shall sit en banc to evaluate and review faculty credentials.
    4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
    4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
    4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
    4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.

5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP-IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.

6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.

FREDERICK SO. PADA

ANGEL C. ALCALA

7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer print-out shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.

8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness (Annex I).

9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).

10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.

11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications----------85 pts.

1.1 Highest relevant academic degree or educational attainment with the following maximum point credits

1.1.1 Doctorate..... 85
1.1.2 Master's Degree..... 65
1.1.3 LLB and MD..... 65

N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

1.1.4 Diploma course (above a bachelor's degree)..... 55
1.1.5 Bachelor's degree (four years)..... 45

FREDERICK SO. PADA
President, PASUC

ANGEL C ALCALA
Chairman, CHED

N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses

3-year post secondary course..... 30

2-year post secondary course..... 25

1.2 Additional equivalent and relevant degree earned

1.2.1 Additional Master's degree..... 4
1.2.2 Additional Bachelor's degree..... 3

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

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.).....1

2. Experience and Professional Services..... 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

2.1.1 For every year of full-time academic service in state institution of higher learning 1

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

FREDERICK SO. PADA
President, PASUC

ANGEL C ALCALA
Chairman, CHED

UNIVERSITY OF SOUTHERN MINDANAO
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LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
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TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

SYSTEM-INPUTS AND PROCESSES

Present CHED Memo of the Program re-requisites of faculty in the program.

CHED Memorandum Order No. 79, Series of 2017, specifically Article VI, Section 14, serves as the reference for the minimum faculty qualifications and requirements of the Bachelor of Technical-Vocational Teacher Education (BTVTEd) program. Supporting documents demonstrate the faculty members' compliance with the prescribed academic, professional, and experiential qualifications.

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

CHED MEMORANDUM ORDER (CMO)
No. 79
Series of 2017

SUBJECT: POLICIES, STANDARDS AND GUIDELINES FOR THE BACHELOR OF TECHNICAL-VOCATIONAL TEACHER EDUCATION (BTVTEd)

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," and in pursuance of an outcomes-based quality assurance system as advocated under CMO 46 s. 2012, and by virtue of Commission *en banc* (CEB) Resolution No. 724-2017 dated October 3, 2017, the following policies, standards and guidelines (PSGs) are hereby adopted and promulgated by the Commission.

ARTICLE I
INTRODUCTION

Section 1 Rationale

Based on the *Guidelines for the Implementation of CMO No. 46 s. 2012*, this PSG implements the "shift to learning competency-based standards/outcomes-based education" in response to the 21st Century Philippine Teacher Education framework. Furthermore, **this PSG is anchored on the salient features of K to 12 Enhanced Curriculum (RA 10533),** the **Philippine Qualifications Framework (EO 83, s. 2012),** the **National Competency-Based Teacher Standards (NCBTS)** now the **Philippine Professional Standards for Teachers (D.O. 42, s. 2017)** and other relevant documents. It specifies the 'core competencies' expected of **Bachelor of Technical-Vocational Teacher Education (BTVTEd)** graduates "regardless of the type of HEI they graduate from." However, in "recognition of the spirit of outcomes-based education and of the typology of HEIs," this PSG also provides "ample space for HEIs to innovate in the curriculum in line with the assessment of how best to achieve learning outcomes in their particular contexts and their respective missions."

Quality pre-service teacher education is a key factor in the quality of Philippine education. In the Philippines, the pre-service preparation of teachers is a very important function and responsibility that has been assigned to higher education institutions. All efforts to improve the quality of education in the Philippines are dependent on the service of teachers who are properly prepared to undertake the various important roles and functions of teachers. As such, it is of utmost importance that the highest standards are set in defining the objectives, components, and processes of the pre-service technical teacher education curriculum.

Legend: ***I – Introduced*** *(The students gets introduced to concepts/principles).*
P – Practiced *(The students practices the competencies with supervision).*
D – Demonstrated *(The students demonstrate the competencies across different settings with minimal supervision.)*

Section 11 **Sample Means of Curriculum Delivery**

- Lecture
- Laboratory Works
- Discussion
- Exercises/Demonstration
- Interactive Learning
- Collaborative Learning
- Problem-Based Learning
- Project-Based Learning
- Reporting
- Multimedia Presentation
- Reading and Writing
- Library Works
- Field Works
- Interview

Section 12 **Sample Syllabi for Selected Core Courses**
(Please see attached Annexes)

ARTICLE VI
REQUIRED RESOURCES

Section 13 **Administration**

Dean/Department Head

The Dean/Department Head of the college offering the degree shall be employed full-time and must possess the following qualifications:

1. Filipino Citizen
2. Holder of a doctoral degree preferably DTE or Ph. D. or Ed.D. in any of the areas of specialization in the program.
3. Holder of valid certificate of registration and Board Licensure Examination for Professional Teachers (BLEPT)
4. With at least three (3) years of very satisfactory teaching experience in a technology/teacher education institution
5. With at least three (2) years of very satisfactory supervisory experience.

Section 14 **Faculty**

Members of the faculty should have academic preparation and experience appropriate to teaching technical and vocational courses.

A. General Requirements

1. As a general rule, master's degree in education or in an allied discipline is required for teaching in the tertiary level.
2. Faculty teaching general education and major subjects should have appropriate master's degree in the field they are assigned to teach.
3. Have at least one (1) year of very satisfactory teaching experience in any technical-vocational or technological institution.

B. Qualifications of the Professional Education Faculty

Faculty teaching Professional Education courses should have the following qualifications:

1. Holder of valid certificate of registration and Board of Licensure Examination for Professional Teachers (BLEPT) as provided for in Section 11 of RA 8981.
2. Holder of Master's degree in Education or in any allied fields.

C. Qualifications of Technology Instructors/Professors

1. Holder of at least Masters Degree in Technology Education or its equivalent.
2. Must be compliant with the training regulations of TESDA.

B. Full-time faculty members of the college

The institution shall maintain 25% of the faculty members teaching in the teacher education program as full-time.

E. Faculty Development

The College of Education must have a system to support faculty development anchored on their institution's faculty development program. It should require the faculty members to:

1. complete doctoral degrees in education and other allied fields;
2. attend continuing education seminars, workshops, conferences, and others;
3. undertake research activities related to the teacher education program and to publish their research outputs in refereed publications; and
4. give lectures and present papers in national/international conferences, symposia and seminars.

Section 15 Library

Library personnel, facilities and holdings should conform to existing CHED requirements for libraries which are embodied in a separate CHED issuance. The library must maintain a collection of updated and appropriate/suitable textbooks and references used for the core courses in the curriculum. Library resources should complement

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TEACHER EDUCATION



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PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

Present a consolidated faculty profile matrix involved in the Program indicating their respective academic rank, education attainment (PhD/EdD; MS/MA; BS degree) appointment status and subject assignments.

Faculty Profile Matrix Involved in the Program (Core Faculty)

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

NAME	ACADEMIC RANK	EDUCATIONAL ATTAINMNENT	SCHOOL GRADUATES FROM	FIELD OF SPECIALIZATION	LICENSURE EXAMINATIONS PASSED	LENGTH OF TEACHING EXPERIENCE	STATUS OF APPOINTMENT (Permanent, Temporary, Contractual)	SUBJECTS HANDLED (BTVTED)
AUTOMOTIVE TECHNOLOGY (5)								
 MARCELO C. CALABIT	Associate Professor II	Doctor of Philosophy in Educational Administration PhD EdAd	Central Mindanao University Bukidnon, City	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 ROBERTO L. GORNEZ	Associate Professor I	Doctor of Philosophy in Technological Education Management PhD-TEM	Don Mariano Marcos Memorial State University	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 NEIL REY V. RESPONTE	Instructor I	Master of Technology Education MTE	USMKCC Kidapawan City	Automotive Technology	LET	2 years	Permanent	TED FS 02-A, TED 02

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 PAUL E. LAURINO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (On-going)	USM Graduate School	Automotive Technology	LET	3 years and 2 months	Contract of Service	ATTE 09
 KHIM JOHN BORNEA	Instructor I (COS)	Bachelor of Science in Industrial Technology BSIT	CTI, USM	Automotive Technology		3 months	Contract of Service	ATTE 01, ATTE 04, ATTE 05
ARCHITECTURAL DRAFTING TECHNOLOGY (3)								
 SOLOMON L. PRESTO	Associate Professor II	Master of Arts in Teaching Industrial Arts MATIA	USM Graduate School	Civil Technology	LET	3 years and 2 months	Permanent	PROF. ED TED
 ELLE JOY M. GAVINO	Instructor I (Temporary)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Architectural Drafting Technology	LET	1 year and 2 months	Temporary	DTTE 01, DTTE 02, TED 03

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Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 IRA ANDREANA K. MAMA	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Architectural Drafting Technology	LET	3 years and 2 months	Contract of Service	TLE 01, TLE 05, DTTE 09
ELECTRICAL TECHNOLOGY (4)								
 MANUEL J. TAYONG	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	
 JOEL V. MISANES	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	

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FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 OLIVER C. VELONERO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Electrical Technology	LET	4 year and 6 months	Contract of Service	TED 07, ETTE 06
 WELBERT A. SELIBIO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (On-going)	USM Graduate School	Electrical Technology	LET	1 years and 2 months	Contract of Service	ETTE01, ETTE02, ETTE05
ELECTRONICS TECHNOLOGY (2)								
 GEORGE Q. NERAL	Associate Professor IV	Master of Professional Studies in Development Education-Educational Management	University of Southeastern Philippines, Davao City	Electronics Technology	LET		Permanent	
 ZHERWIN R. DESCALLAR	Instructor I	Master of Arts in Teaching Industrial Arts MATIA (With units)	USM Graduate School	Electronics Technology	LET		Contract of Service	

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IMPLEMENTATION

Graph showing the core faculty profile according to Highest degree earned

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

HIGHEST DEGREE EARNED

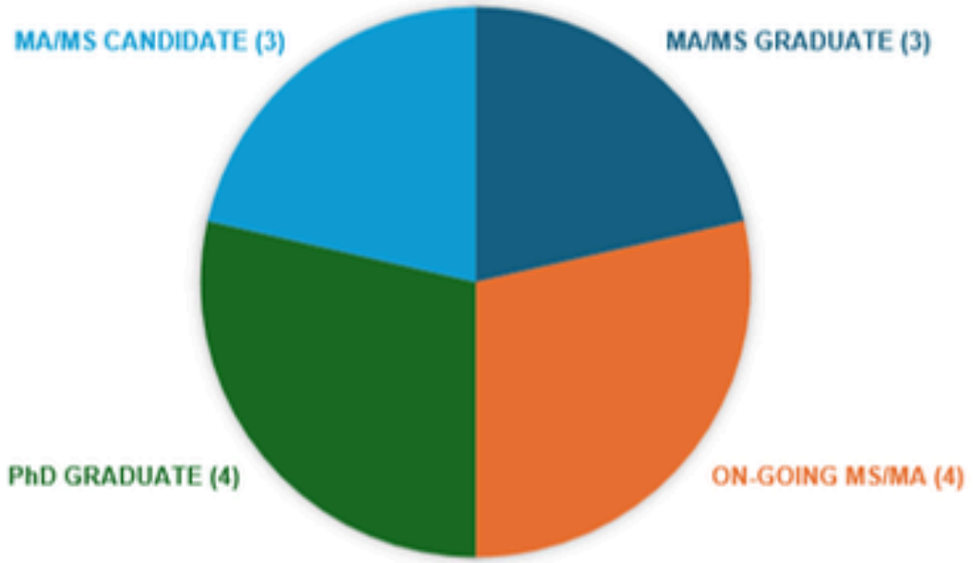


Figure 1. TED Faculty Educational Attainment Status

The graph presents the educational attainment of the core faculty involved in the program. Out of 14 faculty members, 4 (33.33%) are PhD graduates, 4 (33.33%) are pursuing their master's or Master of Arts degrees, 3 (16.67%) are master's degree graduates, and 3 (16.67%) are master's degree candidates. The data indicate that the faculty demonstrate strong academic qualifications, with a significant proportion holding doctoral degrees and others pursuing advanced studies.

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IMPLEMENTATION

Graph showing the core faculty profile according to academic rank distribution

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

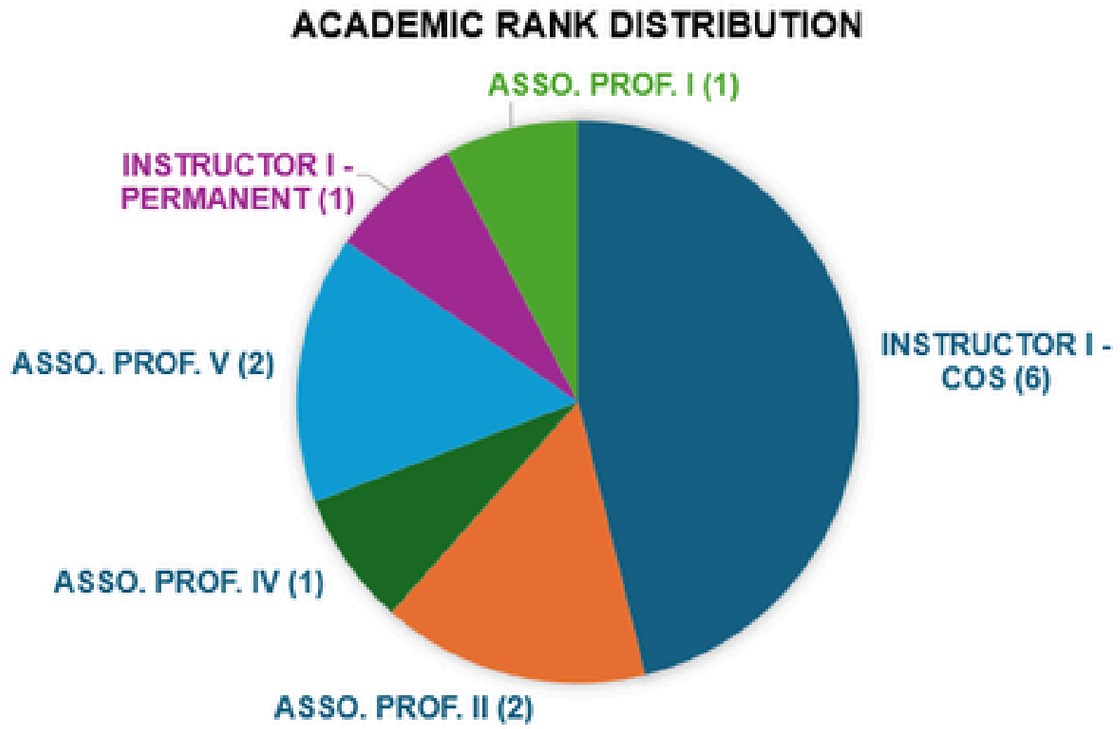


Figure 2. TED Faculty Academic Rank distribution

The graph presents the academic rank distribution of the 14 core faculty members involved in the program. The majority, comprising 7 faculty members (48.15%), hold the rank of Instructor I under Contract of Service (COS). Four faculty members (30.77%) are Associate Professors, consisting of two Associate Professors V and two Associate Professors II, while one (7.69%) is an Associate Professor I and another (7.69%) is an Associate Professor IV. Additionally, one faculty member (7.69%) holds the rank of permanent Instructor I.

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Graph showing the core faculty profile according to status of appointment

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

TED FACULTY ACCORDING TO STATUS OF EMPLOYMENT

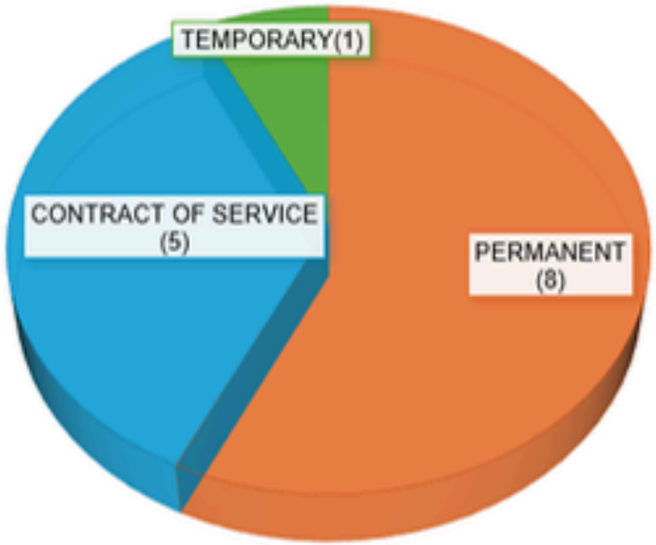


Figure 3. TED Faculty Status of employment

The graph shows the status of appointment of the core faculty members of the TED program. Out of 14 faculty members, 8 (57.14%) are permanent employees, 5 (35.71%) are under contract of service, and 1 (7.14%) is temporarily employed. The data indicate that the majority of the core faculty members hold permanent positions, followed by those employed under contract of service, while only one faculty member has a temporary appointment.

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IMPLEMENTATION

Graph showing the core faculty profile according to specializations

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Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

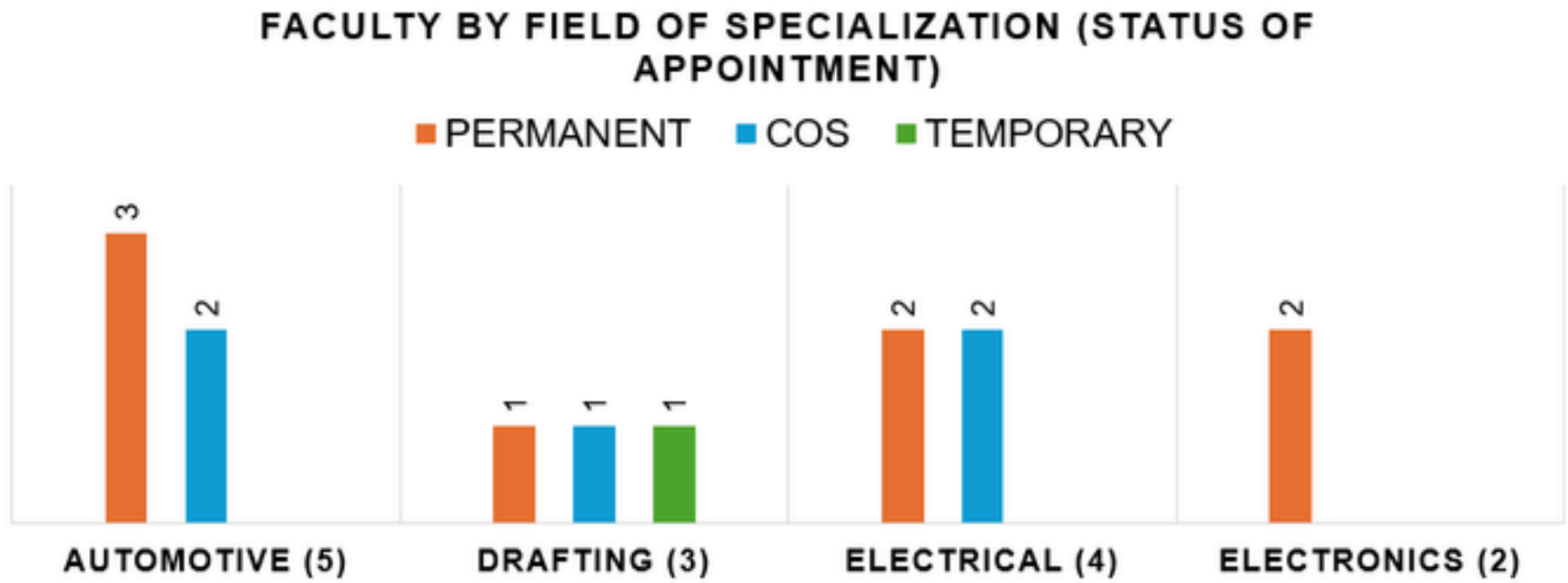


Figure 5. CTI Faculty by field of Specialization

The graph shows 14 core faculty members across four specializations: Automotive has 5 (3 permanent and 2 COS), Drafting has 3 (1 permanent, 1 COS, and 1 temporary), Electrical has 4 (2 permanent and 2 COS), and Electronics has 2 (both permanent). Overall, 8 faculty members are permanent, 5 are COS, and 1 is temporary.

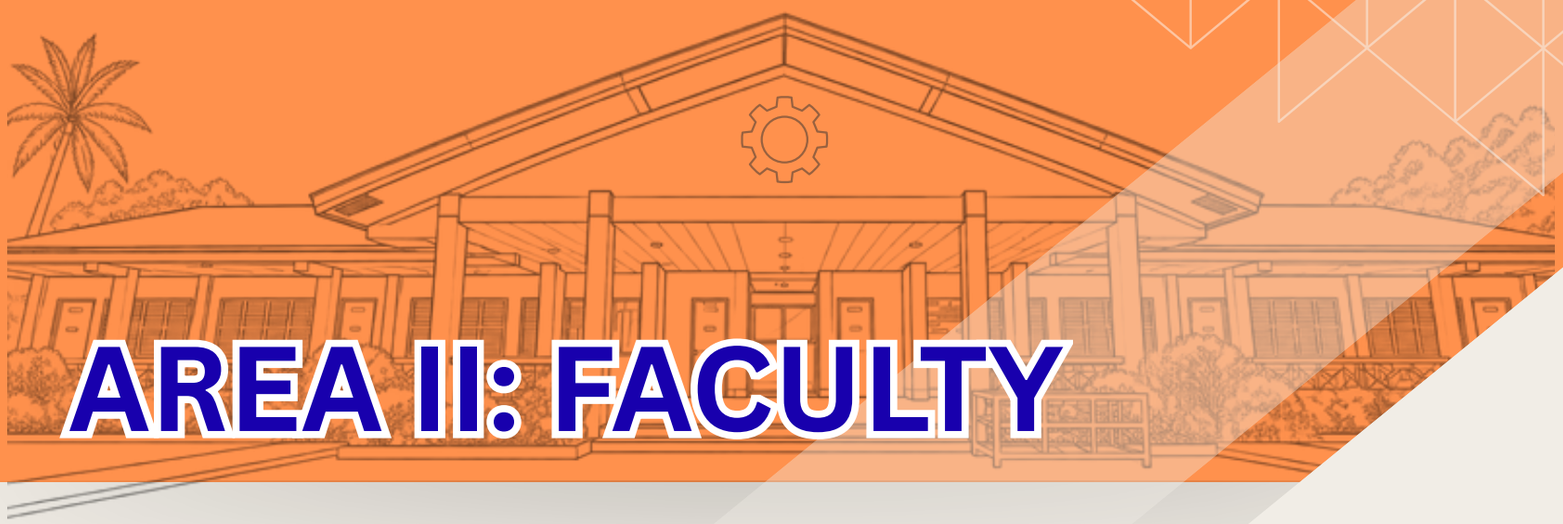
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IMPLEMENTATION

Faculty Profile Matrix Involve in the Program (General Education Faculty)

Faculty Profile Matrix Involved in the Program (Core Faculty)

FACULTY PROFILE MATRIX INVOLVE IN THE PROGRAM (GENERAL EDUCATION FACULTY)

Faculty	Academic Rank	Educational Attainment	Recent School Graduated From	Field of Specialization	Licensure Examination Passed	Length of Teaching Experience	Status of Appointment (Permanent, Temporary, Contractual)	
Abadejos, Cristine Joyce B	Inst. I	MAED-PE		Service Physical Education	LET	4	Temporary	PE 01-PATHFit
Abesamis, Kevin Ray V	Inst. I	BA		Social Science		3	Permanent	GE 08-Ethics
								GEMST 03-Liv
Adlaon, Nezil Jean L	Inst. I	BS	University of Southern Mindanao	Business Administration	NONE	2 mos	Contractual	GE 03-The Cor
Agulo Agripino Jr N	Asst. Prof III	MAN	San Pedro College, Davao City	Master of Arts in Nursing	PNLE	21 years	Permanent	NCM 05 RLE, I
Agduma, Angelo R	Professor I	Doctor of Science	Guangxi University	Biological Science	PD 907	19	Permanent	GEMST 01-Env
Agbunag, Arjay S	Asst. Prof III	MIS	University of Southern Mindanao	Computing and Library Information System		9	Permanent	GEMST 03-Liv
Ajero, Orfelina M	Asso. Prof IV	PhD	University of Mindanao	English Language and Literature	PD 907	19	Permanent	GE 11-Literatur
								GEAH 03-Reac
Akmad, Annalyn M	Inst. I	BS		Elementary Education	LET & CSE	2 yrs and 1.5 mos	Contractual	NSTP 01 (CWT
Akmad, Haironesah A	Inst. I	BS	University of Southern Mindanao	Agribusiness	PD 907	2 yrs and 3 mos	Contractual	GESSP 04-The
Alcala, Angeline M	Inst. I	BS	University of Southern Mindanao	Biological Science	PD 907	1.4 year	Contractual	GE 07-Science
Ali, Rashid Amir M	Inst. I	BS	University of Southern Mindanao	Psychology			Contractual	GE 01-Understd
Ali, Russell Ivan Dave	Inst. I	BS	Mindanao State University - General Santos	Social Science and Philosophy		5	Permanent	GE 02-Reading
								GESSP 06-Phi
Alcuezar, Erica Jane C	Inst. I	BS		Social Science and Philosophy		3 yrs	Contractual	GE 09-The Life
								NSTP 01 (CWT
Neri, Altair V	Inst. I	MMPA		Social Science	CSPE		Contractual	GE 01-Understd
								GE 03-The Cor
								GESSP 03-Ger
Ambrocio, Gladys Pearl O	Asst. Prof III	MS	Southwestern University	Physical Education	LET	17	Permanent	PE 03-PATHFit
Amilbahar, Rezeille May C	Inst. III	MA	University of Southern Mindanao	English Language and Literature	LET	14	Permanent	GE 05-Purposiv
Ampatuan, Baiali C	Inst. I	BS		Political Science		3 yrs	Contractual	GE 03-The Cor
								NSTP 01 (CWT
Aparece, Juart Joy	Inst. I	BS	University of Southern Mindanao	Agribusiness	CSPE / AgLE / LET	1.5 yrs	Contractual	GESSP 04-The
Aquino, Winnie O	Asso. Prof III	MALT	University of Southern Mindanao	Kagawaran ng Wikang Filipino at Panitikan	LET/PD 907	22	Permanent	GE 06-Art Appr
Arias, Elpedio A	Asso. Prof II	MS	Mindanao State University	Science in Exercise and Sports Science	PBET	35	Permanent	PE 03-PATHFit
Arimang, Dc Lou Belle M	Inst. I	BS		Physics		1 yr	Contractual	GE 04-Mathem
Balah, Khadiguia O	Asso. Prof V	MALT	University of Southern Mindanao/ Ateneo De Davao Uni	Psychology	LET	18 Years	Permanent	GE 01-Understd
Balungay, Maria Angelika T	Asst. Prof II	MS	De La Salle University	Psychology	CSPE	10	Permanent	GE 01-Understd
Bandoy, Chenneemae B	Inst. I	MEE	University of Immaculate Conception	Electronics Engineering	ECELE	4 years	Contractual	GE 04-Mathem
Barbosa, Estella B	Asso. Prof IV	MEAL	University of Southeastern Philippines	English Language and Literature	LET/PD 907	18	Permanent	GE 05-Purposiv
Bretaña, Bryan Lloyd P	Asso. Prof V	MSc	Ghent University		RA1080 - Rmicro	18	Permanent	GEMST 02-Pe
Buenaventura, Ernesto Jr A	Asso. Prof III	JD, MPA		Political Science		36	Permanent	GE 06-Art Appr
Buisan, Jessa S	Inst. I	BS	University of Southern Mindanao	Science in Exercise and Sports Science	LET	17	Permanent	PE 03-PATHFit
Butalid, April Rose T	Asso. Prof II	MEAL	University of Southeastern Philippines	English Language and Literature	LET/PD 907	18	Permanent	GE 05-Purposiv
								GEAH 01-Grea
Cabasag, Yjril James F	Inst. I	MAP	Notre Dame University - Cotabato	Social Science and Philosophy	LET	7	Permanent	GE 02-Reading
								GE 08-Ethics
								GE Elect 01-Gl
								GESSP 01-Soc
								GESSP 02-Pe
Cabasan, Ma. Teodora N	Prof. VI	PhD		Biological Science	PD 907	28	Permanent	GE 07-Science
Cagampang, Edgar T. Jr	Inst. I	BS	Mindanao State University-General Santos City	Social Science and Philosophy	PD 907	3 yrs	Contractual	GESSP 01-Soc
								GESSP 02-Pe
								GESSP 03-Ger
Calabit, Marcelo C	Asso. Prof III	PhDEdAd		BindTech	LET	30	Permanent	PE 03-PATHFit
Calibayan, Maria Luz D	Prof. VI	EdD	University of Southern Mindanao	Kagawaran ng Wikang Filipino at Panitikan	PBET	34	Permanent	GE 06-Art Appr
Calixtro, Marichu A	Asst. Prof IV	PhD		Science in Exercise and Sports Science	LET	19	Permanent	PE 03-PATHFit
Cambang, Julhaina G	Inst. I	BS		Accountancy		3 yrs	Contractual	NSTP 01 (CWT
Camino, Ian S	Inst. I	BS		Chemistry		3 yrs	Contractual	NSTP 01 (CWT
Cañete, Janicah A	Inst. I	BS	University of Southern Mindanao	Civil Engineering	CE Passer	5 mos	Contractual	GE 07-Science
Caoile, Clark Kneil	Inst. I	BS	Ateneo de Davao University	Computer Engineering		3 yrs	Contractual	GEMST 03-Liv
Cardaño, Jimwel C	Inst. I	BS		Criminology		1 yr	Contractual	NSTP 01 (ROT
Carnaga, Mary Rodelyn A	Asso. Prof II	MS	University of Southern Mindanao	Agricultural Economics	LEA and ENP	11	Permanent	GESSP 04-The
Casco, Christian Jay	Inst. I	BS		Tourism and Travel Management		1.5 yrs	Contractual	NSTP 01 (CWT
Catigday, Jessica H	Inst. I	BS		Social Science and Philosophy		1.5 yrs	Contractual	GESSP 01-Soc
		PhD						GESSP 03-Ger
								NSTP 01 (CWT
Cayabyab, Carla B	Inst. I	BS		Business Administration		2.5 yrs	Contractual	NSTP 01 (CWT
Ciupan, Ricardo	Inst. I	JD	Philippine Law School	Social Science and Philosophy		3	Permanent	GE 09-The Life
Claveria, Miraluna R	Inst. I	BS	Mindanao State University	Social Science and Philosophy	CSPE	17	Permanent	GE 02-Reading
								GE 09-The Life
Cordero, Archie D	Inst. I	BS		Psychology		2 yrs	Contractual	GE 01-Understd
[illegible]	[illegible]	MS		Computer Engineering		36	Permanent	GEMST 03-Liv
Manlo, Watarie E.	Associate Prof I	MST-Math	University of Southern Mindanao	Mathematics Education	LET	12	Permanent	GE 04-Mathem
Martinez, Norge D	Asso. Prof V	EdD PE	Southwestern University - Cebu City	Physical Education	PBET	31	Permanent	PE 03-PATHFit
Matandog, Leif Cullin A	Inst. II	MST	University of Southern Mindanao	Education	LET	7	Permanent	GE 04-Mathem
Melgar, Rhodora A	Inst. I	BS	University of Southern Mindanao	English Language and Literature		10	Contractual	GE 05-Purposiv
								GE 11-Literatur
								NSTP 01 (CWT
Mibalo, Alvin C	Asst. Prof IV	MIM	University of Southern Mindanao	Computing and Library Information System	LET	19	Permanent	GEMST 03-Liv
Misanes, Joel V	Asso. Prof V	PhD	Don Mariano Marcos Memorial State University	Technology Education	LET	29	Permanent	NSTP 01 (ROT
Molina, Aprilone N	Inst. I	BS		Psychology		3 yrs	Permanent	GE 01-Understd
Montelija, Kenny Floyd F	Inst. I	BS		Social Science and Philosophy		1.5 yrs	Contractual	GE 02-Reading
								GE 09-The Life
								NSTP 01 (CWT
Murray, Sedra A	Asso. Prof V	PhD	University of Southern Mindanao	Biological Science	RA 1080-LET	36	Permanent	GE 07-Science
								GEMST 01-Env
Nadela, Lara Ivanah C	Inst. I	MAED-PE		Service Physical Education	LET	4	Permanent	PE 01-PATHFit
								PE 03-PATHFit
Nandang, Ishmael U	Inst. I	BS		BindTech		1.5	Contractual	NSTP 01 (CWT
Nanding, Sandra A	Asst. Prof I	MS	MSU-IIT	Mathematics and Statistics	CSPE	5	Permanent	GE 04-Mathem
Napoles, Kevin J	Asso. Prof V	MAP	Ateneo De Davao University	Political Science	CSPE	17	Permanent	GE 03-The Cor
Naringahon, Ronel A	Inst I	MA	Notre Dame of Kidapawan College	English Language and Literature	CSPE	11	Permanent	GE 05-Purposiv
Nor, Jhon Carlo C	Inst. I	BS		Social Science and Philosophy			Contractual	GE 02-Reading
								GE 08-Ethics
								GE 09-The Life
Oliva, Virgilio P. Jr	Asso. Prof IV	MIT		Computing and Library Information System		29	Permanent	GEMST 03-Liv
Omar, Ebrahim A	Inst. III	MSCE		Civil Engineering	CSP	3	Permanent	GEMST 03-Liv
Omictin, Althon Dave N	Inst. I	PhD		Social Science and Philosophy		3	Permanent	GE 08-Ethics
Ortuoste, Ian Cyrus S	Inst. I	BS		Social Science and Philosophy		3 yrs	Contractual	GE 02-Reading

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Joel V. Misanes

Of University of Southern Mindanao, Philippines.
Presented his/her research paper titled "Development Of Low-Cost Tilling Machine For Optimum Vegetable Gardening " in the "4th International Conference on Management, Education and Emerging Technology" (MEET- 23) Organized by Core Research Foundation on 11th-12th April 2023 at Manila, Philippines.

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Dean, College of Arts, Sciences & Education
University of Perpetual Help System
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Given this 1st of December 2022.

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

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TESSIE E. LERIOS, Ph.D
OIC-Director, Human Resource Management and Dev't Office

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Given this 25th of May 2023.

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CEC-Director, Human Resource Management and Dev't Office

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SUC President IV

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JOEL V. MISANES, PhD

In grateful acknowledgement of his invaluable service as

Resource Speaker

during the RESEARCH COLLOQUIUM on the topic: Development and Evaluation of 3 in-1 (CWS) Charging, Welding, and Starting-aid Machine held on May 26, 2023, at the USM Kabacan, Cotabato.

Given this 26th day of May 2023.

ARDNIEL A. BALADJAY, PhD
Executive Assistant- Transfer Knowledge Office

MA. TEODORA N. CABASAN, PhD
VP for Research, Development and Extension

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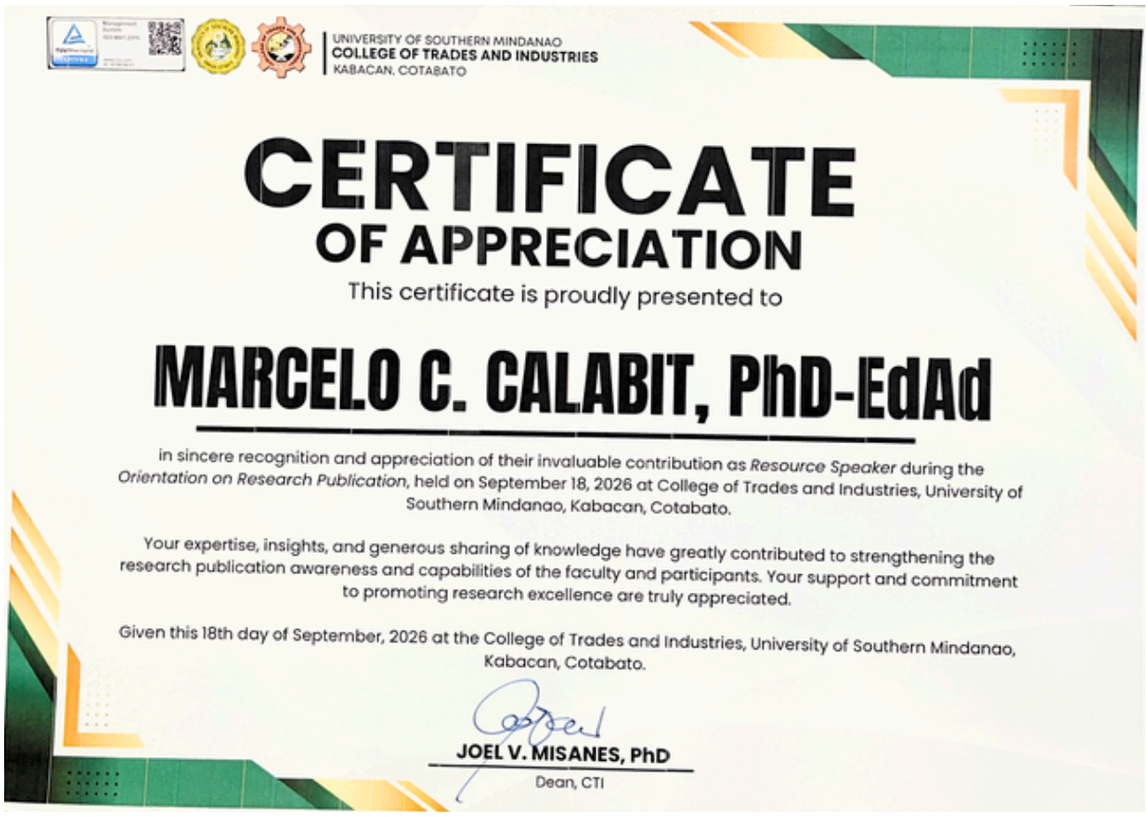
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Resource Speaker for Research Colloqium





Resource Speaker for Research Publication



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OF APPRECIATION

This certificate is proudly presented to

MARCELO C. CALABIT, PhD-EdAd

in sincere recognition and appreciation of their invaluable contribution as *Resource Speaker* during the *Orientation on Research Publication*, held on September 18, 2026 at College of Trades and Industries, University of Southern Mindanao, Kabacan, Cotabato.

Your expertise, insights, and generous sharing of knowledge have greatly contributed to strengthening the research publication awareness and capabilities of the faculty and participants. Your support and commitment to promoting research excellence are truly appreciated.

Given this 18th day of September, 2026 at the College of Trades and Industries, University of Southern Mindanao, Kabacan, Cotabato.

JOEL V. MISANES, PhD
Dean, CTI

TABLE 1.**List of Faculty with Research Publication**

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MARCELO C. CALABIT	Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution Marcelo C. Calabit & James L. Paglinawan	International Journal for Multidisciplinary Research (IJFMR)	2024
MARCELO C. CALABIT	Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees Marcelo C. Calabit & Raul C. Orongan	International Journal on Integrated Education	2023
MANUEL J. TAYONG	Development of dried seaweed (eucheuma) chips enriched with mango puree Ethyl M. Ancajas, Manuel Tayong & Leonel P. Lumogdang	Research Journal of Recent Sciences	2023
MARCELO C. CALABIT	Alternative Learning System (ALS) Program Graduates and Level of Readiness Towards Tertiary Education Marcelo C. Calabit	International Journal of Education	2022
MARCELO C. CALABIT	The Journey of the On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal Marcelo C. Calabit	International Journal on Integrated Education	2022
JOEL V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
ROLDAN L ORACOY	COCONUT SCRAPING CONTRAPTION STAND JOEL V. MISANES & ROLDAN L ORACOY	INDUSTRIAL DESIGN	2026
ULDARICO E. LAVALLE JR.	DELIVERY SYSTEM OF STUDENT SERVICES IN THE UNIVERSITY OF SOUTHERN MINDANAO: A PROPOSED FIVE-YEAR DEVELOPMENT PLAN	PSYCHOLOGY AND EDUCATION: A MULTIDISCIPLINARY JOURNAL	2026
MARJURIE V. CATUGURAN	FACTORS THAT INFLUENCE THE CAREER AND TECHNICAL EDUCATION OF STUDENTS	PSYCHOLOGY AND EDUCATION: A MULTIDISCIPLINARY JOURNAL	2025
MARJURIE V. CATUGURAN	HANDICRAFT PRODUCTION PRINT MODULE AND APPLICATION-BASED INSTRUCTIONAL MATERIAL FOR GRADE 7 LEARNERS	PSYCHOLOGY AND EDUCATION: A MULTIDISCIPLINARY JOURNAL	2025
MARJURIE V. CATUGURAN	TRANSFORMATIONAL LEADERSHIP OF SCHOOL ADMINISTRATORS AND TEACHERS' PERFORMANCE: THE MEDIATING ROLE OF PERCEIVED MOTIVATION	THE JOURNAL OF INTERDISCIPLINARY PERSPECTIVES, AN INTERNATIONAL PEER-REVIEWED JOURNAL	2026
MARJURIE V. CATUGURAN	A QUANTITATIVE EVALUATION OF PUBLIC-SCHOOL TEACHERS' SATISFACTION WITH THE INTEGRATION OF ARTIFICIAL INTELLIGENCE IN TEACHER WORKLOAD MANAGEMENT	PSYCHOLOGY AND EDUCATION: A MULTIDISCIPLINARY JOURNAL	2026
ALKABIR A. SANCHEZ	FINANCIAL MANAGEMENT STRATEGIES AND CHALLENGES OF TECHNOLOGY EDUCATION MANAGERS IN CHED-ACCREDITED PRIVATE HIGHER EDUCATION INSTITUTIONS	PSYCHOLOGY AND EDUCATION: A MULTIDISCIPLINARY JOURNAL	2026

Proof of Research Utility Model



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REGISTRATION NO. 3/2026/050506

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Title of the Industrial Design:
COCONUT SCRAPING CONTRAPTION STAND

Designers:
MISANES, Joel V (Kabacan, Cotabato (North Cotabato), PH) and ORACOY, Roldan L (Aleosan, Cotabato (North Cotabato), PH)

Publication Date:
23 March 2026

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INDUSTRIAL DESIGN

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Title of the Industrial Design:
3-LEGS INFINITY POLE STAND

Designers:
MISANES, Joel V (Kabacan, Cotabato (North Cotabato), PH) and RAPUZA, Samson C (Kabacan, Cotabato (North Cotabato), PH)

Publication Date:
8 April 2026

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INDUSTRIAL DESIGN

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Registrant:
UNIVERSITY OF SOUTHERN MINDANAO (Kabacan, Cotabato (North Cotabato), PH)

Title of the Industrial Design:
VERTEX-DOWN POSITIONED CUBE GARBAGE TRAP

Designers:
MISANES, Joel V (Kabacan, Cotabato (North Cotabato), PH) and RAPUZA, Samson C (Kabacan, Cotabato (North Cotabato), PH)

Publication Date:
15 April 2026

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Proof of Research Publications



International Journal of Education (IJE) Vol. 10, No 1, March 2022

ALTERNATIVE LEARNING SYSTEM (ALS) PROGRAM GRADUATES AND LEVEL OF READINESS TOWARDS TERTIARY EDUCATION

Marcelo C. Calabit

University of Southern Mindanao, Kabacan Cotabato, Philippines

ABSTRACT

The research study was about the alternative learning system (ALS) program graduates and their level of readiness towards tertiary education in the municipality of Kabacan and M'Lang, Cotabato, Philippines. The study sought to answer the level of "readiness of the graduates" from the Alternative Learning System Program towards tertiary education. A descriptive-correlation method of research was utilized, such as the t-test and correlation Structure as statistical tools with purposive sampling technique in identifying the sample of the population. The findings revealed that there was no significant difference between the ALS learning completer/exit and the subjects taken in higher education, and that the ALS graduate was prepared to enter tertiary education. Those whose proportion will depend on their stability, promises, and aims to contribute high pertinentness as they face the changing environment are more interested and eager to bind themselves untimely to achieving their intended aims by expending effort and resourcefulness to fulfill their objectives.

KEYWORDS

Alternative Learning System, Readiness, Out-of-School Youth, Tertiary Education, Learning Strands

I. INTRODUCTION

It is a well-known truth that education is vital to the development of any country. Education is seen as a critical factor in achieving human superiority, social stability, and economic power [1,2][17]. Indeed, the Malaysian education system is rarely the subject of foreign comparisons, owing to the fact that Malaysian youngsters are still only required to attend school for six years. With that, a new law, the "Education Act 1998" in Malaysia, will be passed that will require compulsory schooling for eleven years [9]. It is said that neighboring countries have also implemented what is called "K to 12" as called by the Philippines. The said evident was noticed due to Malaysia's low level of performance on recent international tests, which revealed differences between Malaysia and neighboring Singapore, which is widely regarded as having one of the world's best education systems.

For decades, the Philippines has been engaged in a struggle against illiteracy, placing a high value on the improvement of basic education as it pertains to the nation's growth and development [31]. Moreover, during Gloria Macapagal Arroyo's presidency, she emphasized the role of the state in accordance with the Philippine Constitution, stating that the government would provide, establish, and support adequate schooling for all Filipinos, and that such education should be available to all individuals in the state through official and informal channels [20].

DOI: 10.5121/ije.2022.10105



International Journal on Integrated Education
https://journals.researchparks.org/index.php/IJIE

e-ISSN: 2620-3502
p-ISSN: 2615-3785

The Journey of the On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal

Marcelo Calabit Calabit
Professor, College of Trades and Industry, University of Southern Mindanao
calabit.marcelo@yahoo.com

Abstract: The study aimed all about the journey of the on-the-job trainees under the new normal in relation to the model and module-based training program of the school. It describes the experiences encountered by the trainees in the development of knowledge, skills, and attitudes (KSA) as the course of internship. Structured and semi-structured questionnaires were utilized through interviews, focused-group discussions, and in-depth interviews to allow themes to flow organically rather than merely asking questions from a prepared question list in a precise order. Qualitative-narrative case study methods were used, utilizing inductive coding, in-vivo, categorizing, and theme analysis of the data that was transcribed from the respondents' responses. Results revealed that, the COVID-19 pandemic has had an impact on the trainees' learning skills, knowledge, and attitudes as well as on their performance, which contradict to high-quality customer service. Yet, individuals' enhanced performance immediately leads to parish, and a systematic strategy for assessing and evaluating training programs is essential for achieving consistent performance. It is, therefore, a structured program in place of on-the-job training, better strategies to address individual learning impairments to the development of the trainees that contrast with the goal and objectives of the on-the-job training course.

Keywords: On-the-Job Training, Pandemic, KSA (Knowledge, Skills, Attitude), New Normal, On-site training, Dual Training.

Introduction

On-the-job training is an excellent model of "investment in human capital."(Sharon, Berger, Block, 1997). Like other investments, on-the-job training has an initial cost, which includes the time spent by the worker and coworkers studying productivity-enhancing skills, as well as the cost of gear besides the materials needed to install these services. According to Algosar, Shmarevz (2009), a company that wants to thrive and continue to succeed must have a staff that is eager to learn and improve on a continual basis. Human capital development and training are critical to the efficient management and maintenance of a competent workforce. Further stated that training, like other human resource operations of recruiting, choosing, and paying employees are examples of human resource development.

The primary agenda of academic institutions in the Philippines throughout history has been to educate students based on notions of divinity, loveliness, and goodness. Its purest goal is to develop students' intellectual curiosity, sacred desires, and mystical fears through the provision of theories that are equally useful in real life and employment Campbell (2008), as cited by Pinos, Sani (2017). Academic training and industrial expectations must be well-matched as essential for nation building because schools measure a nation's well-being on social, cultural, and economic levels (Watson, 2000). However, the institution needs to associate the disparity between what is imparted in school and what business requires. The institution produces

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International Journal for Multidisciplinary Research (IJFMR)
E-ISSN: 2582-2160 ● Website: www.ijfmr.com ● Email: editor@ijfmr.com

Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution

Marcelo C. Calabit[1], James L. Paglinawan[2]

[1]Graduate student, College of Education, Central Mindanao University, Musuan, Bukidnon
[2]James L. Paglinawan, Professor, College of Education, Central Mindanao University, Musuan, Bukidnon

Abstract

Technical Competency is the capacity of the trainees to carry out practical activities or processes within a certain technical or mechanical sector with accuracy, skill, and efficiency. This study aimed to determine the variable that predicts the technical competency of on-the-job trainees. A descriptive correlational research design used with the supervisors, team leaders, chief technicians, and focal persons of the Host Training Establishment (HTE.) were the respondents of the study, utilizing simple random sampling techniques and using descriptive statistics. The data describe the level of curriculum alignment, educational approach, school governance execution, and the technical competency of the on-the-job (OJT) trainees. Pearson (r) was used to determine the significant relationship between the curriculum alignment, educational approach, and implementing school governance execution and the trainee's technical competency. The regression (Linear) analysis was used to find out variables that predict the technical competency of the on-the-job trainees. Result revealed that there was an aligned curriculum to industry-required competency, a very good educational approach in developing the technical competency, high school governance execution of on-the-job training program, and a high technical competency of the trainees when they were in the industry or host institution for OJT. The integration of theory and practice into real-world situations has the biggest impact in the development of the technical competency of on-the-job trainees. It implies that there should be a constant coordination with the industry and TESDA for the changes and general suggestions to increase the learner's technical proficiency according to the change and rapid evolution of technology.

Keywords: Curriculum alignment, Educational approach, School governance execution, Technical competency

1. Introduction

Colleges and other higher education establishments in the Philippines have the OJT programs as one mechanism to provide students with the skills and technical abilities they require. This experiential learning methodology incorporated into the college curriculum helps students understand workplace dynamics and business obstacles. The objective is to prepare students for future work by combining

IJFMR240321379 Volume 6, Issue 3, May-June 2024 1



International Journal on Integrated Education
https://journals.researchparks.org/index.php/IJIE

e-ISSN: 2620-3502
p-ISSN: 2615-3785

Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees

Marcelo C. Calabit
Graduate Student, College of Education, Central Mindanao University, Musuan, Bukidnon, Mindanao, Philippines

Raul C. Orongan
Professor, College of Education, Central Mindanao University, Musuan, Bukidnon, Mindanao, Philippines

Abstract: The primary objective of the study was to identify the fundamental elements influencing the technical competency of trainees prior to the on-the-job training (OJT) program. These factors were examined in connection with innovations in curriculum innovations, instructional strategies and school governance. The study utilized a research design characterized as descriptive-correlation research. Pearson product-moment correlation was utilized to determine the extent of connection between curriculum innovation, instructional strategy, and school governance on trainees' technical competency. Forever, a regression analysis was conducted to ascertain extent which specific variable most accurately predicted trainees' technical competency. The findings demonstrated that universities and colleges had fully integrated curriculum innovations to enhance the technical competency of trainees. They had also formulated effective instructional strategies, while school governance ensured the complete implementation of OJT program. As a result, trainees exhibited a significantly proficient technical competency even before commencing the OJT program. This suggests that stronger oversight and collaboration between higher education institutions and host training establishment lead to superior outcomes in terms of technically skilled graduates, thereby facilitating optimal job alignment and the cultivation of highly capable graduates in the future. The study underscored the direct relationship between collaborative efforts, evaluation processes, monitoring mechanisms, and the enhancement of trainee's technical competency.

Keywords: Curriculum Innovation, Instructional Strategy, On-the-Job Training, School Governance, Technical Competency, Trainee.

Introduction

In the Philippines, higher education institutions and colleges utilize on-the-job training programs as a method to acquire the skills and technical proficiencies that students possess. This approach serves as a means to cultivate specific competencies and ensure that the training is a fulfilling accomplishment (Yñgua, 2013). On-the-job-training (OJT) considers the type of practical tasks and hands-on activities commonly encountered in professional setting. Bernardo et al. (2014) emphasize that OJT elucidates the nature of the work environment and its associated duties and responsibilities involved, and that the student-trainees would greatly benefit from experiencing real-life scenarios and overcoming business-related obstacles.

The difficulty of educating the people who will make up the workforce is made more difficult by the severe competition in the global labor market. Educational institutions are now looking at

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Psychology and Education: A Multidisciplinary Journal
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Manuscript Acceptance Letter

Manuscript Details	
Date Accepted	August 17, 2026
Paper No.	2026-11733
Manuscript Title	DELIVERY SYSTEM OF STUDENT SERVICES IN THE UNIVERSITY OF SOUTHERN MINDANAO: A PROPOSED FIVE-YEAR DEVELOPMENT PLAN
Author's	Ulderico E. Lavalle Jr.

We are pleased to inform you that, following a rigorous peer-review and editorial evaluation process, your manuscript has been accepted for publication in the forthcoming 2026 issue of Psychology and Education: A Multidisciplinary Journal (PEMJ).

This letter serves as the official confirmation of your manuscript's acceptance for publication. The Editorial Board commends the quality and scholarly contribution of your work, which we believe will provide meaningful insights to researchers, educators, and practitioners in the field.

We sincerely appreciate your decision to publish your research in Psychology and Education: A Multidisciplinary Journal (PEMJ). We are honored to serve as the platform for disseminating your valuable scholarly work and look forward to your continued contributions to the advancement of research and academic excellence.

On behalf of the Editorial Board, we extend our warmest congratulations on this significant achievement and wish you continued success in your future research endeavors.

Sincerely,

Editorial Board
Psychology and Education: A Multidisciplinary Journal
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PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

Consolidated names of faculty who have prepared instructional materials and indicate if it is approved by the University/College Instructional Materials Committee.

List of Faculty with IMs.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Faculty Under Technology Education Department (TED)			
	Name of faculty	**Instructional Materials Developed (Print/Model/Electronic)**	**Title**
1.	Neil Rey V. Responte	Electronic	TED 04
2.	Paul C. Laurino	Electronic	ATTE 10 ATTE 09
3.	Khim John Bornea	Electronic	ATTE 04 ATTE 05
4.	Solomon L. Presto		
5.	Elle Joy M. Gavino	Electronic	DTTE 09
6.	Ira Andreana K. Mama	Printed Electronic Electronic	DTTE 07 2D&3D Modeling: Sketchup DTTE 07 Interior Composition DTTE 09 Fundamentals Graphic Design
7.	Manuel J. Tayong	Electronic Electronic Electronic	ETTE 08 Motors, Motor Circuits, and Controllers, Single Motor PLC System and Programming Module 1 PLC System and Programming Module 2
8.	Joel V. Misanes	Printed	TED 07 TED 02
9.	Oliver N. Velonero	Electronic	ETTE 09
10.	Welbert A. Selibio	Electronic	ETTE 01 - Introduction to Occupational Health and Safety (OHS) in Electrical Work
11.	George Q. Neral	Printed	ELXTE 02 TED 02
12.	Zherwin R. Descallar	Printed	ELXTE 05
CTI Faculty Members Affiliated with the BTVTED Assigned Courses			
1.	Jp E. Fortinez	Electronic	DTTE 04 TED 07
2.	Roldan C. Oracoy	Model	DTTE 08 Scale wall and column footing model
3.	Jamer D. Manlag	Printed Electronic Electronic	ETTE 10 Power Production Distribution and Transmission system ETTE 06 AC and DC machine TED 07 Research and Technical-Vocational Education
4.	Mae C. Flores	Printed	ATTE 02 ATTE 08
5.	Rene JR. C. Cabahug	Electronic	TED 02
6.	Uldarico E. Lavalle, Jr.	Electronic	ELXTE 04 ELXTE 01

CERTIFICATION OF IMs.

Republic of the Philippines
University of Southern Mindanao
COLLEGE OF TRADES AND INDUSTRIES
Kabacan, Cotabato

COLLEGE INSTRUCTION MATERIALS DEVELOPMENT COMMITTEE

CERTIFICATION OF UTILIZATION

This is to certify that the instructional material, a **Lecture Slides** developed for **TLE 06 : Teaching Common Competencies in Inforamation and Communications Technology** by **Marcelo C. Calabit** has been **APPROVED FOR UTILIZATION** with a **4.3300000000000001** overall rating. This Certification is being issued with the understanding that this material is still in **Exemplary** status; hence, it is a recommended that future revision of this material will address the committee's remarks and recommendations.

Issued this **10th day of April 2025** at the College of Trades and Industries, University of Southern Mindanao, Kabacan, Cotabato.

NEIL REY V. RESPONTE, MTE
Chairperson

MANUEL J. TAYONG, PhD
College Dean

USM-CTI-F04-Rev.0 2015 01 27

CERTIFICATION OF IMs.

Republic of the Philippines
University of Southern Mindanao
COLLEGE OF TRADES AND INDUSTRIES
Kabacan, Cotabato

COLLEGE INSTRUCTION MATERIALS DEVELOPMENT COMMITTEE

CERTIFICATION OF UTILIZATION

This is to certify that the instructional material, a **Lecture Slides** developed for **DT 09 : CAD of Architectural Drawing & Details (2D & 3D)** by **Ira Andreana K. Mama** has been **APPROVED FOR UTILIZATION** with a **4.6699999999999999** overall rating. This Certification is being issued with the understanding that this material is still in **Exemplary** status; hence, it is a recommended that future revision of this material will address the committee's remarks and recommendations.

Issued this **10th day of April 2025** at the College of Trades and Industries, University of Southern Mindanao, Kabacan, Cotabato.

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Chairperson

MANUEL J. TAYONG, PhD
College Dean

USM-CTI-F04-Rev.0 2025.01.27

UNIVERSITY OF SOUTHERN MINDANAO

INTERIOR COMPOSITION

3D FURNITURE
INTERIOR DESIGN
SECTIONAL VIEW

1

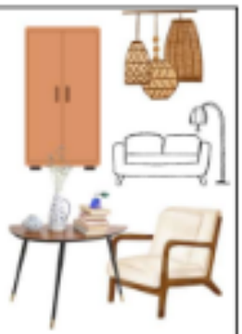
Intended Learning Outcomes

ILO15. Create 3D furniture using various CAD commands and SketchUp tools
ILO16. Generate the 3D interior layout of a house
ILO17. Draw the 2D and 3D sectional elevation of a house using section plane command.

2

3D FURNITURE DESIGN

- It includes movable objects like tables, chairs, and beds
- It is essential in creating comfortable living and working spaces.
- It supports various activities, provides storage, and contributes to the aesthetic appeal of our homes, making them a vital part of our daily lives.
- Through furniture designing, it ensures that the pieces you choose will complement your existing décor, making your space feel cohesive and visually appealing.
- Providing exact measurement and accuracy for a designers choice.



3

TWO (2) WAYS TO CREATE 3D DRAWING

SketchUp and AutoCAD are two popular 3D modeling softwares, each catering to unique user needs, with SketchUp being a versatile and intuitive tool for creating models.

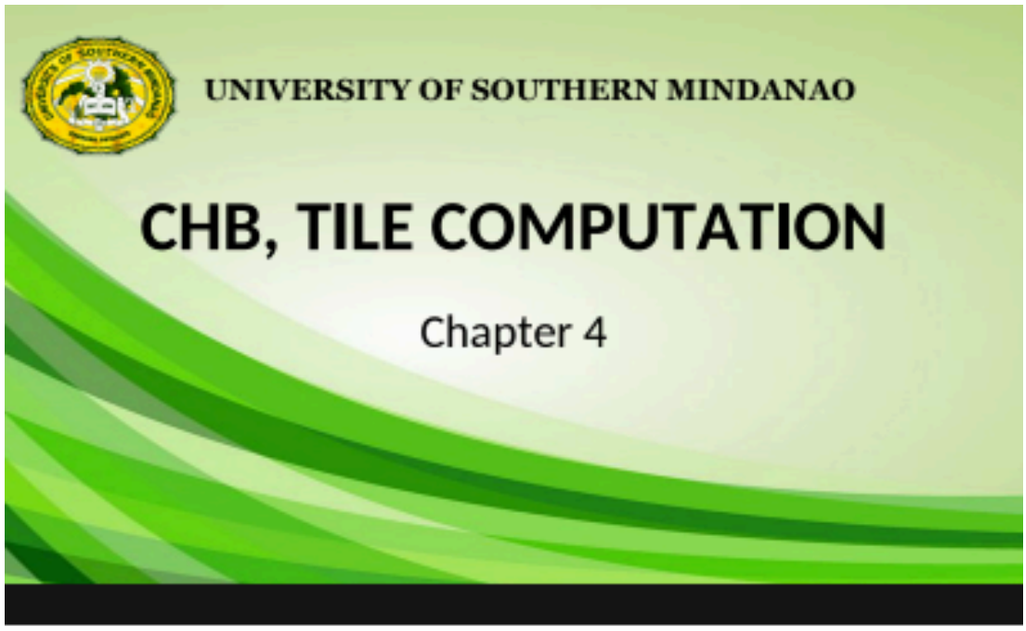
AutoCAD

- AutoCAD prioritizes precision and accuracy. It demands exact measurements and meticulous specifications
- AutoCAD primarily revolves around the **.dwg** file format

SketchUp

- It offers 3D modeling capabilities, its strength lies in technical drawings and detailed designs.
- SketchUp shines with its ability to import and export AutoCAD files

4



CHB, TILE COMPUTATION

This module provides students with practical knowledge and skills in computing the number of concrete hollow blocks (CHBs) and floor tiles needed for construction. It emphasizes the importance of accuracy and the application of allowances for breakage, cutting, and design changes. Students will gain the ability to apply computations in real-life small-scale projects.

Intended Learning Outcomes

By the end of this topic/chapter, you must be able to:

1. Define Concrete Hollow Blocks (CHB) and identify standard sizes.
2. Compute the number of CHBs needed for walls.
3. Identify standard tile sizes and compute the number of tiles required.
4. Apply proper allowances in CHB and tile computations.
5. Perform basic material estimation in a construction setting.



USM VISION

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

USM MISSION

Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.

UNIVERSITY QUALITY POLICY STATEMENT

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

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

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

Consolidate names of faculty who have conducted and/or are conducting research/es relevant to the Program

TABLE 1.**List of Faculty with Research Publication**

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MARCELO C. CALABIT	Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution Marcelo C. Calabit & James L. Paglinawan	International Journal for Multidisciplinary Research (IJFMR)	2024
MARCELO C. CALABIT	Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees Marcelo C. Calabit & Raul C. Orongan	International Journal on Integrated Education	2023
MANUEL J. TAYONG	Development of dried seaweed (eucheuma) chips enriched with mango puree Ethyl M. Ancajas, Manuel Tayong & Leonel P. Lumogdang	Research Journal of Recent Sciences	2023
MARCELO C. CALABIT	Alternative Learning System (ALS) Program Graduates and Level of Readiness Towards Tertiary Education Marcelo C. Calabit	International Journal of Education	2022
MARCELO C. CALABIT	The Journey of the On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal Marcelo C. Calabit	International Journal on Integrated Education	2022
JOEL V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

TABLE 2.**List of faculty who have are conducting research/es relevant to the Program**

Name of Faculty	Title of Research	Duration of Implementation	Funding source	Status (On-Going/Completed)
Ira Andreana K. Mama	*Bridging Creativity and Pedagogy: Assessing the Effectiveness of a Painting and Drawing Board in Improving Visual Arts Instruction*	2026-2028	None	On-going
Elle Joy M. Gavino	*Development and evaluation of scaled roofing interactive model: an instructional material for structural drawings*	2025-2027	None	On-going
Oliver C. Velonero	*Development and evaluation of innovative microcontroller-based training board for teaching and learning of automation system*	2025-2027	None	On-going

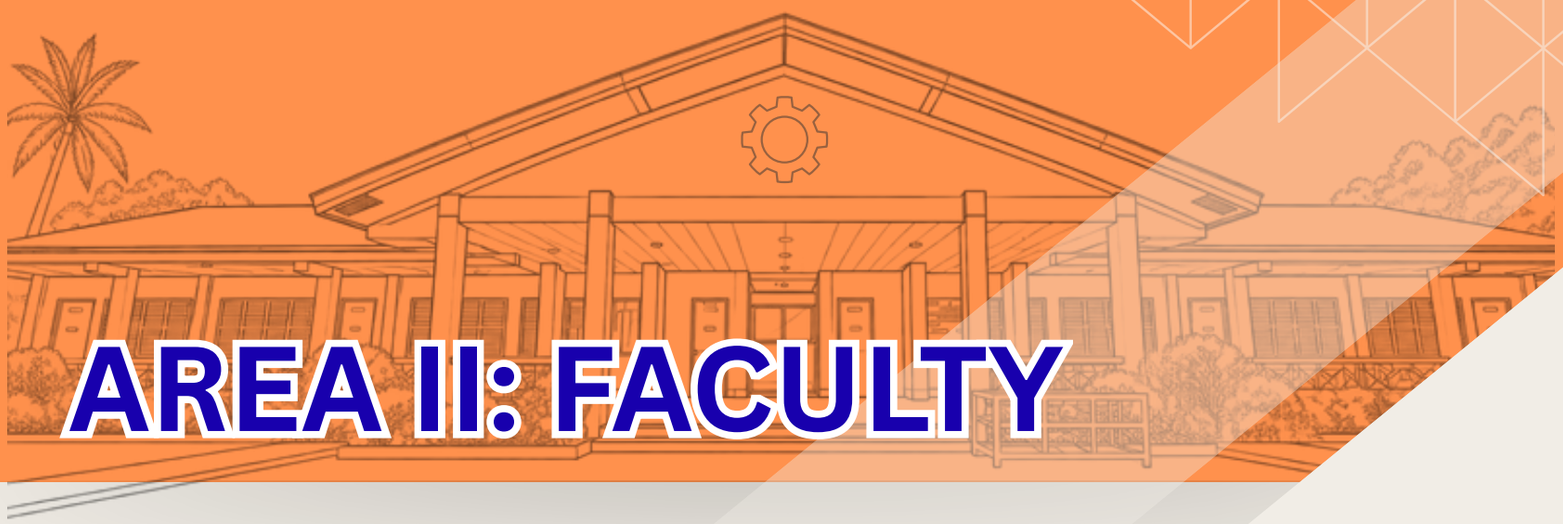
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IMPLEMENTATION

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

List of Successful Extension Project

The extension project comprises three main components delivered by different USM units :

COMPONENT	FUNCTION
ISPEAR	Provides services on wellness programs/activities, consultancy in sports and fitness-related activities
College of Trades and Industries (CTI)	Provides expert services in various technical skills such as basic automotive, electronics, welding, hollow block making, and other related areas
College of Agriculture (CA)	Provides livelihood training

The project builds upon a successful two-year partnership that made it a regular project of the Makilala PNP, demonstrating its proven effectiveness and sustainability

Participants	Project/Activity	Nature of Involvement/Participation
1.Administration	1.Collaborative Barangay-based **"Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS" (A Community-Based Fitness and Livelihood Project) (ISPEAR, CTI, CA)** 2.Collaborative Barangay-based **"Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS" (A Community-Based Fitness and Livelihood Project) (ISPEAR, CTI, CA) II**	-Define extension thrust agenda -Screen/approved extension program/project proposal -Provide funds -provides vehicle & other support services -Endorse proposals to funding agencies if necessary -Sign MOA partner agencies
2. Faculty		-Conduct a need assessment survey -Develop program/project proposal -Coordinate with concerned stake holders -Implement the program/ project -Conduct periodic monitoring & evaluation of programs, projects and activities -Document and submit reports -Submit proposed to prospective funding agencies -Serve as program/project leaders -Serve as resource person

3. Students	3.Collaborative Barangay-based Collaborative Barangay-based **"Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS" (A Community-Based Fitness and Livelihood Project) (ISPEAR, CTI, CA)**	-Help conduct barangay situation analysis -Participate in program planning -Help implement the program -Assist in documentation and packaging of reports
4. Stakeholders	4. Collaborative Barangay-based **"Hakbang para sa Pagbabagong Lubos (HAPLOS) para sa PWUDS" (A Community-Based Fitness and Livelihood Project) (ISPEAR, CTI, CA) II** Phase II **5.** Community Based **"Hakbang para sa Pagbabagong Lubos (HAPLOS)**	-Serve as key information/linkages on the problems and needs of the target clientele -Participate in planning the program -Mobilize participants -Assist in monitoring and evaluation.

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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TEACHER EDUCATION



AREA II: FACULTY

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ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

Consolidate names of faculty who are handling Production Projects

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Special Order No. 019
Series of 2026

TO: **MARJURIE V. CATUGURAN**

SUBJECT: **COLLEGE IGP COORDINATOR**

DATE: **January 05, 2026**

Taking cognizance of your educational preparation and most all your interest to lead the unit, you are hereby designated as **COLLEGE IGP COORDINATOR** in addition to your plantilla position.

As such you shall exercise the duties and functions inherent in your designated position to the best of your ability. You are also expected to promote and observe honestly, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

This designation shall remain in force and in effect on **January 05, 2026 to December 31, 2026** or until otherwise the same is revoke by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

By authority of the HRMDO

JOEL V. MISANES, PhD
CTI - Dean

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

IMPLEMENTATION

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

TECHNOLOGY EDUCATION DEPARTMENT

SUMMARY OF FACULTY WHO WERE GRANTED SHOLARSHIP/FELLOWSHIP etc.

Faculty	Name of Scholarship	Scholarship Category	Masteral/ Doctorate	Sponsoring Agency	School/Agency (Taken Place)	Fulltime/ Part time	Duration	Date Started	Date Finished
CALABIT, Marcelo C.	SIKAP	National	Doctorate	CHED X	Central Mindanao University	Full Time	3 Years	March 18, 2022	July 3, 2024
GORNEZ, Roberto L.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
FORTINEZ, Jp E.	K to 12 Transition Program	National	Doctorate	CHED XII	University of the Philippine	Full Time	3 Years	January 18, 2017	January 15, 2020
LAVALLE, Uldarico Jr. E.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
MISANES, Joel V.	K to 12	National	Doctorate	CHED XII	Don Mariano	Full Time	3 Years	August 16,	May 26, 2019

	Transition Program				Marcos Memorial State University			2017	
RAPUZA, Samson C.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
SADULANG, Ariel E.	K to 12 Transition Program	National	Doctorate	CHED XII			2 Years		
TAYONG, Manuel J.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020

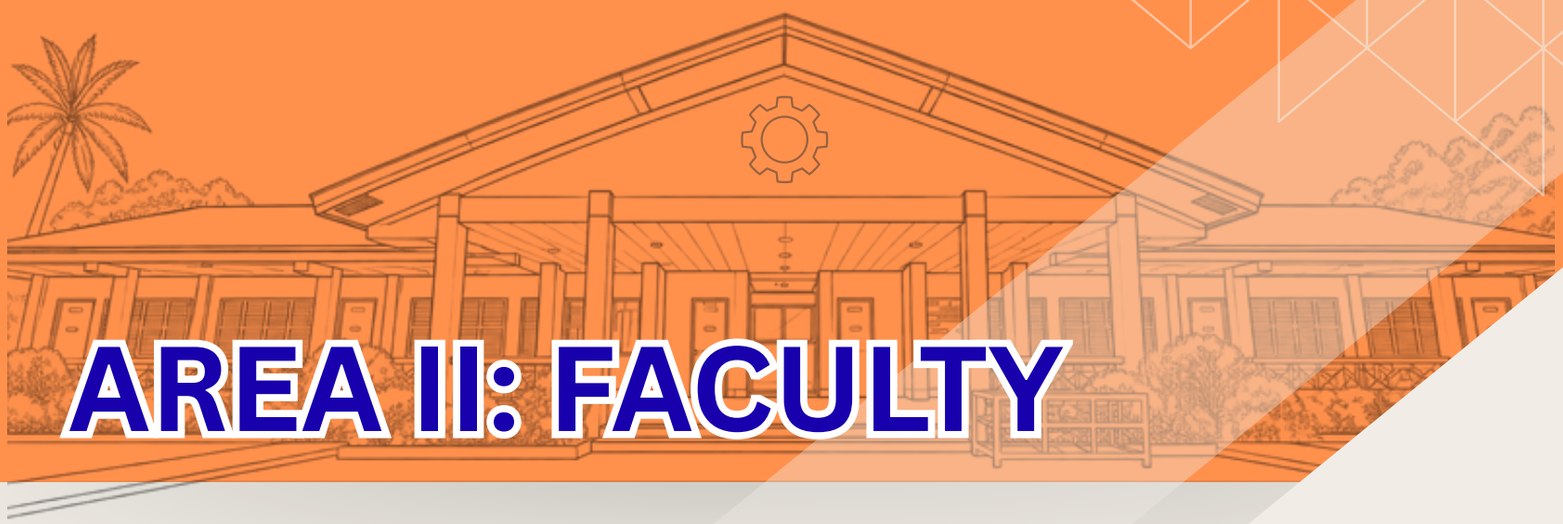
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AREA II: FACULTY

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OUTCOMES

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

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY MATRIX

Table 1. Summary of Core Faculty Profile

FACULTY RANK	Number of Faculty			
Instructor I	2			
Instructor II				
Instructor III				
Assistance Professor I				
Assistance Professor II				
Assistance Professor III				
Assistance Professor IV				
Associate Professor I	1			
Associate Professor II	2			
Associate Professor III				
Associate Professor IV	1			
Associate Professor V	2			
TOTAL	**8**			
FACULTY STATUS OF APPOINTMENT				
Permanent	7			
Temporary	1			
Contract of Service (COS)	6			
MAJOR OF SPECIALIZATION	Permanent	Temporary	COS	Total
Automotive Technology	3		2	**5**
Drafting Technology	1	1	1	**3**
Electrical Technology	2		2	**4**
Electronics Technology	2			**2**
TOTAL				**14**

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

NAME	ACADEMIC RANK	EDUCATIONAL ATTAINMNENT	SCHOOL GRADUATES FROM	FIELD OF SPECIALIZATION	LICENSURE EXAMINATIONS PASSED	LENGTH OF TEACHING EXPERIENCE	STATUS OF APPOINTMENT (Permanent, Temporary, Contractual)	SUBJECTS HANDLED (BTVTED)
AUTOMOTIVE TECHNOLOGY (5)								
 MANUEL J. TAYONG	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	
 JOEL V. MISANES	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	
 GEORGE Q. NERAL	Associate Professor IV	Master of Professional Studies in Development Education-Educational Management	University of Southeastern Philippines, Davao City	Electronics Technology	LET	28 years	Permanent	
 MARCELO C. CALABIT	Associate Professor II	Doctor of Philosophy in Educational Administration PhD EdAd	Central Mindanao University Bukidnon, City	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 SOLOMON L. PRESTO	Associate Professor II	Master of Arts in Teaching Industrial Arts MATIA	USM Graduate School	Civil Technology	LET	3 years and 2 months	Permanent	PROF. ED TED
 ROBERTO L. GORNEZ	Associate Professor I	Doctor of Philosophy in Technological Education Management PhD-TEM	Don Mariano Marcos Memorial State University	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 NEIL REY V. RESPONTE	Instructor I	Master of Technology Education MTE	USMKCC Kidapawan City	Automotive Technology	LET	2 years	Permanent	TED FS 02-A, TED 02
 ELLE JOY M. GAVINO	Instructor I (Temporary)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Architectural Drafting Technology	LET	1 year and 2 months	Temporary	DTTE 01, DTTE 02, TED 03
 ZHERWIN R. DESCALLAR	Instructor I	Master of Arts in Teaching Industrial Arts MATIA (With units)	USM Graduate School	Electronics Technology	LET	28 years	Contract of Service	

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

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BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

OUTCOMES

Summarize names of faculty involved in the Program according to their fitness (Performance Rating) based on approved Merit System & Promotion Plan (MSPP), NBC 461-QCE and Strategic Performance Management System (SPMS).

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

NAME	ACADEMIC RANK	EDUCATIONAL ATTAINMNENT	SCHOOL GRADUATES FROM	FIELD OF SPECIALIZATION	LICENSURE EXAMINATIONS PASSED	LENGTH OF TEACHING EXPERIENCE	STATUS OF APPOINTMENT (Permanent, Temporary, Contractual)	SUBJECTS HANDLED (BTVTED)
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E24

	A	B	C	D	E	F	G	H	I	J	K	
1			IPCR Rating									
2	Name of Faculty (Last Name, First Name, M.I.)	Academic Rank	Instruction	Research	Extension	Production	Administration	Support	Professional Development	Final Ave. Rating	Adjectival Rating	
3	CABAHUG,RENE JR	Instructor I	5.00	3.00	0.00	0.00	0.00	4.43	2.00	4.97	Very Satisfactory	https://dr
4	CALABIT,MARCELO	Associate Professor II	4.67	4.75	5.00	0.00	4.50	4.34	5.00	4.90	Very Satisfactory	https://dr
5	CATUGURAN, MARJURIE	Instructor I	5.00	5.00	5.00	0.00	4.00	4.27	2.00	4.69	Very Satisfactory	https://dr
6	DESCALLAR,ZHERWIN											
7	FORRO,ORLANDO											
8	FORTINEZ,JP	Associate Professor II	4.88	4.50	1.00	0.00	5.00	4.87	2.00	4.28	Very Satisfactory	https://dr
9	GAVINO, ELLE JOY M.	Instructor I	4.43	4.00	0.00	0.00	0.00	4.33	2.80	4.29	Very Satisfactory	https://dr
10	GORNEZ,ROBERTO											
11	LAVALLE,ULDARICO JR.	Associate Professor I	5.00	4.00	4.00	0.00	4.93	4.31	2.57	4.67	Very Satisfactory	https://dr
12	MISANES,JOEL	Associate Professor V	5.00	4.00	4.00	0.00	5.00	4.31	4.00	4.84	Very Satisfactory	https://dr
13	NERAL,GEORGE	Associate Professor IV	4.60	5.00	5.00	0.00	5.00	4.60	3.40	4.91	Very Satisfactory	https://dr
14	PRESTO,SOLOMON											
15	RAPUZA,SAMSON	Associate Professor IV	5.00	4.55	4.00	0.00	4.67	4.94	4.20	4.65	Very Satisfactory	https://dr
16	RESPONTE, NEIL REY	Instructor I	4.47	4.00	0.00	0.00	0.00	4.40	4.60	4.82	Very Satisfactory	https://dr
17	SADULANG,ARIEL	Instructor II	4.64	5.00	0.00	0.00	0.00	5.00	2.00	4.56	Very Satisfactory	https://dr
18	SAJIRAN,JULBASAR	Instructor II	4.85	0.00	5.00	0.00	5.00	4.67	2.40	4.72	Very Satisfactory	https://dr
19	TAYONG,MANUEL	Associate Professor III	5.00	4.75	4.50	0.00	4.38	4.67	3.40	4.69	Very Satisfactory	https://dr
20												
21	FLORES, MAE	COS-FACULTY										
22	HABAN, JERNETH B.	COS-FACULTY										
23	LAURINO, PAUL	COS-FACULTY										
24	MAMA, IRA ANDREANA K.	COS-FACULTY										
25	ORACOY, ROLDAN	COS-FACULTY										
26	TENIZO, ROMELYN B.	COS-FACULTY										
27	VELONERO, OLIVER C.	COS-FACULTY										
28	VILLANUEVA, MARVIN	COS-FACULTY										
29												
119												

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

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TEACHER EDUCATION



AREA II: FACULTY

PARAMETER A:
ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

BEST PRACTICES

Cite as many best practices as you can on Parameter A such as indications of competent and qualified faculty and or cite strategic that are reflective of the competence of faculty in maintaining academic integrity in the institution's educational program.

1. **Appropriate Academic Qualifications**

Faculty members possess graduate degrees relevant to their teaching assignments and areas of specialization.

FACULTY PROFILES FOR ACADEMIC QUALIFICATIONS

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2. TESDA Competency Development

Technical faculty members undertake relevant competency assessments, training, and certification aligned with applicable TESDA training regulations.





TESDA Competency Development

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TESDA Competency Development

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3. Research Involvement

Faculty members develop instructional innovations, conduct research, and create technical projects that contribute to improved teaching and learning.

TABLE 1. **List of Faculty with Research Publication**

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MARCELO C. CALABIT	Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution Marcelo C. Calabit & James L. Paglinawan	International Journal for Multidisciplinary Research (IJFMR)	2024
MARCELO C. CALABIT	Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees Marcelo C. Calabit & Raul C. Orongan	International Journal on Integrated Education	2023
MANUEL J. TAYONG	Development of dried seaweed (eucheuma) chips enriched with mango puree Ethyl M. Ancajas, Manuel Tayong & Leonel P. Lumogdang	Research Journal of Recent Sciences	2023
MARCELO C. CALABIT	Alternative Learning System (ALS) Program Graduates and Level of Readiness Towards Tertiary Education Marcelo C. Calabit	International Journal of Education	2022
MARCELO C. CALABIT	The Journey of the On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal Marcelo C. Calabit	International Journal on Integrated Education	2022
JOEL V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

TABLE 2. **List of faculty who have are conducting research/es relevant to the Program**

Name of Faculty	Title of Research	Duration of Implementation	Funding source	Status (On-Going/Completed)
Ira Andreana K. Mama	*Bridging Creativity and Pedagogy: Assessing the Effectiveness of a Painting and Drawing Board in Improving Visual Arts Instruction*	2026-2028	None	On-going
Elle Joy M. Gavino	*Development and evaluation of scaled roofing interactive model: an instructional material for structural drawings*	2025-2027	None	On-going
Oliver C. Velonero	*Development and evaluation of innovative microcontroller-based training board for teaching and learning of automation system*	2025-2027	None	On-going

Research Involvement

Faculty members develop instructional innovations, conduct research, and create technical projects that contribute to improved teaching and learning.



Faculty and Student Research Involvement



Faculty Research Seminar

Research Involvement

Research publication seminar Conducted by CTI faculty members.

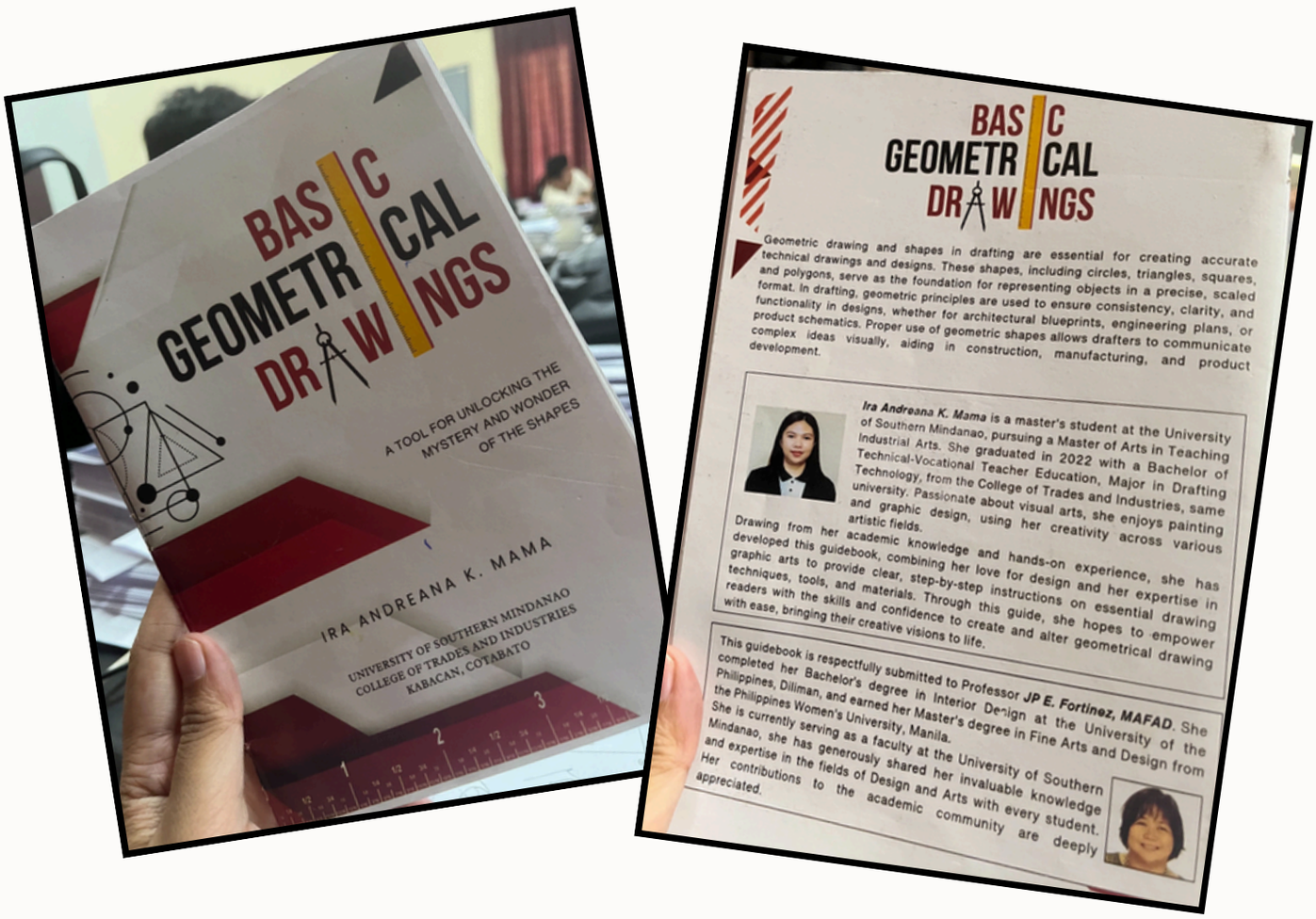




Conduct of College in-house review

4. Instructional Material Development

Faculty members prepare and update learning materials, laboratory guides, modules, and technical demonstrations aligned with course outcomes.



CERTIFICATION OF IMs.

Republic of the Philippines
University of Southern Mindanao
COLLEGE OF TRADES AND INDUSTRIES
Kabacan, Cotabato

COLLEGE INSTRUCTION MATERIALS DEVELOPMENT COMMITTEE

CERTIFICATION OF UTILIZATION

This is to certify that the instructional material, a **Lecture Slides** developed for **TLE 06 : Teaching Common Competencies in Inforamation and Communications Technology** by **Marcelo C. Calabit** has been **APPROVED FOR UTILIZATION** with a **4.3300000000000001** overall rating. This Certification is being issued with the understanding that this material is still in **Exemplary** status; hence, it is a recommended that future revision of this material will address the committee's remarks and recommendations.

Issued this **10th day of April 2025** at the College of Trades and Industries, University of Southern Mindanao, Kabacan, Cotabato.

NEIL REY V. RESPONTE, MTE
Chairperson

MANUEL J. TAYONG, PhD
College Dean

USM-CTI-F04-Rev.0 2015 01 27

CERTIFICATION OF IMs.

Republic of the Philippines
University of Southern Mindanao
COLLEGE OF TRADES AND INDUSTRIES
Kabacan, Cotabato

COLLEGE INSTRUCTION MATERIALS DEVELOPMENT COMMITTEE

CERTIFICATION OF UTILIZATION

This is to certify that the instructional material, a **Lecture Slides** developed for **DT 09 : CAD of Architectural Drawing & Details (2D & 3D)** by **Ira Andreana K. Mama** has been **APPROVED FOR UTILIZATION** with a **4.6699999999999999** overall rating. This Certification is being issued with the understanding that this material is still in **Exemplary** status; hence, it is a recommended that future revision of this material will address the committee's remarks and recommendations.

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USM-CTI-F04-Rev.0 2025.01.27

UNIVERSITY OF SOUTHERN MINDANAO

INTERIOR COMPOSITION

3D FURNITURE
INTERIOR DESIGN
SECTIONAL VIEW

1

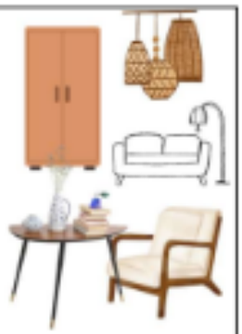
Intended Learning Outcomes

ILO15. Create 3D furniture using various CAD commands and SketchUp tools
ILO16. Generate the 3D interior layout of a house
ILO17. Draw the 2D and 3D sectional elevation of a house using section plane command.

2

3D FURNITURE DESIGN

- It includes movable objects like tables, chairs, and beds
- It is essential in creating comfortable living and working spaces.
- It supports various activities, provides storage, and contributes to the aesthetic appeal of our homes, making them a vital part of our daily lives.
- Through furniture designing, it ensures that the pieces you choose will complement your existing décor, making your space feel cohesive and visually appealing.
- Providing exact measurement and accuracy for a designers choice.



3

TWO (2) WAYS TO CREATE 3D DRAWING

SketchUp and AutoCAD are two popular 3D modeling softwares, each catering to unique user needs, with SketchUp being a versatile and intuitive tool for creating models.

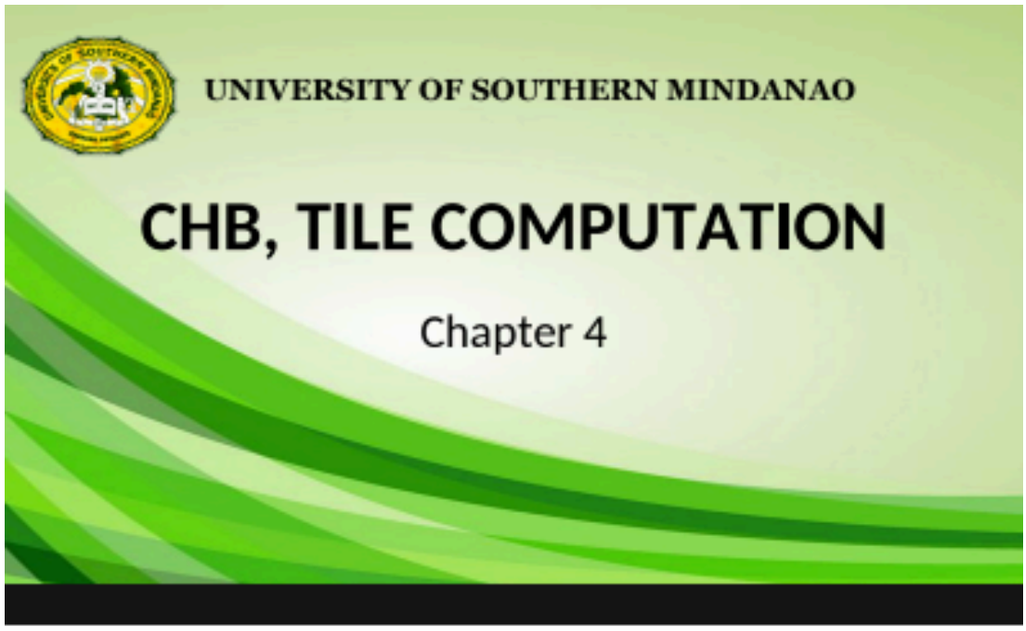
AutoCAD

- AutoCAD prioritizes precision and accuracy. It demands exact measurements and meticulous specifications
- AutoCAD primarily revolves around the **.dwg** file format

SketchUp

- It offers 3D modeling capabilities, its strength lies in technical drawings and detailed designs.
- SketchUp shines with its ability to import and export AutoCAD files

4



CHB, TILE COMPUTATION

This module provides students with practical knowledge and skills in computing the number of concrete hollow blocks (CHBs) and floor tiles needed for construction. It emphasizes the importance of accuracy and the application of allowances for breakage, cutting, and design changes. Students will gain the ability to apply computations in real-life small-scale projects.

Intended Learning Outcomes

By the end of this topic/chapter, you must be able to:

1. Define Concrete Hollow Blocks (CHB) and identify standard sizes.
2. Compute the number of CHBs needed for walls.
3. Identify standard tile sizes and compute the number of tiles required.
4. Apply proper allowances in CHB and tile computations.
5. Perform basic material estimation in a construction setting.



USM VISION

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

USM MISSION

Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.

UNIVERSITY QUALITY POLICY STATEMENT

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

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

5. Industry Linkages and Partnerships

Faculty members establish professional connections with industries and training institutions to strengthen technical instruction.





UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL – VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

SYSTEM-INPUTS AND PROCESSES

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

REVISED FACULTY MANUAL

2024 EDITION

Chapter 5

5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION

5.1. General Policy (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

Faculty Ranks	Sub-Rank
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

5.2. Faculty Recruitment, Selection, and Placement Systems and Standards

5.2.1. Qualification Standards

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

CSC MC No.1, s. 1997 as amended by MC 22., s 2016

INSTRUCTOR I TO II

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience:None required

Training :None required

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

INSTRUCTORIII

Education:Masters' Degree in the area of specialization or its allied/related fields

Experience :1year of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANTPROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANT PROFESSOR II-IV

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR I-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR IV- V

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :3years of relevant experience

Training :16hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :4years of relevant experience

Training :24hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORII-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :5years of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORIV-VI

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

UNIVERSITY PROFESSOR

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

Education refers to the formal academic studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

A graduate of the master's or doctoral degree aligned to the academic program offered and its allied programs as defined by the respective CHED CMO PSGs shall be considered to have met the master's or doctoral degree requirement for purposes of meeting the education requirement for faculty members.

Experience refers to the previous faculty jobs in either the SUC, private higher education institutions (HEIs), research institutes, and extension agencies, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. For this purpose, relevant job includes teaching, research, extension and production. Relevant experience may be acquired through:

a) a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement.
b) volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials
c) a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Learning and Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the University President and Certificates issued by

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

5.3. Faculty Selection Board

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

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

a. The Vice President for Academic Affairs as Chairman;

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

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

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

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

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

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

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.4.1.6. Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates. 5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs). 5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

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

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

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

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

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

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

- Present the Qualification Standards (QS) for Academic Staff/Faculty

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 22, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

CSC Building, IBP Road, Constitution Hills, 1126 Quezon City • 931-7935/931-7939/931-8092 • csephilcr@webmail.csc.gov.ph • www.csc.gov.ph

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[1].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*

[1] *The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

Professor I (Law)	*Master of Laws (Percentage of Faculty of Law shall follow the Legal Education Board (LEB) Resolution No. 2014-02 dated 10 December 2014[2])*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839[3].

ALICIA dela ROSA - BALA
Chairperson

15 SEP 2016

/HRPSO/APE/JLT/sga

[2] The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

[3] *CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.*

Republic of the Philippines
CIVIL SERVICE COMMISSION
Pare sa tauhanRAYAN

QUALIFICATION STANDARDS
Amendment of CSC MC No. 10, s. 2012
re: Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)

Number: 1600839

Promulgated: 25 JUL 2016

x----------x

RESOLUTION

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"*

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

> *"**Section 35. Minimum Faculty Qualifications**. The minimum qualifications of a faculty in a higher education institution shall be as follows:*
>
> *1) For undergraduate programs*
>
> *a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].*

b) *For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.*

c) *For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."*

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of *Master's degree in the area of specialization* to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed *"to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";*

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the *"members of the law faculty are required to be holders of the degree of Master of Laws."* The implementation of said rule shall be gradual such that law schools shall follow the required percentage[1] of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

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[1] *Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."*

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a *master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV *For LUCs:* Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor I (Business Administration)	*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*
Assistant Professor I (Information Technology)	*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields[2].

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	*Education Requirement*
Instructor II (Accountancy)	*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*
Professor I (Law)	*Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

ALICIA dela ROSA-BALA
Chairperson

ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

[2] *The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.*

S.O. of Composition of Regular memebers of USM Faculty selection board

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

Special Order No. 7001
Series of 2024

TO:	**VPAA**	*- Chairman*
	HRMDO Director	*- Secretariat*
	USMFAI Representative	-
	University Professor chosen by the President	-
	Director for Instruction	*- (For the Teaching and Learning Pathway)*

SUBJECT: **COMPOSITION OF REGULAR MEMBERS OF USM FACULTY SELECTION BOARD (FSB)**

DATE: **Friday, August 30, 2024**

Pursuant to CSC MC 19, s. 2005 and for the best interest of the University, you are hereby constituted to compose the **Regular Members of USM Faculty Selection Board (FSB)** with VPAA as Chairperson, in addition to your appointive positions effective immediately.

You will be joined by three (3) provisional members to include the College Dean, Department Chairperson and the highest ranking professor in the department where the vacancy exist.

As such, you will assist the University President in appointing the most qualified candidate for hiring, promotion, secondment, transfer and other personnel actions as stipulated in the Strategic Competency-based Merit Selection Plan of the University.

You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

S.O. of Composition of Regular memebers of USM Faculty selection board

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

This designation shall remain in force and in effect on **September 02, 2024** until **September 01, 2025** otherwise the same is revoked by the undersigned or by a higher competent authority.

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

Conforme:

_____

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

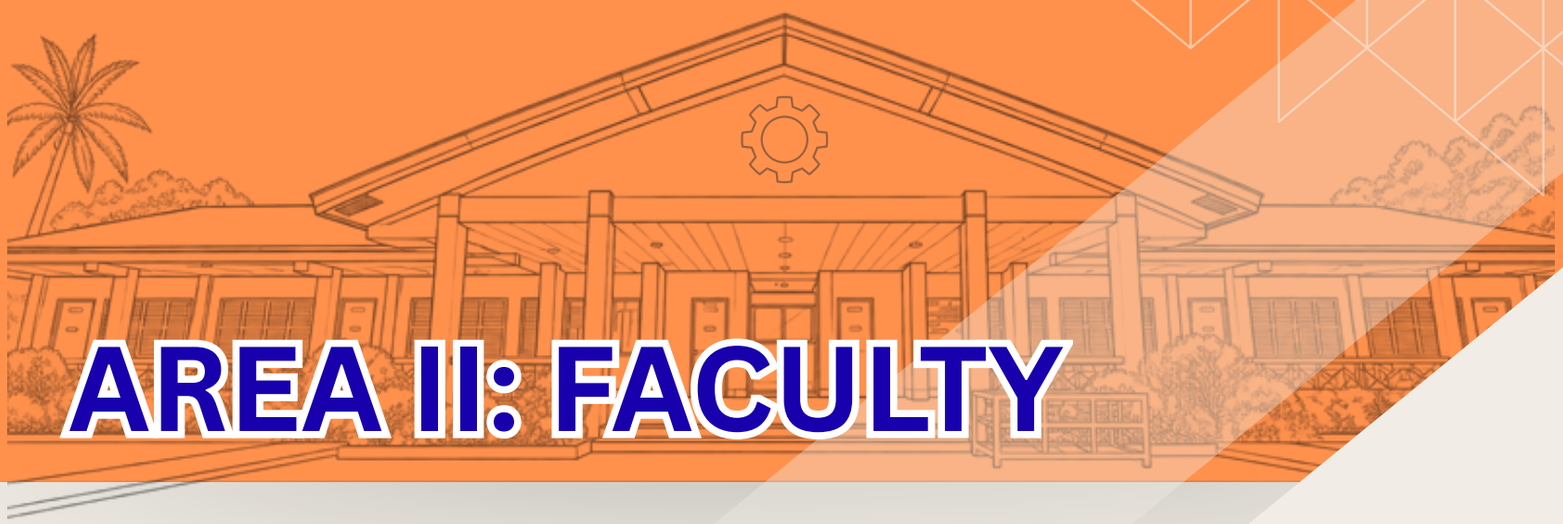
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

SYSTEM-INPUTS AND PROCESSES

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

Memo. requiring all New and Rehired faculty to attend the Orientaion

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Contact Number: 0985-3308-782

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

MEMORANDUM No. **012**
Series of 2024

To : **ALL COS FACULTY IN COLLEGES INCLUDING PALMA CAMPUSES**

Subject : **ORIENTATION FOR REHIRED CONTRACT OF SERVICE FACULTY MEMBERS**

Date : August 7, 2024

Please be informed that there will be an **ORIENTATION FOR REHIRED CONTRACT OF SERVICE FACULTY MEMBERS** regarding **HR Matters and Policies** on August 8, 2024 – 8:00 am at USM Commercial Building. Attached is the list of COS Faculty.

For your guidance.

NERISSA G. DELA VIÑA, PhD
HRMDO, Director

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

USM-SYS-F30-Rev.2.2023.12.29

4:15—4:30 PM (15 mins.)	Security Management Services *Prof. Orlando B. Forro*
4:30-5:00	Evaluation & Announcements

Vision

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

Mission

Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension and resource generation in Southern Philippines.

Core Values

Goodness

Responsiveness

Excellence

Assertion of RIGHT and

Truth

University Quality Policy Statement

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

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

Human Resource Management and Development Office
2nd Floor, Administration Building, USM
Kabacan, North Cotabato 9407
(064) 572-2599, hrmd@usm.edu.ph



ORIENTATION—SEMINAR FOR NEW FACULTY MEMBERS

(Contract of Service)

August 18, 2023
7:00 AM
GS Convention Hall

Sample Program of Faculty Orientation

USM Hymn

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

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

(Repeat Refrain)

Lady of Ceremony: Ms. Rhea Ann P. Antonio

PROGRAMME

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

Sample Program of Faculty Orientation

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

Rationale:

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

Orientation is important because it:

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

Objective:

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

Expected Output:

1. A more productive and effective faculty member.

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

TOPICS and RESOURCE PERSONS:

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

BUDGETARY REQUIREMENT:

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

Prepared by:

MS. RHEA ANN P. ANTONIO
HRMD Staff

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

IMPLEMENTATION

Describe the Institution's systems and procedure in the Recruitment, Selection and Promotion of Faculty as embodied in the BOR/BOT & CSC approved Merit Selection & Promotion Plan for Faculty and other institution guidelines in terms of mandatory and/or optional criteria; open competition and in breeding policy.

Institutional Systems and Procedures in the Recruitment, Selection, and Promotion of Faculty

The University of Southern Mindanao (USM), through its established human resource management policies and applicable Civil Service Commission (CSC) rules, implements a systematic process for the recruitment, selection, and promotion of faculty members. These processes are guided by the university's approved Merit Selection and Promotion Plan, as authorized by the appropriate governing body, and other institutional guidelines to ensure transparency, fairness, equal opportunity, and the appointment of competent and qualified personnel.

1. Recruitment and Selection Procedures. The recruitment process begins with the identification of faculty staffing requirements based on the needs of the academic program, faculty workload, specialization, and availability of authorized positions. Vacant positions are announced through appropriate publication and posting channels to encourage qualified applicants to apply. Applications are evaluated based on the prescribed qualification standards, including educational attainment, relevant teaching and professional experience, eligibility or licensure where required, training, and other job-related competencies.

2. Mandatory and Optional Criteria. Mandatory criteria include the minimum education, experience, training, eligibility, and other qualifications prescribed for the position under applicable CSC rules, CHED requirements, and approved position standards. Applicants who fail to meet the required minimum qualifications are not considered qualified for appointment. Optional or additional criteria may include relevant research outputs, publications, professional certifications, industry experience, technical competencies, awards, and other achievements that are consistent with the approved selection criteria. These additional qualifications help distinguish applicants who exceed the minimum requirements.

3. Evaluation and Selection of Applicants. Qualified applicants undergo evaluation by the authorized Human Resource Merit Promotion and Selection Board or other designated selection body. The assessment may include documentary evaluation, interviews, teaching demonstrations, research presentations, examinations, and verification of professional credentials, as applicable to the position. The selection process considers the applicant's qualifications, competence, performance, and suitability for the position. Recommendations are forwarded to the authorized appointing authority for appropriate action in accordance with university policies and government regulations.

4. Open Competition and Equal Employment Opportunity. The university promotes open competition by announcing vacancies and providing qualified applicants with an opportunity to compete for available positions. Recruitment and selection are expected to be based on merit, competence, and fitness rather than personal relationships, favoritism, or other non-merit considerations. This approach helps ensure that faculty appointments are made in the best interest of the university and the academic programs it serves.

5. Promotion of Faculty Members. Faculty promotion is based on established qualification standards, relevant academic and professional achievements, teaching performance, research productivity, extension involvement, professional development, and other criteria prescribed by the applicable faculty promotion system. Applications for promotion are evaluated by the authorized committee or board using approved criteria and documentary evidence. Recommendations are submitted to the appropriate authority for approval, subject to the availability of authorized positions and compliance with applicable rules.

6. Inbreeding Policy and Institutional Academic Development. In implementing faculty recruitment, the university should provide fair opportunities to qualified external applicants while recognizing the professional development and career advancement of its existing faculty members. Where institutional policies address academic inbreeding, recruitment and appointment decisions should follow those policies and applicable government regulations. The selection process should encourage diversity of academic preparation, professional experience, research perspectives, and industry exposure to strengthen the quality of instruction and institutional development.

Through these systems and procedures, the university seeks to maintain a competent, qualified, and professionally committed faculty workforce. For the BTVTEd program of the College of Trades and Industries, these mechanisms are particularly important in ensuring that faculty members possess the appropriate academic qualifications, technical competencies, industry experience, and professional values necessary to deliver quality technical-vocational teacher education.

Chapter 5

5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION

5.1. General Policy (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

Faculty Ranks	Sub-Rank
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

5.2. Faculty Recruitment, Selection, and Placement Systems and Standards

5.2.1. Qualification Standards

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

CSC MC No.1, s. 1997 as amended by MC 22., s 2016

INSTRUCTOR I TO II

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience:None required

Training :None required

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

INSTRUCTORIII

Education:Masters' Degree in the area of specialization or its allied/related fields

Experience :1year of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANTPROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :4hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSISTANT PROFESSOR II-IV

Education :Masters' Degree in the area of specialization or its allied/related fields

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR I-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :2years of relevant experience

Training :8hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

ASSOCIATEPROFESSOR IV- V

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO PSG

Experience :3years of relevant experience

Training :16hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSOR I

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :4years of relevant experience

Training :24hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORII-III

Education :Masters' Degree in the area of specialization or its allied/related fields as showninrelevant CHED CMO

Experience :5years of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

PROFESSORIV-VI

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

UNIVERSITY PROFESSOR

Education :Relevant doctorate degree

Experience :5year of relevant experience

Training :32hours of relevant training

Eligibility :None required

RA1080 (For programs requiring BAR of Board eligibility)

Education refers to the formal academic studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

A graduate of the master's or doctoral degree aligned to the academic program offered and its allied programs as defined by the respective CHED CMO PSGs shall be considered to have met the master's or doctoral degree requirement for purposes of meeting the education requirement for faculty members.

Experience refers to the previous faculty jobs in either the SUC, private higher education institutions (HEIs), research institutes, and extension agencies, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. For this purpose, relevant job includes teaching, research, extension and production. Relevant experience may be acquired through:

a) a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement.
b) volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials
c) a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Learning and Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the University President and Certificates issued by

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

5.3. Faculty Selection Board

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

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

a. The Vice President for Academic Affairs as Chairman;

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

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

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

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

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

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

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.4.1.6. Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates. 5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs). 5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

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

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

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

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

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

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

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

5.4.2 Appointment

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

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

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

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

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

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

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

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law. 5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

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

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

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

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

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

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

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

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway. 5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non- teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

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

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

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

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

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

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

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

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

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

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

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

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

5.5. Reclassification

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

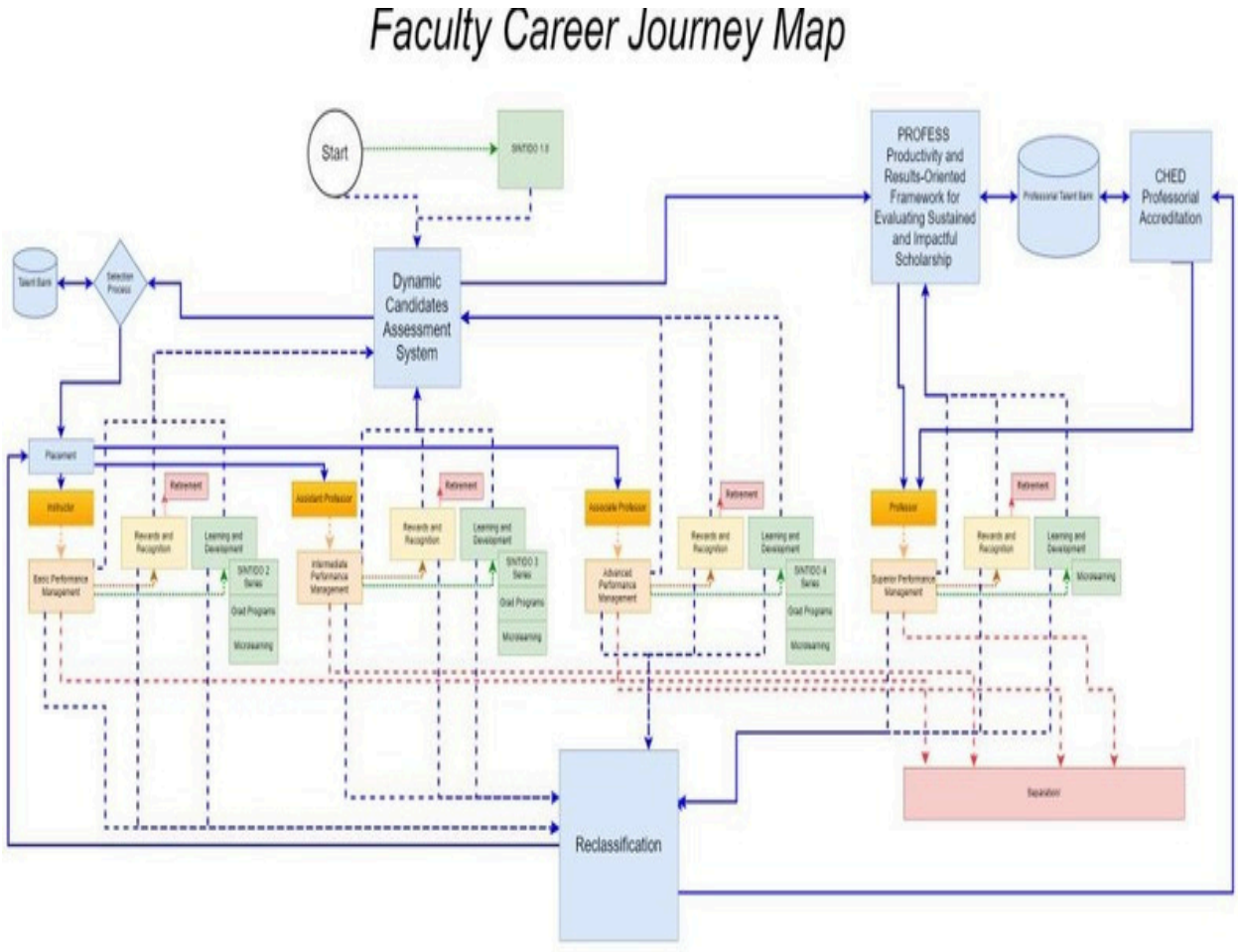
5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

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

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

5.6. Faculty Career Journey Map

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



5.7. Other Personnel Actions

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

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

IMPLEMENTATION

Describe the Institution's practice/system of conducting the Orientation/Re-Orientation of New/Old Faculty (to include the topic, lectures, workshop sessions during the Orientation Program).

Institutional Practice/System for the Orientation and Re-Orientation of Faculty

The University of Southern Mindanao (USM), through its appropriate administrative offices and academic units, provides orientation and re-orientation activities to familiarize new faculty members with institutional policies, academic procedures, and professional responsibilities. These activities help ensure that newly appointed faculty members understand the university's vision, mission, goals, and objectives, while existing faculty members are updated on new policies, curriculum developments, and institutional initiatives.

The orientation program covers essential topics such as the university's organizational structure, faculty duties and responsibilities, employee policies, the Code of Ethics, academic regulations, faculty performance evaluation, student assessment, research, extension services, and quality assurance. It also includes discussions on curriculum implementation, outcomes-based education (OBE), competency-based teaching and learning, classroom management, instructional materials development, and the effective use of educational technologies.

Workshop sessions and interactive activities may include the preparation of course syllabi and instructional plans, development of assessment tools and rubrics, application of competency-based assessment, preparation of research proposals, and alignment of course outcomes with program outcomes. For faculty members of the College of Trades and Industries, additional sessions may address laboratory and workshop safety, proper use and maintenance of technical equipment, industry-based instruction, and the integration of practical competencies into teaching and assessment.

Re-orientation activities for continuing faculty members provide opportunities to review institutional policies, discuss updates in academic and administrative procedures, share effective teaching practices, and address concerns related to instruction, research, extension, and accreditation. Faculty meetings, departmental conferences, capability-building seminars, and professional development sessions may serve as venues for these activities.



Conduct orientation for newly hired faculty on its institutional vision and mission, CSC, PRC, DBM, and administration policies or their duties, responsibilities, benefits and other academic concerns

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

OUTCOMES

Present the Comparative Assessment utilized by the Faculty Selection & Promotion Board to draw the Ranking List and endorsed to the BOR/BOT where the most qualified faculty are recommended/selected for approval.

S.O. of Composition of Regular memebers of USM Faculty selection board

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

Special Order No. 7001
Series of 2024

TO:	**VPAA**	*- Chairman*
	HRMDO Director	*- Secretariat*
	USMFAI Representative	-
	University Professor chosen by the President	-
	Director for Instruction	*- (For the Teaching and Learning Pathway)*

SUBJECT: **COMPOSITION OF REGULAR MEMBERS OF USM FACULTY SELECTION BOARD (FSB)**

DATE: **Friday, August 30, 2024**

Pursuant to CSC MC 19, s. 2005 and for the best interest of the University, you are hereby constituted to compose the **Regular Members of USM Faculty Selection Board (FSB)** with VPAA as Chairperson, in addition to your appointive positions effective immediately.

You will be joined by three (3) provisional members to include the College Dean, Department Chairperson and the highest ranking professor in the department where the vacancy exist.

As such, you will assist the University President in appointing the most qualified candidate for hiring, promotion, secondment, transfer and other personnel actions as stipulated in the Strategic Competency-based Merit Selection Plan of the University.

You are also expected to promote and observe honesty, integrity, efficiency, responsiveness, and courtesy in your unit and help create a working climate conducive to public and accountability in consonance with existing laws and regulations.

S.O. of Composition of Regular memebers of USM Faculty selection board

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

This designation shall remain in force and in effect on **September 02, 2024** until **September 01, 2025** otherwise the same is revoked by the undersigned or by a higher competent authority.

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

Conforme:

_____

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

SAMPLE OF Comparative Results

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COMPARATIVE ASSESSMENT TEACHING (PERMANENT)

July 31, 2024
Date

Position INSTRUCTOR I (1 SLOT) - Permanent

ASSIGNMENT: CTI-Automotive Department

	NAME OF CANDIDATE	ASPIRATION ASSESSMENT	ABILITY ASSESSMENT	ENGAGEMENT ASSESSMENT	PERFORMANCE ASSESSMENT	TOTAL POINTS	REMARKS
1	NIEL REY V. RESPONTE	27.16	26	27.16	0	80.32	Masters Degree of Technology Education
	Nothing follows						

Prepared by:

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

LEORENCE C. TANDOG, Ph.D.
Director for Instruction
Regular Member

Certified Correct:

PROF. MARCOS F. MONDERIN
/FPEB Chairman
Regular Member

MANUEL J. TAYONG, ph.D.
Dean, CTI

JONALD L. PIMENTEL, Ph.D.
USMFAI, President
Regular Member

APPROVED:

FRANCISCO GIL N. GARCIA, Ph.D.
President

The ranking list of qualified applicants is not available for public documentation due to the confidential nature of the information handled by the Human Resource (HR) Office. The Screening Committee evaluates and rates all applicants, while the HR Office ranks them based on the results of the evaluation

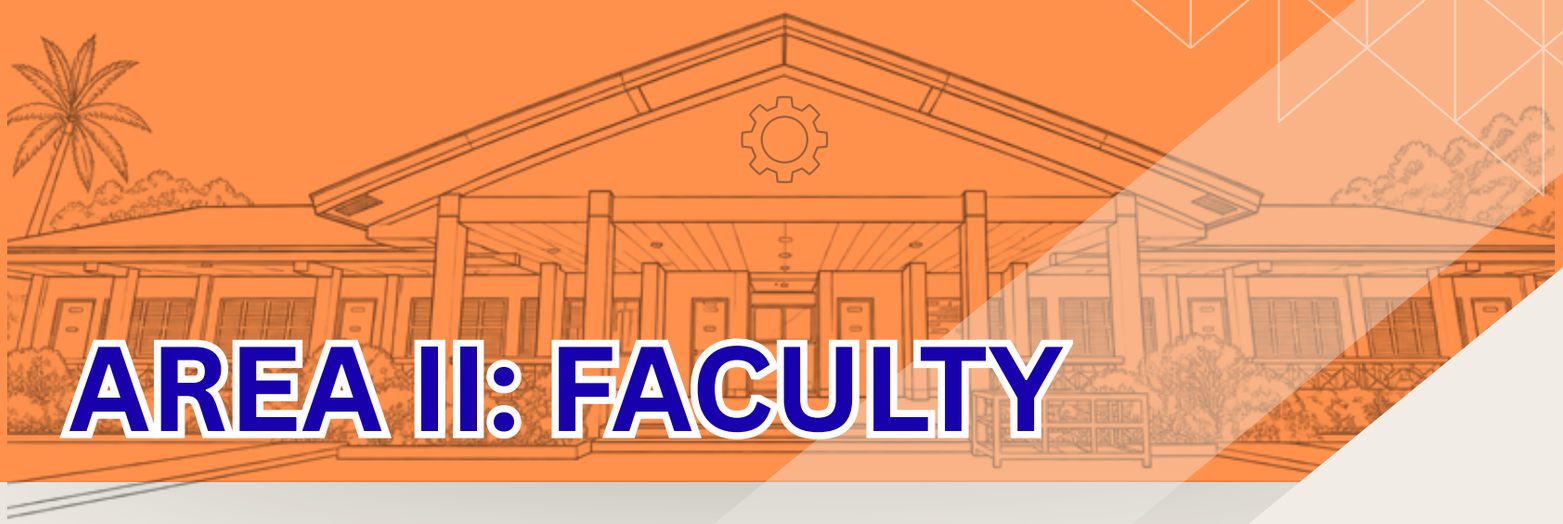
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER B:
RECRUITMENT, SELECTION AND ORIENTATION

BEST PRACTICES

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

Linang Tao Academy is the online learning platform that hosts courses in proactive recruitment and digital onboarding, progressive layering competency enhancement, workplace innovation hubs, and career lifelong learning. Both SINTIDO and ASSIST boot camps are hosted in Linang Tao Academy.

Home | About | Administration | Academics | RD & E | RGES | Student | Alumni | Media

Saliling discusses HR best practices in 18th RCHRP Convention

Home > HRMDO What's New > Saliling discusses HR best practices in 18th RCHRP Convention

Published by events usm at September 22, 2023

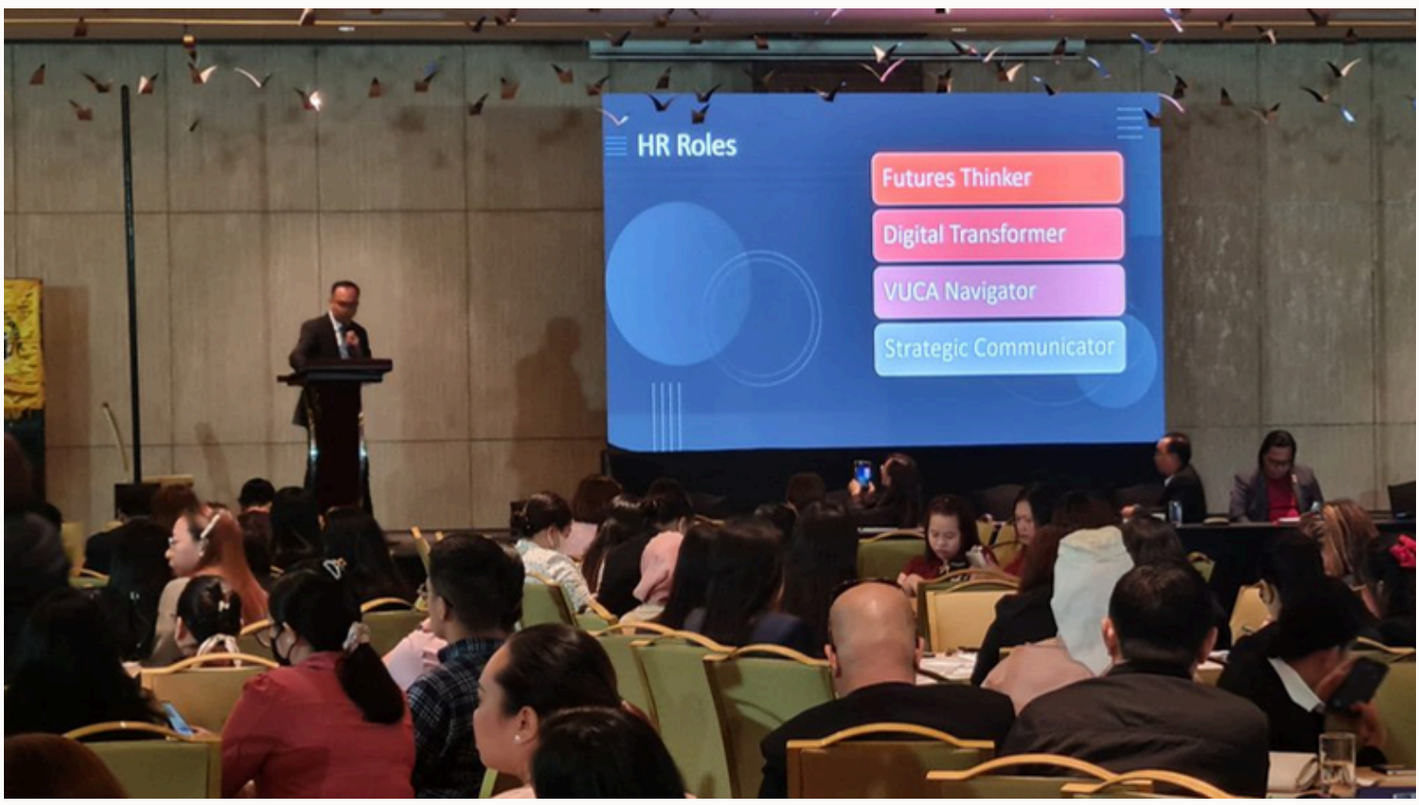
Engr. Willie Jones B. Saliling, Chief Learning Architect of the Linang Tao Academy and former HRMDO Director presented the best practices in human resources management of USM in the recently concluded 18th Regional Convention of the Regional Council of Human Resource Practioners (RCHRP), XII, Inc. on September 12-15, 2023 at Grand Summit Hotel, General Santos City.

In his talk on "HR Role in Virtual World of Work", he outlined the different roles a human resource practitioner performs in a digitally-enabled workplace such as Futures Thinker, Digital Transformer, VUCA Navigator and Strategic Communicator. Using these roles, he narrates how the university hurdled the different challenges in operations particularly during the pandemic. He discussed the need to be open-minded of the possibilities of the future and told participants on USM's on-going digital transformation initiatives in HR. Among the innovations introduced were the Enhanced Daily Time Record (EDTR), the Dynamic Candidates Assessment System (DYCAS), webSPMS, Gawad USM, Linang Tao Academy, among others.

He mentioned that the EDTR is being used as an online performance monitoring and contact tracing tool. He also discussed the Dynamic Candidates Assessment System (DYCAS) – a digitalized version of the 9-box grid of potential and performance assessment for recruitment and promotion. He also outlined the use of data analytics in screening nomination for rewards and recognition through the Gawad Uliran sa Serbisyong Mahusay – PRAISE. WebSPMS is also currently being developed to connect EDTR to generate real-time IPCR and OPCR.

Linang Tao Academy is the online learning platform that hosts courses in proactive recruitment and digital onboarding, progressive layering competency enhancement, workplace innovation hubs, and career lifelong learning. Both SINTIDO and ASSIST boot camps are hosted in Linang Tao Academy.

Engr. Saliling is a Professor of Agricultural and Biosystems Engineering and concurrently designated as the Executive Assistant for Strategic Initiatives towards Smart University under the Office of the University President.



University of Southern Mindanao
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

Congratulations



MARJURIE CATUGURAN
Instructor
USM Main CTI

For completing the five modules of
SINTIDO 2.2 Teaching and Learning Innovation Jumpstart
of the
Linang Tao Academy

53 completers
103 enrollees
as of August 4, 2026

System Initiative for Teaching and Learning Innovation and Development of Knowledge (SINTIDO) prepares faculty workforce to face the challenges of a Smart University System

Caring Careers, Supporting Excellence

Linang Tao Academy | SMart niversity

University of Southern Mindanao
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

Congratulations

ROLDAN ORACOY
Applicant
USM Main CTI



For completing the five modules of
SINTIDO 1.0 Recruitment Boot Camp
of the
Linang Tao Academy (Cohort 9)

18 completers
133 enrollees
as of February 14, 2026

System Initiative for Teaching and Learning Innovation and Development of Knowledge (SINTIDO) prepares faculty workforce to face the challenges of a Smart University System

Caring Careers, Supporting Excellence

Linang Tao Academy | SMart niversity

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

REVISED FACULTY MANUAL

2024 EDITION

Chapter 4

4. FACULTY TEACHING LOAD AND WORKING HOURS

4.1. Teaching Load/Overload

4.1.1. Teaching Load (without designation)

The normal teaching load of each regular faculty without designation in the undergraduate level in the tertiary level of the University shall be observed as follows (USM Code, Article 170, Section 7):

Number of preparations	Normal Teaching Load
3 or more	15 units
1-2	18 units

In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Any excess in the normal teaching load of a faculty member is considered an overload (USM Code, Article 170, Section 8). Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

4.1.2. Teaching Load (with designation)

The basic function of a faculty member in the academe is instruction. All regular faculty of the University shall be required to handle at least one (1) course every semester which may be complemented by any of such additional functions such as: administrative duties, research work, extension services, and production activities (USM Code, Article 86, Section 4).

The President may designate faculty members to render full-time services for any of the functional areas in administrative leadership, research, extension, resource generation and in other projects/programs as regular and or special designations. The faculty members with regular and special designations shall enjoy teaching load displacement as follows:

4.1.2.1. Faculty with regular designations (USM Code, Article 171, Section 1):

Designation	Load Displacement
Vice President	15 units
Chancellor	15 units
Director	12 units
Dean/Campus Dean	12 units
Campus Director	6 units
Chairperson	6 units

4.1.2.2. Faculty with special designations (USM Code, Article 171, Section 2):

Designation	Load
College Secretary/Associate Dean	Displacement 9
2 or more program leaderships	units
Program Leader	9 units
2 or more project leaderships	6 unit
Project Leader	6 units
2 or more study leaderships	3 units
ReFg ular College Coordinator	3 units
	3 units

Faculty members with special designations who receive honorarium by virtue of special contract or external fund source shall not enjoy load displacement (USM Code, Article 171, Section 3).

Every faculty member with designated functions shall have at least three (3) units teaching load. If the accumulated teaching load displacement arising from regular and/or special designations is in excess of the normal teaching load, such faculty member shall still be assigned (3) units of teaching load (USM Code, Article 171, Section 4) in undergraduate courses.

4.1.2.3. Faculty with multiple designations:

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

4.1.2.4. Faculty with approved research/extension/resource generation designations:

A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or teaching assignments equivalent, provided that where a faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units (USM RDE Manual 2023, 2.1. b)

One (1) program (with at least 2 projects)	9 units
One (1) project (with at least 2 studies)	6 units
One (1) study	3 units

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

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

Vice Presidents	15 units	12 units	9
College Deans, Directors	units	Nutritionist	6
Head of Non-Academic Units	Units		
Medical Technologist/ Dietitian			
College Guidance Coordinator		6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less)	
Laboratory In-charge		3 units	

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer,and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.

4.1.4. Teaching Overload

4.1.4.1. Within the Official Time

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

a. For graduate/undergraduate lecture subject 1hour AT=1.00

b. For graduate/undergraduate lab/shop course CH 1hour

AT=0.75 CH

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

Teaching personnel who render services in excess of the regular teaching load shall be paid honoraria in the form of service credit or remuneration.

Remuneration shall be based on the Prime Hourly Teaching Rate (PHTR) and computed on the basis of the following formula, as mandated by the National Budget Memorandum No. 107, dated December 30, 2010, unless provided otherwise.

a. For Undergraduate Program:

$$PHTR = \frac{(AR(T)}{W} = \frac{AR\ (1.25)}{1,600} = 0.000781\ (AR)$$

Where:
AR = Annual rate of each teacher to be paid honoraria

W = Total teaching hours (This is computed at 40 hours/week multiplied by 40 weeks or 1,600 hours)

T= 1.25 or 125 percent of the remuneration for services in excess of six (6) hours of actual teaching per day but not more than two (2) hours

b. For Graduate Program:

b.1. For faculty members with Master's degree:

PHTR = 0.0014 Annual Rate (AR)

b.2. For faculty members with Doctoral degree:

PHTR = 0.0015 Annual Rate (AR)

Provided, that adjustment from old annual rate shall be subjected to the availability of funds for the purpose; however, if funds are not available,

the same shall be converted equivalent service credits, based on existing guidelines.

4.1.4.2. Beyond the Official Time

This applies to teaching assignments conducted beyond the official working hours.

4.1.4.2.1. Request Course

Faculty members may accept a maximum of two (2) requested courses beyond their approved workload, provided that the classes are conducted outside of official working hours and do not conflict with their existing schedules. The rate for requested courses shall adhere to the guidelines outlined in BOR Resolution No. 40, series of 2009

4.1.4.2.2. Graduate School Load

Faculty members may teach up to three (3) additional graduate courses beyond their regular workload, provided these courses are scheduled outside of their official working hours or during the graduate school schedule and do not conflict with their existing teaching commitments. Compensation for these extra teaching duties shall be based on the revised honorarium computation scheme for graduate school per BOR Resolution No. 34, series of 2020.

4.1.4.2.3. Limited Practice of Profession/Private Business

Faculty members are permitted to engage in limited practice of profession/ private business beyond official working hours, subject to adherence to guidelines outlined in Section 136, Rule XII of the CSC Revised Omnibus Rules on Appointments and Other Human Resource Actions as amended (2018). This includes obtaining written permission from the head of the institution annually, ensuring that such activities do not interfere with teaching responsibilities, and prohibiting from the use of government resources for private endeavors.

4.2. Working Hours

Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch (USM Code, Article 84, Section 1).

Any deviation from the provisions of the preceding section such as the flexible working hours shall be subject to the approval of the University President taking into account the applicable laws and regulations (USM Code, Article 84, Section 2).

Full-time faculty members shall render minimum of 30 teaching hours a week which shall include actual classroom instruction and other teaching related activities, as enumerated under USM Code, Article 86, section 3.

Part time faculty members shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students (USM Code, Article 84, Section 4).

JO/COS faculty members shall carry a workload of not more than 29 hours a week and shall also be available for consultation with students.

4.2.1. Extension of Working Hours

When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any faculty member or non-teaching employee of the University, the compensation therefore shall be according to applicable laws and regulations.

4.2.2. Service Report

All members of the teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation of the employee concerned until the faculty submits the same (USM Code, Article 85, Section 1).

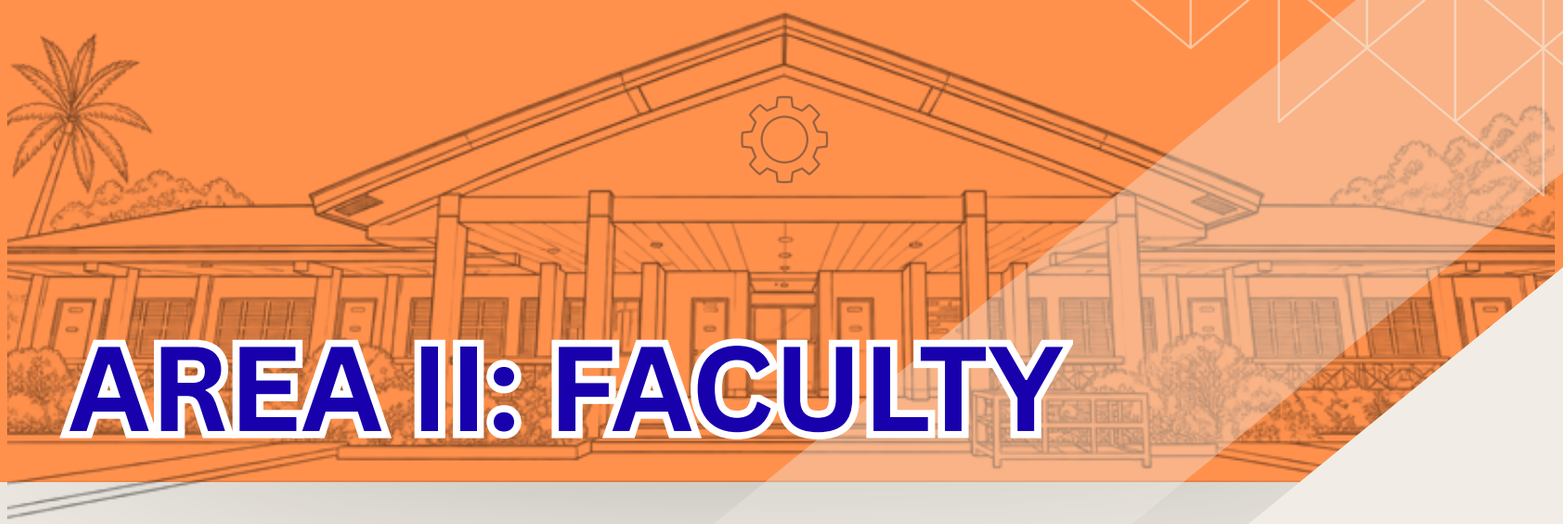
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

Consolidate the Program's Faculty Workload/ETL according to their academic ranks in the last 6 Academic terms.

SUMMARY OF FACULTY LOADING

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

SEP 02 2026

Dept.

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of prep	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Ph.D in Technological Education Management	MISANES, JOEL V.	AUTD 11	Automotive Airconditioning	2-BindTech-A	TTh	10:00-11:00	ET - 1	lec	2	5.00	49	0.48	3	12		12.00	0.48	23.48	18	5.48
						11:00-12:30		lab	3											
	Associate Professor V, Dean of CTI	TED 07	Research in Technical-Vocational Education	3 BTVTED-A	TTh	8:30-10:00	ET - 1	lec	3	3.0	36	0.00								
		NSTP 01	Reserved Officer's Training Corps I	CTI - BindTech	F	7:00 - 10:00	FIELD	lec	3	0.0	310	0.00								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3 BTVTED-A	MW	10:00-11:30	ET - 1	lec	3	3.0	38	0.00								
Ph.D in Technological Education Management	TAYONG, MANUEL J.	ELT UT 01	Project Study 1 with Intellectual Property Rights	3-BindTech-D1	MW	1:00-2:00	ET-1	lec	2	5.00	40	0.00	4	6		16.00	0.54	22.54	18	4.54
						2:00-3:30		lab	3			0.30								
	Asso. Prof. V, TED Dep't Chairperson, TED DRC, College ISO Coordinator	ETTE 08	Programmable Logic Controller System and Programming	3 BTVTED-D	TTH	1:00-2:00	ELX-2	lec	2	8.00	37	0.00								
						2:00-5:00		lab	6			0.24								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-D	MW	3:30-5:00	ET-1	lab	3	0.00	45	0.00								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3 BTVTED-D	TTH	8:30-10:00	ET-1	lec	3	3.00	42	0.00								
Master of Professional Studies - Development Education	NERAL, GEORGE Q.	ELXTE 02	Electronics Principles, Component Operation and Circuit Design	1 BTVTED-C	MW	1:00-2:00	ELX-1	lec	2	8.00	24	0.00	3	3		20.0	0.86	23.86	18	5.86
						2:00-5:00		lab	6											
	Asso. Prof. IV, Deputy Head of Lights and Sound Systems Services, VSL, Permanent	ELEX 02	Electronic Devices 1	1 BindTech C	TTH	7:00-8:30	ELX-1	lec	3	9.00	59	0.18								
						8:30-11:30		lab	6			0.68								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3-BTVTED-B	MW	10:00-11:30	ELX-1	lec	3	3	46	0.00								
Master of Arts in Teaching Industrial Arts (Cand.)	DESCALLAR, ZHERWIN R.	ELEX UT 01	Project Study 1 with Intellectual Property Rights	3BindTech-C	TTH	8:30-9:30	ELX-3	lec	2	5.00	25	0.00	3	9		13.0	0.00	22.0	18	4.00
						9:30-12:00		lab	3			0.00								
	Instructor II, Head of Lights and Sound Systems Services, VSL, Permanent	ELXTE 05	Digital Logic Circuit Controller System	2-BTVTED-C	TTH	1:00-2:00	ELX-3	lec	2	8.00	17	0.00								
						2:00-5:00		lab	6			0.00								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-C	MW	1:00-2:30	ELX-3	lab	3	0.00	48	0.00								

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of prep	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Master of Technology Education	RESPONTE, NEIL REY	AUTO 03	Automotive Electrical System	1BIndTech-A	TTH	1:00-2:00 2:00-3:30	AT3	lec lab	2 3	5.00	60	0.20 0.70	4	3		17.0	0.90	20.9	18	2.90
	Instructor I College Research Coordinator TL Permanent	ITech 12	Industrial Safety, Time Motion and Work Simplification	4-BSIT-A	MW	2:30-4:00	AT3	lec	3	3.00	47	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-A	MW	7:00-8:30	AT3	lec	3	3.00	24	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-B	TTH	7:00-8:30	AT3	lec	3	3.00	37	0.00 0.00								
		TED 04	Curriculum Development and Evaluation with Emphasis on Trainers Metodology II	3-BTVTED-A	MW	10:00-11:30	AT3	lec	3	3.00	38	0.00 0.00								
Master of Arts in Teaching Industrial Arts (cand.)	GAVINO, ELLE Joy M.	ADT 12	Visual Communication 2 - Product Design	2-BIndTech-A	TTH	10:30-11:00 11:00-12:30	AD2	lec lab	1 3	4.00	41	0.00 0.32	4	6		16.0	0.46	22.46	18	4.46
	Instructor I College Guidance Coordinator TL Temporary	DTTE 01	Occupational Health and Safety Practices	1-BTVTED-A	M	7:00-8:00	AD2	lec lab	1 0	1.00	28	0.00 0.06								
		DTTE 02	Freehand Drawing, Design Theories and Arts Appreciation	1-BTVTED-A	MW	1:00-2:00 2:00-5:00	AD2	lec lab	2 6	8.00	29	0.00 0.08								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3-BTVTED-B	MW	8:30-10:00	AD2	lec	3	3.00	43	0.00								
Master of Arts in Teaching Industrial Arts	PRESTO, SOLOMON L.	IndT BaM 03	Industrial Organization and Management	3 BIndTech-A1	MW	10:00-11:30	WT3	lec	3	3.00	43	0.00	1			18.0	0.00	18.00	18	0.00
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-A2	MW	7:00-8:30	WT3	lec	3	3.00	33	0.00								
		IndT BaM 03	Industrial Organization and Management	3BInd Tech-A3	MW	4:00-5:30	WT-3	Lec	3	3.00	43	0.00								
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-D2	TTH	8:30-10:00	WT3	lec	3	3.00	45	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-A	TTH	2:30-4:00	WT3	lec	3	3.00	47	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-C	MW	2:30-4:00	WT3	lec	3	3.00	33	0.00								

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of preps	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Bachelor of Technical Teacher Education	MAMA, IRA ANDREANA K.	ADT 03	Visual Techniques 1 - Freehand Drawing	1 BindTech-B	MW	1:00-1:30 1:30-3:00	ADs	lec lab	1 3	4.00	59		5			25		29.00		
	Instructor I, TL, COS	TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-C&D	TTH	8:30-10:00	ADs	lec	3	3.00	31									
		ADT 09	Visual Techniques 1 - Architectural Drawing	2BindTech-	MW	7:00-8:00 8:00-9:30	ADs	lec lab	2 3	5.00	39									
		TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-A&B	MW	9:30-11:00	ADs	lec	3	3.00	47									
		TLE 01	Introduction to Industrial Arts	1-BTVTED-A&B	TTH	7:00-8:30	ADs	lec	3	3.00	59									
		DTTE 09	Digital Graphics Design and Commercial Arts	3-BTVTED-B	TTH	1:00-2:00 2:00 - 5:00	Tech-Voc3	lec lab	2 6	8.00	36									
		TLE 02	Introduction to Industrial Arts	1-BTVTED-C&D	F	1:00-4:00	ADs	lec	3	3	45									
Bachelor of Industrial Technology	VELONERO, OLIVER C.	IndT ICT 02	Computer Programming	3-BIndTech-D1	TTH	1:30-3:30 3:30-5:00	ELX-2	lec lab	2 3	5.00	41		3			18		28.00		
	Instructor I, TL, COS	ELT 17	Electro-Pneumatic Systems	3-BIndTech-D1	TTH	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	41									
		IndT ICT 02	Computer Programming	3-BIndTech-D2	F	7:00-9:00 9:00-12:00	ELX-2	lec lab	2 3	5.00	48									
		ELT 17	Electro-Pneumatic Systems	3-BIndTech-D2	MW	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	47									
		ETTE 03	Industrial Process Control and Automation Control System	3-BTVTED-ET	MW	1:00-2:00 2:00-5:00	ELX-2	lec lab	2 6	8.00	37									
Bachelor of Technical Teacher Education	SELIBIO, WELBERT	ELT 02	Electricity/Electronics Principles	1-BIndTech-D	T TH	8:30-9:30 9:30-10:30 10:00-12:00	Tech-Voc2	lec lab lab	1 1 2	4.0	59		7			33.0		33.00		
	Instructor I, TL, COS	ELT 09	Electrical Instruments and Measurements	2-BIndTech-D	MW	8:00-9:00 9:00-10:30	ET - 2	lec lab	1 3	5.0	52									
		ELT 01	Occupational Health and Safety UAnt	1 BIndTech-A ELT	F	10:30-12:00 1:00-3:30	Anti room 3	lec	3	3.0	55									
		IndT Dwg 01	Industrial Drawing I/SM Antipas	1 BIndTech-A ELT	F	8:00-9:30 9:30 - 6:30	Anti room 3	lec lab	1 3	4.0	55									
		ETTE 01	Occupational Health and Safety Practices	1-BTVTED-B	M	7:00-8:00	Tech-Voc2	lec	1	1.0	28									
		ETTE 02	Electrical and Industrial electronics and Devices	1-BTVTED-B	MW	1:00-2:00 2:00-5:00	AT-4	lec lab	2 6	8.0	28									
		ETTE 03	Electrical Wiring System and Design	2-BTVTED-D	TTH	1:00-2:00 2:00-5:00	ET - 1	lec	2 6	8.0	17									

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Cru/Sec	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of preps	Load Duplication	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Bachelor of Technical Teacher Education	LAURINO, PAUL	AUTO 08	Body Repair and Painting	1-BindTech-A	MW	7:00-8:00	AT1	lec	2	5.00	49		5			27.0		27.0		
						8:00-9:30		lab	3											
	Instructor I, TL, COS	AUTO 15	Automotive LPG System	3-BindTech-A1	TTH	8:30-9:30	AT1	lec	2	5.00	42									
						9:30-11:00		lab	3											
		ITech 10	Labor Laws and Industrial Policy	4-BSIT-A	MW	2:30-4:00	AT2	lec	3	3.00	50									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-B	MW	1:00-2:30	AT2	lec	3	3.00	43									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-C	MW	10:00-11:30	AT2	lec	3	3.00	32									
		ATTE 10	Driving Education	3-BTVTED-A	TH	1:00-2:00	AT2	lec	1	4.00	33									
						2:00-5:00		lab	3											
		ATTE 09	Automotive Electronics System and Management h	3-BTVTED-A	T	1:00-2:00	AT2	lec	1	4.00	34									
						2:00-5:00		lab	3											
Bachelor of Science in Industrial Technology	BORNEA, KHIM JOHN F.																			
	Instructor I, TL, COS	ATTE 04	Automotive Electrical System Servicing, Repair and Maintenance	2-BTVTED-A	TTH	1:00-2:00	WT - 1	lec	2	8.0	27		5			25.0		25.0		
						2:00-5:00		lab	6											
		ATTE 05	Power Conversion System and Underchasses Servicing, Repair and Maintenance	2-BTVTED-A	MW	8:00-2:00	WT - 1	lec	2	8.0	27									
						2:00-5:00		lab	6											
		AUTO10	Body Management and Under chassis Electronic Control System	2BindTech-A	TTH	7:00-8:00	WT - 1	lec	2	5.0	49									
						8:00-9:30		lab	3											
		ATTE 01	Occupational Health and Safety Practices	1BTVTED-D- ATTE	M	7:00 - 8:00	WT - 1	lec	1	1.0	26									
		AUTO 02	Fundamentals of Automotive Technology	1BindTech - A	T	1:00 - 4:00	WT - 1	lec	3	3.0	60									

Prepared by:
MARGIE T. TANDOG, PhD
Chairperson, TTD

Submitted By:
JOEL V. MISANES, PhD
College Dean

Reviewed by:
APRIL JXEEL [illegible] ALAY-MAN, RN
Head, Academic Compliance and Monitoring

Verified by:
JOY SHARON [illegible] ERIA-GAMIDO
Director for Instruction

Approved by:
LEORENCE C. TANDOG, PhD
VPAA

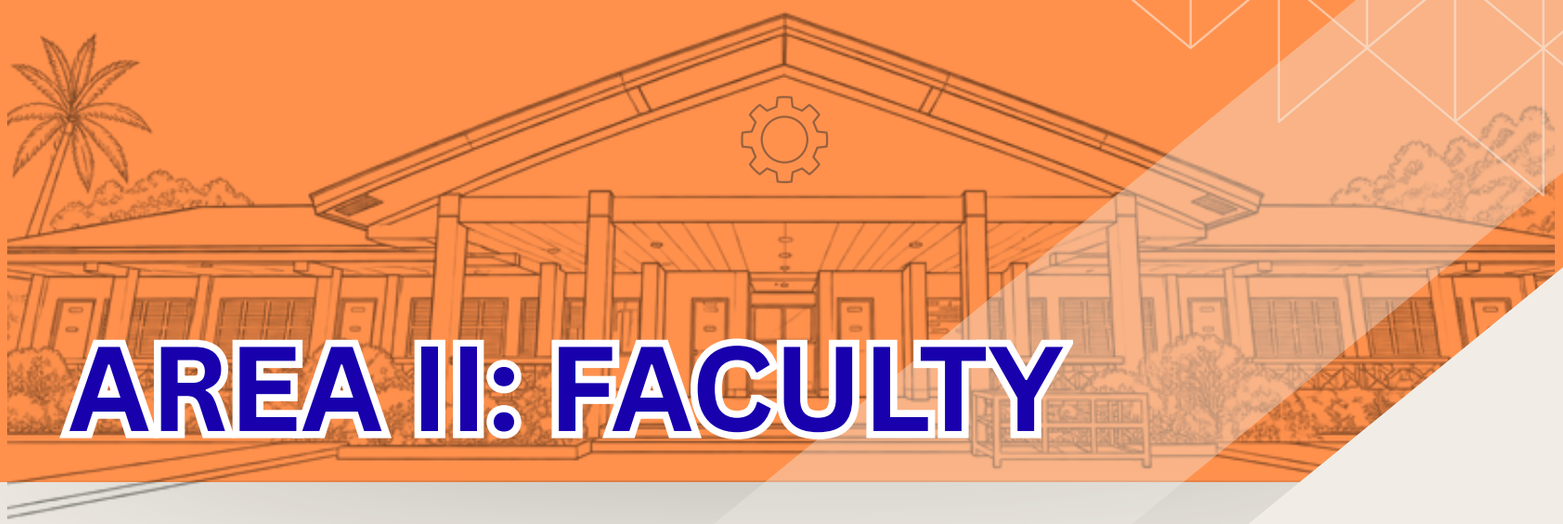
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

Consolidate the Faculty-Student ratio of the Program in the last 6 Academic terms

Lecture Course;

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Name of Faculty	Academic Year	FACULTY-STUDENT RATION		
		Major of Specialization	Professional Subjects	Allied Courses
MARCELO C. CALABIT	2nd sem. 2024-2025	1:57	1:44:35	
ZHEERWIN R. DESCALLAR	2nd sem. 2024-2025	1:38:18		
ELLE JOY M. GAVINO	2nd sem. 2024-2025	1:42:38		
ROBERTO L. GORNEZ	2nd sem. 2024-2025	1:45	1:41	
PAUL LAURINO	2nd sem. 2024-2025	1:50:53:57		
IRA ANDREANA K. MAMA	2nd sem. 2024-2025	1:54:48		
JOEL V. MISANES	2nd sem. 2024-2025	1:54		
GEORGE Q. NERAL	2nd sem. 2024-2025	1:33		1:38:45
SOLOMON L. PRESTO	2nd sem. 2024-2025		1:40:47	1:48
SAMSON C. RAPUZA	2nd sem. 2024-2025	1:49:40	1:11	
NIEL REY RESPONTE	2nd sem. 2024-2025	1:50::58		
MANUEL J. TAYONG	2nd sem. 2024-2025	1:45		
ROMELYN TENIZO	2nd sem. 2024-2025	1:56:53		
OLIVER C. VELONERO	2nd sem. 2024-2025	1:42:41		

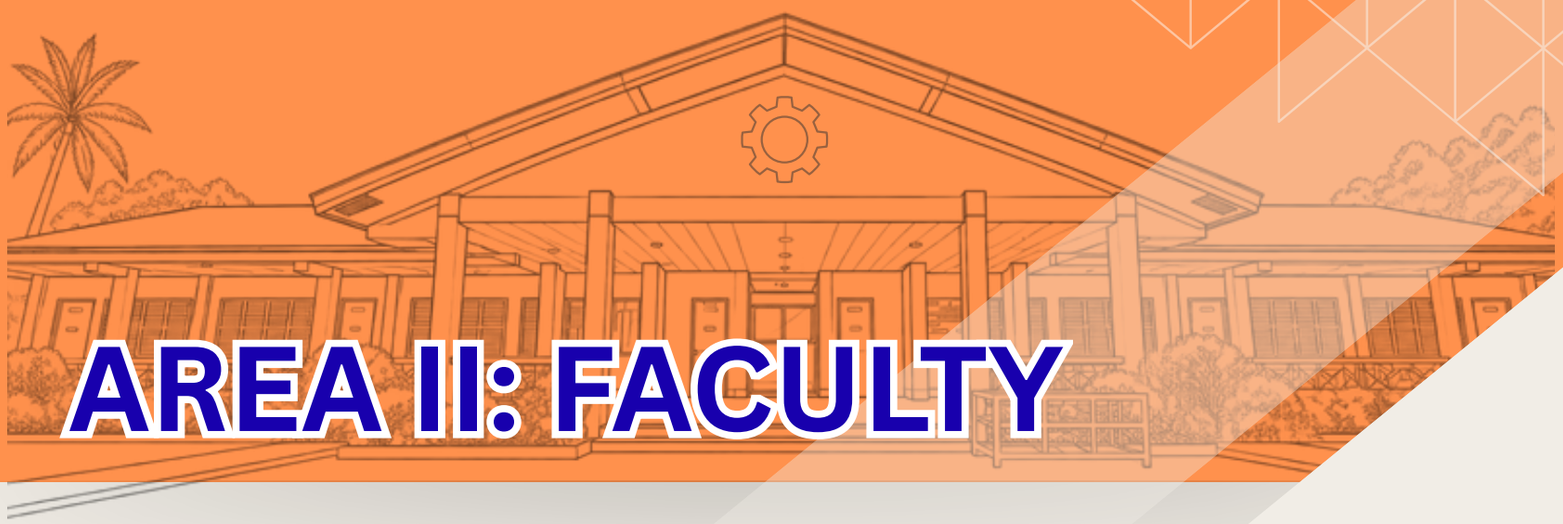
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

Consolidate the Faculty-Student ratio of the Program in the last 6 Academic terms

Laboratory Course;

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

Name of Faculty	Academic Year	FACULTY-STUDENT RATION		
		Major of Specialization	Professional Subjects	Allied Courses
MARCELO C. CALABIT	1st sem. 2024-2025	1:57	1:44:35	
ZHEERWIN R. DESCALLAR	1st sem. 2024-2025	1:39		
ELLE JOY M. GAVINO	1st sem. 2024-2025	1:42:49		
ROBERTO L. GORNEZ	1st sem. 2024-2025	1:47		
PAUL LAURINO	1st sem. 2024-2025	1:52:54:42		1:54:38
IRA ANDREANA K. MAMA	1st sem. 2024-2025	1:47:49		
JOEL V. MISANES	1st sem. 2024-2025	1:58	1:54	
GEORGE Q. NERAL	1st sem. 2024-2025	1:38	1:31	1:45
SOLOMON L. PRESTO	1st sem. 2024-2025	1:49:40	1:12:37	1:57
SAMSON C. RAPUZA	1st sem. 2024-2025	1:49:40		
NIEL REY RESPONTE	1st sem. 2024-2025	1:55:57		
MANUEL J. TAYONG	1st sem. 2024-2025	1:45		
ROMELYN TENIZO	1st sem. 2024-2025	1:50:39		
OLIVER C. VELONERO	1st sem. 2024-2025	1:45:29		1:52:33

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

BTVTED

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TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

IMPLEMENTATION

ØDescribe the Program's Faculty workload system including the adinistrative and the other quasi assignments with equivalent teaching-load (ETL) and its process of equitable and fair distribution of workload along the following;

Faculty Workload System and Its Implementation

The Bachelor of Technical-Vocational Teacher Education (BTVTEd) Program of the College of Trades and Industries (CTI), University of Southern Mindanao (USM), follows the university's approved policies and guidelines on faculty workload in assigning teaching responsibilities, administrative functions, and other quasi-academic assignments. The workload system aims to ensure the equitable distribution of duties, effective utilization of faculty expertise, compliance with prescribed teaching-load requirements, and delivery of quality instruction.

1. Compliance with Approved Faculty Workload Policies and Guidelines

Faculty workloads are prepared by the academic unit in accordance with applicable university policies, faculty workload guidelines, and relevant government regulations. The preparation of teaching assignments considers the prescribed teaching hours, number and nature of course preparations, class sizes, laboratory and workshop responsibilities, research activities, extension services, and administrative assignments. The proposed workload is reviewed by the appropriate department head or academic administrator and submitted to the authorized university officials for evaluation and approval. Faculty members are informed of their assigned subjects, class schedules, consultation hours, and other responsibilities at the beginning of each semester. Workload records are maintained to monitor compliance with institutional requirements and ensure accountability in the performance of assigned duties.

Administrative and quasi-academic assignments, such as program coordination, committee membership, research supervision, student advising, laboratory management, and accreditation-related responsibilities, are recognized in accordance with applicable university guidelines. Equivalent Teaching Load (ETL) credits are applied only when authorized under the approved workload policy.

2. Compatibility of Faculty Specialization and Experience with Teaching Assignments

The program endeavors to align faculty teaching assignments with their academic qualifications, field of specialization, professional experience, technical competencies, and relevant industry exposure. This practice ensures that students receive instruction from faculty members who possess the appropriate knowledge and practical skills for their assigned courses.

For the BTVTEd program, teaching assignments are distributed according to the faculty members' respective areas of expertise, including Automotive, Drafting, Electrical, and Electronics, as well as professional education and related courses. Faculty members handling technical subjects are preferably those with relevant academic preparation, technical certifications, industry experience, and demonstrated competence in the subject area.

Before finalizing teaching assignments, the academic unit reviews faculty credentials, previous teaching experience, professional development, and existing workload. When a specialized course cannot be assigned to a faculty member whose qualifications fully match the subject requirements, the department should identify an appropriately qualified instructor and arrange relevant professional development when necessary.

3. Equitable and Fair Distribution of Faculty Workload

The distribution of faculty workload considers the number of assigned units or hours, course preparations, class sizes, laboratory and workshop activities, research and extension responsibilities, administrative functions, and other official duties. The objective is to distribute responsibilities fairly while maintaining instructional quality and compliance with approved workload limits.

The department evaluates individual faculty workloads to avoid excessive assignments and unreasonable disparities in responsibilities. Faculty members with additional administrative or quasi-academic duties may be granted ETL credits or appropriate workload adjustments when permitted by institutional policy.

4. Substitution and Remedial Policies for Faculty on Leave or Official Business

When a faculty member is on approved leave, attending an official university activity, or temporarily unable to conduct scheduled classes, the department should make appropriate arrangements to minimize disruption to student learning.

The concerned faculty member informs the department head or authorized academic administrator of the absence in accordance with institutional procedures. The department then identifies an available and appropriately qualified faculty member to handle the affected class or learning activity, subject to workload capacity and applicable approval requirements.

For missed instructional hours, the department may arrange authorized make-up classes, rescheduled laboratory activities, supervised learning tasks, or other approved remedial measures. These arrangements should comply with the academic calendar, institutional policies, and required learning outcomes. In technical and laboratory-based courses, practical activities should be rescheduled or conducted under the supervision of qualified personnel to ensure student safety and competency development.
Substitution and make-up arrangements should be properly documented, including the reason for the absence, the name of the substitute instructor, affected classes, revised schedules, and completed remedial activities. Any additional workload or compensation must be handled in accordance with applicable university policies.

SUMMARY OF FACULTY LOADING

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

SEP 02 2026

Dept.

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of prep	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Ph.D in Technological Education Management	MISANES, JOEL V.	AUTD 11	Automotive Airconditioning	2-BindTech-A	TTh	10:00-11:00	ET - 1	lec	2	5.00	49	0.48	3	12		12.00	0.48	23.48	18	5.48
						11:00-12:30		lab	3											
	Associate Professor V, Dean of CTI	TED 07	Research in Technical-Vocational Education	3 BTVTED-A	TTh	8:30-10:00	ET - 1	lec	3	3.0	36	0.00								
		NSTP 01	Reserved Officer's Training Corps I	CTI - BindTech	F	7:00 - 10:00	FIELD	lec	3	0.0	310	0.00								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3 BTVTED-A	MW	10:00-11:30	ET - 1	lec	3	3.0	38	0.00								
Ph.D in Technological Education Management	TAYONG, MANUEL J.	ELT UT 01	Project Study 1 with Intellectual Property Rights	3-BindTech-D1	MW	1:00-2:00	ET-1	lec	2	5.00	40	0.00	4	6		16.00	0.54	22.54	18	4.54
						2:00-3:30		lab	3			0.30								
	Asso. Prof. V, TED Dep't Chairperson, TED DRC, College ISO Coordinator	ETTE 08	Programmable Logic Controller System and Programming	3 BTVTED-D	TTH	1:00-2:00	ELX-2	lec	2	8.00	37	0.00								
						2:00-5:00		lab	6			0.24								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-D	MW	3:30-5:00	ET-1	lab	3	0.00	45	0.00								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3 BTVTED-D	TTH	8:30-10:00	ET-1	lec	3	3.00	42	0.00								
Master of Professional Studies - Development Education	NERAL, GEORGE Q.	ELXTE 02	Electronics Principles, Component Operation and Circuit Design	1 BTVTED-C	MW	1:00-2:00	ELX-1	lec	2	8.00	24	0.00	3	3		20.0	0.86	23.86	18	5.86
						2:00-5:00		lab	6											
	Asso. Prof. IV, Deputy Head of Lights and Sound Systems Services, VSL, Permanent	ELEX 02	Electronic Devices 1	1 BindTech C	TTH	7:00-8:30	ELX-1	lec	3	9.00	59	0.18								
						8:30-11:30		lab	6			0.68								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3-BTVTED-B	MW	10:00-11:30	ELX-1	lec	3	3	46	0.00								
Master of Arts in Teaching Industrial Arts (Cand.)	DESCALLAR, ZHERWIN R.	ELEX UT 01	Project Study 1 with Intellectual Property Rights	3BindTech-C	TTH	8:30-9:30	ELX-3	lec	2	5.00	25	0.00	3	9		13.0	0.00	22.0	18	4.00
						9:30-12:00		lab	3			0.00								
	Instructor II, Head of Lights and Sound Systems Services, VSL, Permanent	ELXTE 05	Digital Logic Circuit Controller System	2-BTVTED-C	TTH	1:00-2:00	ELX-3	lec	2	8.00	17	0.00								
						2:00-5:00		lab	6			0.00								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-C	MW	1:00-2:30	ELX-3	lab	3	0.00	48	0.00								

UNIVERSITY OF SOUTHERN MINDANAO
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COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
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Master of Technology Education	RESPONTE, NEIL REY	AUTO 03	Automotive Electrical System	1BIndTech-A	TTH	1:00-2:00 2:00-3:30	AT3	lec lab	2 3	5.00	60	0.20 0.70	4	3		17.0	0.90	20.9	18	2.90
	Instructor I College Research Coordinator TL Permanent	ITech 12	Industrial Safety, Time Motion and Work Simplification	4-BSIT-A	MW	2:30-4:00	AT3	lec	3	3.00	47	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-A	MW	7:00-8:30	AT3	lec	3	3.00	24	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-B	TTH	7:00-8:30	AT3	lec	3	3.00	37	0.00 0.00								
		TED 04	Curriculum Development and Evaluation with Emphasis on Trainers Metodology II	3-BTVTED-A	MW	10:00-11:30	AT3	lec	3	3.00	38	0.00 0.00								
Master of Arts in Teaching Industrial Arts (cand.)	GAVINO, ELLE Joy M.	ADT 12	Visual Communication 2 - Product Design	2-BIndTech-A	TTH	10:30-11:00 11:00-12:30	AD2	lec lab	1 3	4.00	41	0.00 0.32	4	6		16.0	0.46	22.46	18	4.46
	Instructor I College Guidance Coordinator TL Temporary	DTTE 01	Occupational Health and Safety Practices	1-BTVTED-A	M	7:00-8:00	AD2	lec lab	1 0	1.00	28	0.00 0.06								
		DTTE 02	Freehand Drawing, Design Theories and Arts Appreciation	1-BTVTED-A	MW	1:00-2:00 2:00-5:00	AD2	lec lab	2 6	8.00	29	0.00 0.08								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3-BTVTED-B	MW	8:30-10:00	AD2	lec	3	3.00	43	0.00								
Master of Arts in Teaching Industrial Arts	PRESTO, SOLOMON L.	IndT BaM 03	Industrial Organization and Management	3 BIndTech-A1	MW	10:00-11:30	WT3	lec	3	3.00	43	0.00	1			18.0	0.00	18.00	18	0.00
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-A2	MW	7:00-8:30	WT3	lec	3	3.00	33	0.00								
		IndT BaM 03	Industrial Organization and Management	3BInd Tech-A3	MW	4:00-5:30	WT-3	Lec	3	3.00	43	0.00								
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-D2	TTH	8:30-10:00	WT3	lec	3	3.00	45	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-A	TTH	2:30-4:00	WT3	lec	3	3.00	47	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-C	MW	2:30-4:00	WT3	lec	3	3.00	33	0.00								

UNIVERSITY OF SOUTHERN MINDANAO
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Bachelor of Technical Teacher Education	MAMA, IRA ANDREANA K.	ADT 03	Visual Techniques 1 - Freehand Drawing	1 BindTech-B	MW	1:00-1:30 1:30-3:00	ADs	lec lab	1 3	4.00	59		5			25		29.00		
	Instructor I, TL, COS	TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-C&D	TTH	8:30-10:00	ADs	lec	3	3.00	31									
		ADT 09	Visual Techniques 1 - Architectural Drawing	2BindTech-	MW	7:00-8:00 8:00-9:30	ADs	lec lab	2 3	5.00	39									
		TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-A&B	MW	9:30-11:00	ADs	lec	3	3.00	47									
		TLE 01	Introduction to Industrial Arts	1-BTVTED-A&B	TTH	7:00-8:30	ADs	lec	3	3.00	59									
		DTTE 09	Digital Graphics Design and Commercial Arts	3-BTVTED-B	TTH	1:00-2:00 2:00 - 5:00	Tech-Voc3	lec lab	2 6	8.00	36									
		TLE 02	Introduction to Industrial Arts	1-BTVTED-C&D	F	1:00-4:00	ADs	lec	3	3	45									
Bachelor of Industrial Technology	VELONERO, OLIVER C.	IndT ICT 02	Computer Programming	3-BIndTech-D1	TTH	1:30-3:30 3:30-5:00	ELX-2	lec lab	2 3	5.00	41		3			18		28.00		
	Instructor I, TL, COS	ELT 17	Electro-Pneumatic Systems	3-BIndTech-D1	TTH	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	41									
		IndT ICT 02	Computer Programming	3-BIndTech-D2	F	7:00-9:00 9:00-12:00	ELX-2	lec lab	2 3	5.00	48									
		ELT 17	Electro-Pneumatic Systems	3-BIndTech-D2	MW	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	47									
		ETTE 03	Industrial Process Control and Automation Control System	3-BTVTED-ET	MW	1:00-2:00 2:00-5:00	ELX-2	lec lab	2 6	8.00	37									
Bachelor of Technical Teacher Education	SELIBIO, WELBERT	ELT 02	Electricity/Electronics Principles	1-BIndTech-D	T TH	8:30-9:30 9:30-10:30 10:00-12:00	Tech-Voc2	lec lab lab	1 1 2	4.0	59		7			33.0		33.00		
	Instructor I, TL, COS	ELT 09	Electrical Instruments and Measurements	2-BIndTech-D	MW	8:00-9:00 9:00-10:30	ET - 2	lec lab	1 3	5.0	52									
		ELT 01	Occupational Health and Safety UAnt	1 BIndTech-A ELT	F	10:30-12:00 1:00-3:30	Anti room 3	lec	3	3.0	55									
		IndT Dwg 01	Industrial Drawing I/SM Antipas	1 BIndTech-A ELT	F	8:00-9:30 9:30 - 6:30	Anti room 3	lec lab	1 3	4.0	55									
		ETTE 01	Occupational Health and Safety Practices	1-BTVTED-B	M	7:00-8:00	Tech-Voc2	lec	1	1.0	28									
		ETTE 02	Electrical and Industrial electronics and Devices	1-BTVTED-B	MW	1:00-2:00 2:00-5:00	AT-4	lec lab	2 6	8.0	28									
		ETTE 03	Electrical Wiring System and Design	2-BTVTED-D	TTH	1:00-2:00 2:00-5:00	ET - 1	lec	2 6	8.0	17									

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
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						8:00-9:30		lab	3											
	Instructor I, TL, COS	AUTO 15	Automotive LPG System	3-BindTech-A1	TTH	8:30-9:30	AT1	lec	2	5.00	42									
						9:30-11:00		lab	3											
		ITech 10	Labor Laws and Industrial Policy	4-BSIT-A	MW	2:30-4:00	AT2	lec	3	3.00	50									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-B	MW	1:00-2:30	AT2	lec	3	3.00	43									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-C	MW	10:00-11:30	AT2	lec	3	3.00	32									
		ATTE 10	Driving Education	3-BTVTED-A	TH	1:00-2:00	AT2	lec	1	4.00	33									
						2:00-5:00		lab	3											
		ATTE 09	Automotive Electronics System and Management h	3-BTVTED-A	T	1:00-2:00	AT2	lec	1	4.00	34									
						2:00-5:00		lab	3											
Bachelor of Science in Industrial Technology	BORNEA, KHIM JOHN F.																			
	Instructor I, TL, COS	ATTE 04	Automotive Electrical System Servicing, Repair and Maintenance	2-BTVTED-A	TTH	1:00-2:00	WT - 1	lec	2	8.0	27		5			25.0		25.0		
						2:00-5:00		lab	6											
		ATTE 05	Power Conversion System and Underchasses Servicing, Repair and Maintenance	2-BTVTED-A	MW	8:00-2:00	WT - 1	lec	2	8.0	27									
						2:00-5:00		lab	6											
		AUTO10	Body Management and Under chassis Electronic Control System	2BindTech-A	TTH	7:00-8:00	WT - 1	lec	2	5.0	49									
						8:00-9:30		lab	3											
		ATTE 01	Occupational Health and Safety Practices	1BTVTED-D- ATTE	M	7:00 - 8:00	WT - 1	lec	1	1.0	26									
		AUTO 02	Fundamentals of Automotive Technology	1BindTech - A	T	1:00 - 4:00	WT - 1	lec	3	3.0	60									

Prepared by:
MARGIE T. TANDOG, PhD
Chairperson, TTD

Submitted By:
JOEL V. MISANES, PhD
College Dean

Reviewed by:
APRIL JXEEL [illegible] ALAY-MAN, RN
Head, Academic Compliance and Monitoring

Verified by:
JOY SHARON [illegible] ERIA-GAMIDO
Director for Instruction

Approved by:
LEORENCE C. TANDOG, PhD
VPAA

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

OUTCOMES

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

Chapter 3

3. FACULTY DUTIES AND RESPONSIBILITIES

A faculty member is an academic personnel who holds a faculty classification and is engaged in any of the university's core functions (USM Code, Article 66). Faculty members possess academic qualifications and are expected to uphold the highest ethical standards and behavior, as indicated in Section 4 of Republic Act No. 6713.

Faculty members are expected to perform at least two of the university's four-fold functions, as specified in MSP, BOR Resolution 32, s. 2024 of the university such as Instruction, Research, Extension and Production.

3.1. Instruction

3.1.1. conduct classes as conscientiously as possible. Classes should be conducted regularly at the designated place and time. If a teacher is to be absent from the class for good reason including when on official travel, he/she should notify the Department Chair so that arrangements can be made with other faculty members to take over or submit a the filled-up make-up class form together with the attachment. If no substitute is available, missed classes are expected to be made up to the students. Faculty members may assign tasks/activities relevant to the course. Faculty members should aim to develop punctuality, honesty and conscientiousness among students.

3.1.2. exert all effort to maintain high quality education in harmony with the mission.

3.1.3. prepare, enrich and upgrade their syllabi. A file copy of their syllabi should be submitted to the Office of the Dean of a College/Unit at the beginning of each semester.

3.1.4. assist in reviewing library holdings in their respective disciplines.

3.1.5. devise instructional aids/materials for their respective courses.

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 20 minutes for 1 hour classes is considered absent and the students may leave the room.
A teacher should not overstay in a room especially if another class will use the same classroom. The class of is to be dismissed 10 minutes before the time to facilitate movement students from one room/building to another.

3.1.7. prepare his/her own test questions and to supervise the reproduction of the same.

3.1.8. return corrected papers to the students on time.

3.1.9. prepare, proctor, and administer midterm and final examination. The dates of these examinations are indicated in the school calendar. Examinations should be conducted punctually. In case a proctor is not available during the examination for valid reason, he/she should immediately inform the Dean of the College and/or Department Chair concerned so that prompt arrangement for substitution could be made. Proctors who report late or are absent during the examination should be reported by the course teacher concerned after his/her scheduled examination to the Office of the Vice President for Academic Affairs. Check ID card or student copy of Form 6 (in lieu of ID card for those who have not yet been issued the same) of the students taking the examination to tally with their names on the test paper. Faculty members assigned to proctor examinations should remind the class of the regulations on examinations and the sanctions for dishonesty, utilize strategic measures to discourage students from cheating during examination (USM Code 2024, Article 257, Section 6).

3.1.10. have consultation with students prior to final posting of grades following the University grading system. Faculty member shall submit his/her Report of Grades within ten (10) calendar days after the last day of midterm and final examinations (USM Code 2024, Article 203, Section 5).

3.2. Research

Faculty members need to continually engage in research endeavors. As such, they are expected to:

3.2.1. participate in formulating the research agenda for USM;

3.2.2. generate research to enhance instruction in the field of specialization;

3.2.3. encourage students to become creative, innovative, and productive researchers;

3.2.4. participate actively in local, regional, national, and international conferences;

3.2.5. publish books articles, instructional materials, and monographs in recognized publishers and refereed journals.

3.3. Extension

3.3.1. Faculty members are stimulated to actively participate in USM- sponsored community extension projects and sectoral or professional groups.

Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession. They are expected to organize and lead training sessions, workshops, and seminars, provide expert consultancy services, and promote lifelong learning by facilitating continuous education opportunities.

MEMORANDUM REQUIRING THE FACULTY TO SUBMIT GRADES.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 064-572-2406
Email address:mfmonderin@usm.edu.ph

VICE PRESIDENT FOR ACADEMIC AFFAIRS OFFICE

MEMORANDUM No. 005
Series of 2024

TO : DEANS, CHANCELLOR AND CAMPUS HEADS

SUBJECT : REMINDERS TO ALL COS FACULTY MEMBERS

FROM : OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE : JANUARY 17, 2024

==========

Please remind all your Contract of Service (COS) faculty members to observe the following concerns:

1. Submit their grades, DTR, and BIR Certificate of Tax Exemption with a Sworn Statement on the 19th of January 2024, so that their payments will be available on the 22nd of the same month. Non-compliance with these requirements may cause a delay in payments.
2. Enroll in biometrics at the Human Resource Office, upon the assurance of the College that they will be rehired in the 2nd semester of AY 2023-2024.

For your widest dissemination.

MARCOS F. MONDERIN
OIC to the Vice President for Academic Affairs

CC: _____CA _____CEIT_____ CVM_____OP_____USM KCC_____CASS_____ ISPEAR_____CSM_____NSTP
_____CBDEM_____CTI_____CED_____CMAHS_____ CHEFS_____IMEAS_____PALMA _____DI

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

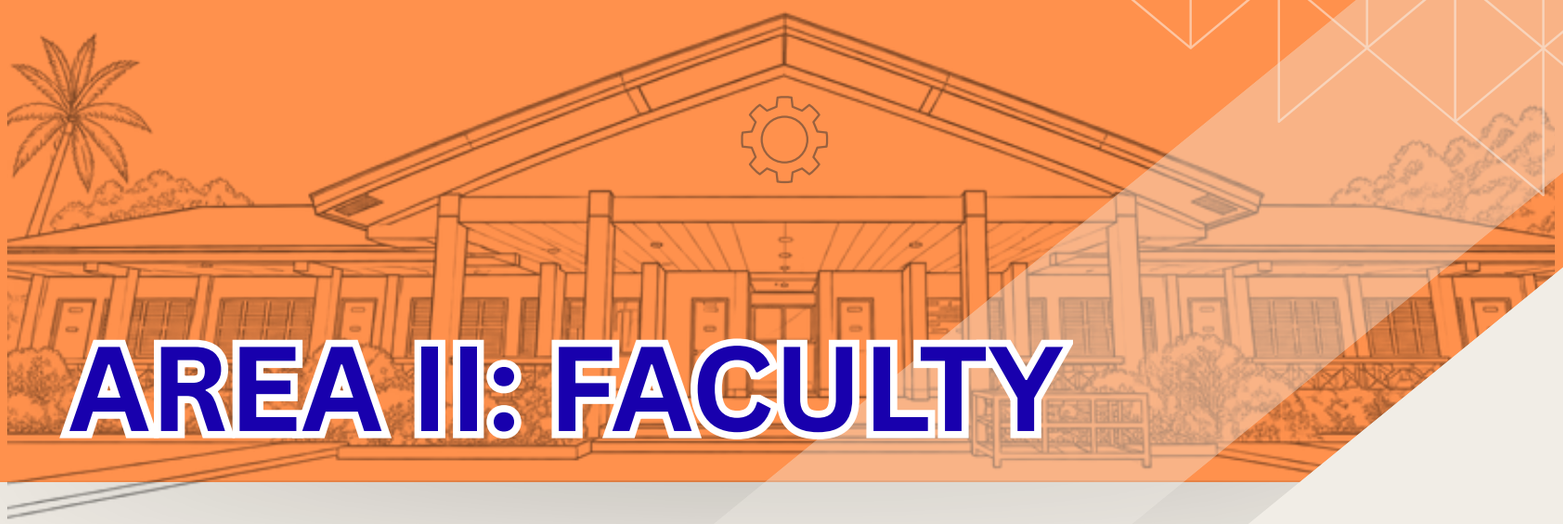
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

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BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

OUTCOMES

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

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1ST Semester SY 2026 - 2027

Name: IRA ANDREANA K. MAMA College/Unit: CTI Designation:

Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:00	ADT 09 (Lec)	2 BINDTECH B	AD 1	39	ADT 09 (Lec)	2 BINDTECH B	AD 1	39				
8:00-9:30	ADT 09 (Lab)				ADT 09 (Lab)							
9:30-10:00	TLE 05	2 BTVTED A&B	AD 1	47	TLE 05	2 BTVTED A&B	AD 1	47				
10:00-11:00												
11:00-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	TLE 01	1 BTVTED C&D	AD 1	33
2:00-3:30	ADT 03 (Lab)				ADT 03 (Lab)							
3:30-4:00	CHECKING AND RECORDING OF SCORES (Office hours)											
4:00-5:00												
Office Hours	1				0				0			
Class Hours	6.5				6.5				3			
Total	7.5				6.5				3			

Time	Tuesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Thursday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Saturday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	TLE 01	1 BTVTED A&B	AD 1	60	TLE 05	1 BTVTED A&B	AD 1	60				
8:30-9:30	TLE 05	2 BTVTED C&D	AD 1	33	TLE 05	2 BTVTED C&D	AD 1	33				
9:30-10:00												
11:30-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39				
2:00-3:00												
3:00-4:00	DTTE 09 (Lab)				DTTE 09 (Lab)							
4:00-5:00												
Office Hours	2				2							
Class Hours	7				7				0			
Total	9				9				0			

SUMMARY OF INFORMATION

1. No. of Preparation	5
2. *Load Displacement*	
3. *Research/Extension Load*	
4. Laboratory Hours	12
5. Lecture Hours	17
6. *Actual Teaching Load(4+5)*	29
7. *Credit for Student Factor*	
8. Total Load (add #2,3,6 & 7)	30
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	5
12Class Hours	29
13. Total Hours (11+12)	34

Submitted by:
IRA ANDREANA K. MAMA
Faculty

Checked by:
MANUEL J. TAYONG
Department Chairperson

Recommending Approval:
JOEL V. MISANES
Dean

Approved:
LEORENCE C. TANDOG
Vice Pres. for Academic Affairs

USM-DIO-F02-Rev 2.2023.08.22

INDIVIDUAL FACULTY TIME AND LOCATION

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2026 - 2027

Name: OLIVER C. VELONERO | College/Unit: CTI-TED | Designation: Instructor I

Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-9:30	ELT 17	3-BINDTECH-D2	ELX2	47	ELT 17	3-BINDTECH-D2	ELX2	47	INDT ICT 02	3-BINDTECH-D2	ELX2	47
9:30-11:00												
11:00-12:00	OFFICE HOURS (CHECKING OF ACTIVITIES, ATTENDANCE AND STUDENT'S CONSULTATION)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	ETTE 09	3-BTVTED-D	ELX2	37	ETTE 09	3-BTVTED-D	ELX2	37				
2:00-3:00												
3:00-5:00												
5:00-7:00												
Office Hours	1				1				0			
Class Hours	6.5				6.5				5			
Total	7.5				7.5				5			

Time	Tuesday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Thursday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Saturday	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-9:30	ELT 17	3-BINDTECH-D1	ELX2	41	ELT 17	3-BINDTECH-D1	ELX2	41				
9:30-11:00												
11:00-12:00	OFFICE HOURS (CHECKING OF ACTIVITIES, ATTENDANCE AND STUDENT'S CONSULTATION)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	OFFICE HOURS (CHECKING OF ACTIVITIES, ATTENDANCE AND STUDENT'S											
2:30-3:00	INDT ICT 02	3-BINDTECH-D1	ELX1	41	INDT ICT 02	3-BINDTECH-D1	ELX1	41				
3:00-5:00												
5:00-7:00												
6:00-7:00												
Office Hours	2				1							
Class Hours	5				5							
Total	7				6							

SUMMARY OF INFORMATION

1. No. of Preparation	3
2. Load Displacement	0
3. Research/Extension Load	
4. Laboratory Hours	18
5. Lecture Hours	10
6. Actual Teaching Load(4+5)	28
7. Credit for Student Factor	
8. Total Load (add #2,3,6 & 7)	28
9. Normal Load	
10. Overload/(Underload)	28
11. Office Hours	5
12. Class Hours	28
13. Total Hours (11+12)	33

Submitted by:
OLIVER C. VELONERO
Faculty

Checked by:
MANUEL J.TAYONG, PhD
Department Chairperson

Recommending Approval:
JOEL V. MISANES, PhD
Dean

Approved:
LEORENCE C. TANDOG, PhD
Vice Pres. for Academic Affairs

INDIVIDUAL FACULTY TIME AND LOCATION

BM23 =IF(SUM(BL23:BL23)>0,SUM(BL23:BL23),"")

	B	C	D	E	F	G	H	I	Q	R	S	T	U	V	W	AI	AJ	AK	AT	AU	AW	AX	AY	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO
17	e of Student				Score	TOTAL	AVERAGE	POINTS	QUIZ1	QUIZ2	QUIZ3	QUIZ4	QUIZ5	QUIZ6	QUIZ7	TOTAL	AVERAGE	POINTS	Report1	Report2	TOTAL	AVERAGE	POINTS	Wrt Ass 1	Wrt Ass 2	Wrt Ass 3	TOTAL	AVERAGE	POINTS	Midterm	TOTAL	AVERAGE	POINTS
18	POSSIBLE HIGHEST SCORE				9	17	100	10%	20	30	20					70	100	15%	50	30	80	100	25%	15	15	30	60	100	10%	60	60	100	40%
19	23-59134				8	8.00	47.06	4.71	15	26	11					52.00	74.29	11.14	50	25	75.00	93.75	23.44							52	52.00	86.67	34.67
20	23-09613				9	9.00	52.94	5.29	20	25	14					59.00	84.29	12.64	50	25	75.00	93.75	23.44							59	59.00	98.33	39.33
21	23-74732				6	6.00	35.29	3.53	20	23	16					59.00	84.29	12.64	50	25	75.00	93.75	23.44										
22	23-54714				7	7.00	41.18	4.12	20	16	12					48.00	68.57	10.29	50	25	75.00	93.75	23.44							55	55.00	91.67	36.67
23	23-68741				9	9.00	52.94	5.29	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
24	23-08155				9	9.00	52.94	5.29	20	26	18					64.00	91.43	13.71	50	25	75.00	93.75	23.44							41	41.00	68.33	27.33
25	23-71659				9	9.00	52.94	###	20	25	13					58.00	82.86	12.43	50	25	75.00	93.75	23.44							51	51.00	85.00	34.00
26	23-62274				9	9.00	52.94	5.29	20	28	7					55.00	78.57	11.79	50	25	75.00	93.75	23.44							57	57.00	95.00	38.00
27	23-57231				7	7.00	41.18	4.12	20	10	8					38.00	54.29	8.14	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
28	23-49831				8	8.00	47.06	4.71	20	28	12					60.00	85.71	12.86	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
29	23-44370				8	8.00	47.06	4.71	20	27	14					61.00	87.14	13.07	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
30	23-70282				8	8.00	47.06	4.71	20	22	14					56.00	80.00	12.00	50	25	75.00	93.75	23.44							37	37.00	61.67	24.67
31	23- 18694				8	8.00	47.06	4.71	20	21	16					57.00	81.43	12.21	50	25	75.00	93.75	23.44							35	35.00	58.33	23.33
32	23-02098				8	8.00	47.06	4.71	20	9	13					42.00	60.00	9.00	50	25	75.00	93.75	23.44							40	40.00	66.67	26.67
33	23-91504				8	8.00	47.06	4.71	15	21	9					45.00	64.29	9.64	50	25	75.00	93.75	23.44										
34	23-80591																																
35	23-82315				8	8.00	47.06	4.71	20	15	14					49.00	70.00	10.50	50	25	75.00	93.75	23.44										
36	23-74517				8	8.00	47.06	4.71	20	29	17					66.00	94.29	14.14	50	25	75.00	93.75											
37	23-09041				8	8.00	47.06	4.71	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44										
38	23-41177				7	7.00	41.18	4.12	20	25	16					61.00	87.14	13.07	50	25	75.00	93.75	23.44										

SAMPLE OF FACULTY CLASS RECORD USING MS EXCEL

Faculty members reviewing and encoding grades or an authorized administrator monitoring grade submissions. Protect confidential student information.

Student Consultation and Academic Advising



Demonstration



Proctorship

Student Consultation and Academic Advising



Student Mentoring



Installation of Computer software for Labpratory course

Preparation and Submission of Course Syllabi

1.0 PURPOSE

The Course Syllabus Preparation and Revision Procedure aims to provide a standardized guide for all faculty members of the University of Southern Mindanao in planning, designing and delivering of courses. This procedure ensure that the syllabus preparation and revision are valid, systematic and aligned with the outcomes-based teaching and learning (OBTL) approach.

2.0 SCOPE

This procedure applies to all courses offered at the University of Southern Mindanao.

3.0 DEFINITION OF TERMS

3.1 **Syllabus** refers to an outline or summary of topics to be covered in a course. It includes program, course and learning outcomes, (methods and assigned learning tasks) course outline, time frame, learning resources, teaching and learning activities, assessment task, references, evaluation and grading system, and classroom policies.

3.2 **CHED Memorandum Order (CMO)** refers to the approved policies, standards and guidelines (PSG) for specific programs used as references in course syllabus preparation and revision.

3.3 **Outcomes-Based Education (OBE)** is an educational philosophy emphasizing student-centered learning to achieve required graduate competencies.

3.4 **Outcomes-Based Teaching and Learning (OBTL)** is an instructional approach applying Constructive Alignment by first identifying the Course Outcomes (CO) and Intended Learning Outcomes (ILO) aligned with Program Outcomes (PO) prior to designing Teaching and Learning Activities (TLA) and Assessment Task (AT).

3.5 **Program Educational Objectives (PEO)** are broad statements describing graduates' expected career achievements within 3-5 years after graduation.

3.6 **Program Outcomes (PO)** refers to the explicit statements describing the competencies and values graduates are expected to demonstrate upon completing the degree.

3.7 **Course Outcomes (CO)** refers to the measurable learning results expected from students upon completion of a course contributing to Program Outcomes (PO).

3.8 **Intended Learning Outcome (ILO)** refers to specific and measurable learning results expected at the end of the learning experience contributing to Course Outcomes (CO).

3.9 **Teaching and Learning Activities (TLA)** instructional strategies and learning experiences that enable students to achieve the ILOs.

3.10 **Assessment Task (AT)** tools and activities used to measure attainment of ILOs.

3.11 **Faculty In-charge** refers to the instructor/professor responsible for preparing and implementing the course syllabus.

4.0 REFERENCES

4.1 USM Code

4.2 USM Quality Management System Manual (USM-QMS-002-Rev.8.2024.09.02)

4.3 USM Quality Policy Statement (USM-QMS-007-Rev.2.2020.02.18)

4.4 CHED Memorandum Order (CMO)

5.0 RESPONSIBILITY & AUTHORITY

5.1 The **Faculty in-charge** shall be responsible for ensuring compliance with required forms and documents and proper implementation of this procedure.

5.2 The **Dean** and **Department Chairperson** shall ensure adherence to the process and verify completeness of required documents.

5.3 The **Director for Instruction** shall ensures implementation of syllabus preparation and revision aligned with CHED OBE requirements and maintain a repository of enrolled syllabi for monitoring.

5.4 The **Vice President for Academic Affairs** shall oversees the overall implementation of the syllabus preparation and revision process and approval authority.

6.0 PROCEDURE DETAILS

6.1 **Preparation of New Course Syllabus**

6.1.1 The faculty in-charge shall prepare a new course syllabus containing:

6.1.1.1 Institutional policies (Vision, Mission, Core Values, QPS, College Goals and Department Objectives).

6.1.1.2 Program information (degree program, and CHED CMO reference)

UNCONTROLLED

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MASTER COPY

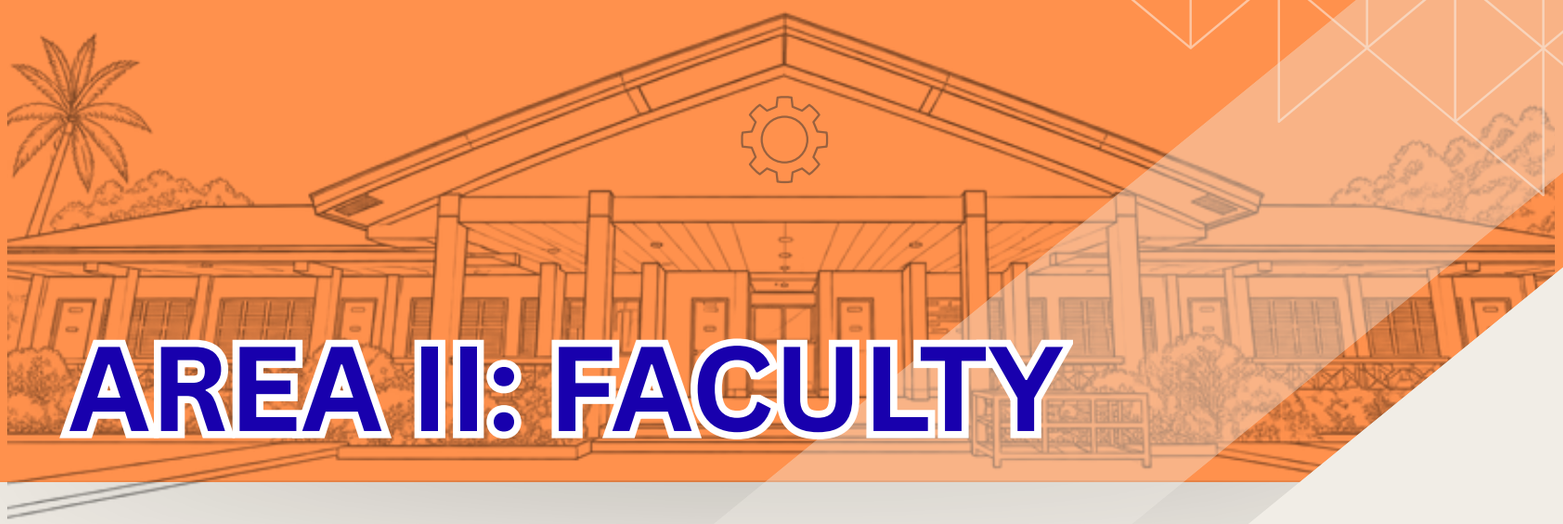
UNIVERSITY OF SOUTHERN MINDANAO
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AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

BEST PRACTICES

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

Workload Planning and Distribution

Faculty workloads are planned before the start of each semester to ensure the equitable distribution of teaching assignments and other academic responsibilities.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

SEP 02 2026

Dept.

COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of prep	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Ph.D in Technological Education Management	MISANES, JOEL V.	AUTD 11	Automotive Airconditioning	2-BindTech-A	TTh	10:00-11:00	ET - 1	lec	2	5.00	49	0.48	3	12		12.00	0.48	23.48	18	5.48
						11:00-12:30		lab	3											
	Associate Professor V, Dean of CTI	TED 07	Research in Technical-Vocational Education	3 BTVTED-A	TTh	8:30-10:00	ET - 1	lec	3	3.0	36	0.00								
		NSTP 01	Reserved Officer's Training Corps I	CTI - BindTech	F	7:00 - 10:00	FIELD	lec	3	0.0	310	0.00								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3 BTVTED-A	MW	10:00-11:30	ET - 1	lec	3	3.0	38	0.00								
Ph.D in Technological Education Management	TAYONG, MANUEL J.	ELT UT 01	Project Study 1 with Intellectual Property Rights	3-BindTech-D1	MW	1:00-2:00	ET-1	lec	2	5.00	40	0.00	4	6		16.00	0.54	22.54	18	4.54
						2:00-3:30		lab	3			0.30								
	Asso. Prof. V, TED Dep't Chairperson, TED DRC, College ISO Coordinator	ETTE 08	Programmable Logic Controller System and Programming	3 BTVTED-D	TTH	1:00-2:00	ELX-2	lec	2	8.00	37	0.00								
						2:00-5:00		lab	6			0.24								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-D	MW	3:30-5:00	ET-1	lab	3	0.00	45	0.00								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3 BTVTED-D	TTH	8:30-10:00	ET-1	lec	3	3.00	42	0.00								
Master of Professional Studies - Development Education	NERAL, GEORGE Q.	ELXTE 02	Electronics Principles, Component Operation and Circuit Design	1 BTVTED-C	MW	1:00-2:00	ELX-1	lec	2	8.00	24	0.00	3	3		20.0	0.86	23.86	18	5.86
						2:00-5:00		lab	6											
	Asso. Prof. IV, Deputy Head of Lights and Sound Systems Services, VSL, Permanent	ELEX 02	Electronic Devices 1	1 BindTech C	TTH	7:00-8:30	ELX-1	lec	3	9.00	59	0.18								
						8:30-11:30		lab	6			0.68								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3-BTVTED-B	MW	10:00-11:30	ELX-1	lec	3	3	46	0.00								
Master of Arts in Teaching Industrial Arts (Cand.)	DESCALLAR, ZHERWIN R.	ELEX UT 01	Project Study 1 with Intellectual Property Rights	3BindTech-C	TTH	8:30-9:30	ELX-3	lec	2	5.00	25	0.00	3	9		13.0	0.00	22.0	18	4.00
						9:30-12:00		lab	3			0.00								
	Instructor II, Head of Lights and Sound Systems Services, VSL, Permanent	ELXTE 05	Digital Logic Circuit Controller System	2-BTVTED-C	TTH	1:00-2:00	ELX-3	lec	2	8.00	17	0.00								
						2:00-5:00		lab	6			0.00								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-C	MW	1:00-2:30	ELX-3	lab	3	0.00	48	0.00								

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COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of prep	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Master of Technology Education	RESPONTE, NEIL REY	AUTO 03	Automotive Electrical System	1BIndTech-A	TTH	1:00-2:00 2:00-3:30	AT3	lec lab	2 3	5.00	60	0.20 0.70	4	3		17.0	0.90	20.9	18	2.90
	Instructor I College Research Coordinator TL Permanent	ITech 12	Industrial Safety, Time Motion and Work Simplification	4-BSIT-A	MW	2:30-4:00	AT3	lec	3	3.00	47	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-A	MW	7:00-8:30	AT3	lec	3	3.00	24	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-B	TTH	7:00-8:30	AT3	lec	3	3.00	37	0.00 0.00								
		TED 04	Curriculum Development and Evaluation with Emphasis on Trainers Metodology II	3-BTVTED-A	MW	10:00-11:30	AT3	lec	3	3.00	38	0.00 0.00								
Master of Arts in Teaching Industrial Arts (cand.)	GAVINO, ELLE Joy M.	ADT 12	Visual Communication 2 - Product Design	2-BIndTech-A	TTH	10:30-11:00 11:00-12:30	AD2	lec lab	1 3	4.00	41	0.00 0.32	4	6		16.0	0.46	22.46	18	4.46
	Instructor I College Guidance Coordinator TL Temporary	DTTE 01	Occupational Health and Safety Practices	1-BTVTED-A	M	7:00-8:00	AD2	lec lab	1 0	1.00	28	0.00 0.06								
		DTTE 02	Freehand Drawing, Design Theories and Arts Appreciation	1-BTVTED-A	MW	1:00-2:00 2:00-5:00	AD2	lec lab	2 6	8.00	29	0.00 0.08								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3-BTVTED-B	MW	8:30-10:00	AD2	lec	3	3.00	43	0.00								
Master of Arts in Teaching Industrial Arts	PRESTO, SOLOMON L.	IndT BaM 03	Industrial Organization and Management	3 BIndTech-A1	MW	10:00-11:30	WT3	lec	3	3.00	43	0.00	1			18.0	0.00	18.00	18	0.00
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-A2	MW	7:00-8:30	WT3	lec	3	3.00	33	0.00								
		IndT BaM 03	Industrial Organization and Management	3BInd Tech-A3	MW	4:00-5:30	WT-3	Lec	3	3.00	43	0.00								
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-D2	TTH	8:30-10:00	WT3	lec	3	3.00	45	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-A	TTH	2:30-4:00	WT3	lec	3	3.00	47	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-C	MW	2:30-4:00	WT3	lec	3	3.00	33	0.00								

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Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec.	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of preps	Load Displacement	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Bachelor of Technical Teacher Education	MAMA, IRA ANDREANA K.	ADT 03	Visual Techniques 1 - Freehand Drawing	1 BindTech-B	MW	1:00-1:30 1:30-3:00	ADs	lec lab	1 3	4.00	59		5			25		29.00		
	Instructor I, TL, COS	TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-C&D	TTH	8:30-10:00	ADs	lec	3	3.00	31									
		ADT 09	Visual Techniques 1 - Architectural Drawing	2BindTech-	MW	7:00-8:00 8:00-9:30	ADs	lec lab	2 3	5.00	39									
		TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-A&B	MW	9:30-11:00	ADs	lec	3	3.00	47									
		TLE 01	Introduction to Industrial Arts	1-BTVTED-A&B	TTH	7:00-8:30	ADs	lec	3	3.00	59									
		DTTE 09	Digital Graphics Design and Commercial Arts	3-BTVTED-B	TTH	1:00-2:00 2:00 - 5:00	Tech-Voc3	lec lab	2 6	8.00	36									
		TLE 02	Introduction to Industrial Arts	1-BTVTED-C&D	F	1:00-4:00	ADs	lec	3	3	45									
Bachelor of Industrial Technology	VELONERO, OLIVER C.	IndT ICT 02	Computer Programming	3-BIndTech-D1	TTH	1:30-3:30 3:30-5:00	ELX-2	lec lab	2 3	5.00	41		3			18		28.00		
	Instructor I, TL, COS	ELT 17	Electro-Pneumatic Systems	3-BIndTech-D1	TTH	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	41									
		IndT ICT 02	Computer Programming	3-BIndTech-D2	F	7:00-9:00 9:00-12:00	ELX-2	lec lab	2 3	5.00	48									
		ELT 17	Electro-Pneumatic Systems	3-BIndTech-D2	MW	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	47									
		ETTE 03	Industrial Process Control and Automation Control System	3-BTVTED-ET	MW	1:00-2:00 2:00-5:00	ELX-2	lec lab	2 6	8.00	37									
Bachelor of Technical Teacher Education	SELIBIO, WELBERT	ELT 02	Electricity/Electronics Principles	1-BIndTech-D	T TH	8:30-9:30 9:30-10:30 10:00-12:00	Tech-Voc2	lec lab lab	1 1 2	4.0	59		7			33.0		33.00		
	Instructor I, TL, COS	ELT 09	Electrical Instruments and Measurements	2-BIndTech-D	MW	8:00-9:00 9:00-10:30	ET - 2	lec lab	1 3	5.0	52									
		ELT 01	Occupational Health and Safety UAnt	1 BIndTech-A ELT	F	10:30-12:00 1:00-3:30	Anti room 3	lec	3	3.0	55									
		IndT Dwg 01	Industrial Drawing I/SM Antipas	1 BIndTech-A ELT	F	8:00-9:30 9:30 - 6:30	Anti room 3	lec lab	1 3	4.0	55									
		ETTE 01	Occupational Health and Safety Practices	1-BTVTED-B	M	7:00-8:00	Tech-Voc2	lec	1	1.0	28									
		ETTE 02	Electrical and Industrial electronics and Devices	1-BTVTED-B	MW	1:00-2:00 2:00-5:00	AT-4	lec lab	2 6	8.0	28									
		ETTE 03	Electrical Wiring System and Design	2-BTVTED-D	TTH	1:00-2:00 2:00-5:00	ET - 1	lec	2 6	8.0	17									

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Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Cru/Sec	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of preps	Load Duplication	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Bachelor of Technical Teacher Education	LAURINO, PAUL	AUTO 08	Body Repair and Painting	1-BindTech-A	MW	7:00-8:00	AT1	lec	2	5.00	49		5			27.0		27.0		
						8:00-9:30		lab	3											
	Instructor I, TL, COS	AUTO 15	Automotive LPG System	3-BindTech-A1	TTH	8:30-9:30	AT1	lec	2	5.00	42									
						9:30-11:00		lab	3											
		ITech 10	Labor Laws and Industrial Policy	4-BSIT-A	MW	2:30-4:00	AT2	lec	3	3.00	50									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-B	MW	1:00-2:30	AT2	lec	3	3.00	43									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-C	MW	10:00-11:30	AT2	lec	3	3.00	32									
		ATTE 10	Driving Education	3-BTVTED-A	TH	1:00-2:00	AT2	lec	1	4.00	33									
						2:00-5:00		lab	3											
		ATTE 09	Automotive Electronics System and Management h	3-BTVTED-A	T	1:00-2:00	AT2	lec	1	4.00	34									
						2:00-5:00		lab	3											
Bachelor of Science in Industrial Technology	BORNEA, KHIM JOHN F.																			
	Instructor I, TL, COS	ATTE 04	Automotive Electrical System Servicing, Repair and Maintenance	2-BTVTED-A	TTH	1:00-2:00	WT - 1	lec	2	8.0	27		5			25.0		25.0		
						2:00-5:00		lab	6											
		ATTE 05	Power Conversion System and Underchasses Servicing, Repair and Maintenance	2-BTVTED-A	MW	8:00-2:00	WT - 1	lec	2	8.0	27									
						2:00-5:00		lab	6											
		AUTO10	Body Management and Under chassis Electronic Control System	2BindTech-A	TTH	7:00-8:00	WT - 1	lec	2	5.0	49									
						8:00-9:30		lab	3											
		ATTE 01	Occupational Health and Safety Practices	1BTVTED-D- ATTE	M	7:00 - 8:00	WT - 1	lec	1	1.0	26									
		AUTO 02	Fundamentals of Automotive Technology	1BindTech - A	T	1:00 - 4:00	WT - 1	lec	3	3.0	60									

Prepared by:
MARGIE T. TANDOG, PhD
Chairperson, TTD

Submitted By:
JOEL V. MISANES, PhD
College Dean

Reviewed by:
APRIL JXEEL [illegible] ALAY-MAN, RN
Head, Academic Compliance and Monitoring

Verified by:
JOY SHARON [illegible] ERIA-GAMIDO
Director for Instruction

Approved by:
LEORENCE C. TANDOG, PhD
VPAA

Specialization-Based Teaching Assignments

Faculty members are assigned subjects aligned with their educational qualifications, technical specialization, professional experience, and competencies.

UNIVERSITY OF SOUTHERN MINDANAO
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Philippines

SEP 02 2026

Dept.

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Ph.D in Technological Education Management	MISANES, JOEL V.	AUTD 11	Automotive Airconditioning	2-BindTech-A	TTh	10:00-11:00	ET - 1	lec	2	5.00	49	0.48	3	12		12.00	0.48	23.48	18	5.48
						11:00-12:30		lab	3											
	Associate Professor V, Dean of CTI	TED 07	Research in Technical-Vocational Education	3 BTVTED-A	TTh	8:30-10:00	ET - 1	lec	3	3.0	36	0.00								
		NSTP 01	Reserved Officer's Training Corps I	CTI - BindTech	F	7:00 - 10:00	FIELD	lec	3	0.0	310	0.00								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3 BTVTED-A	MW	10:00-11:30	ET - 1	lec	3	3.0	38	0.00								
Ph.D in Technological Education Management	TAYONG, MANUEL J.	ELT UT 01	Project Study 1 with Intellectual Property Rights	3-BindTech-D1	MW	1:00-2:00	ET-1	lec	2	5.00	40	0.00	4	6		16.00	0.54	22.54	18	4.54
						2:00-3:30		lab	3			0.30								
	Asso. Prof. V, TED Dep't Chairperson, TED DRC, College ISO Coordinator	ETTE 08	Programmable Logic Controller System and Programming	3 BTVTED-D	TTH	1:00-2:00	ELX-2	lec	2	8.00	37	0.00								
						2:00-5:00		lab	6			0.24								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-D	MW	3:30-5:00	ET-1	lab	3	0.00	45	0.00								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3 BTVTED-D	TTH	8:30-10:00	ET-1	lec	3	3.00	42	0.00								
Master of Professional Studies - Development Education	NERAL, GEORGE Q.	ELXTE 02	Electronics Principles, Component Operation and Circuit Design	1 BTVTED-C	MW	1:00-2:00	ELX-1	lec	2	8.00	24	0.00	3	3		20.0	0.86	23.86	18	5.86
						2:00-5:00		lab	6											
	Asso. Prof. IV, Deputy Head of Lights and Sound Systems Services, VSL, Permanent	ELEX 02	Electronic Devices 1	1 BindTech C	TTH	7:00-8:30	ELX-1	lec	3	9.00	59	0.18								
						8:30-11:30		lab	6			0.68								
		TED 02	Work-based Learning with emphasis in Trainers Metodology	3-BTVTED-B	MW	10:00-11:30	ELX-1	lec	3	3	46	0.00								
Master of Arts in Teaching Industrial Arts (Cand.)	DESCALLAR, ZHERWIN R.	ELEX UT 01	Project Study 1 with Intellectual Property Rights	3BindTech-C	TTH	8:30-9:30	ELX-3	lec	2	5.00	25	0.00	3	9		13.0	0.00	22.0	18	4.00
						9:30-12:00		lab	3			0.00								
	Instructor II, Head of Lights and Sound Systems Services, VSL, Permanent	ELXTE 05	Digital Logic Circuit Controller System	2-BTVTED-C	TTH	1:00-2:00	ELX-3	lec	2	8.00	17	0.00								
						2:00-5:00		lab	6			0.00								
		ITech UT 02	Undergraduate Thesis II	4-BSIT-C	MW	1:00-2:30	ELX-3	lab	3	0.00	48	0.00								

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Master of Technology Education	RESPONTE, NEIL REY	AUTO 03	Automotive Electrical System	1BIndTech-A	TTH	1:00-2:00 2:00-3:30	AT3	lec lab	2 3	5.00	60	0.20 0.70	4	3		17.0	0.90	20.9	18	2.90
	Instructor I College Research Coordinator TL Permanent	ITech 12	Industrial Safety, Time Motion and Work Simplification	4-BSIT-A	MW	2:30-4:00	AT3	lec	3	3.00	47	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-A	MW	7:00-8:30	AT3	lec	3	3.00	24	0.00 0.00								
		Ted FS 01	Observations of Teaching Learning in Actual School Environment	4-BTVTED-B	TTH	7:00-8:30	AT3	lec	3	3.00	37	0.00 0.00								
		TED 04	Curriculum Development and Evaluation with Emphasis on Trainers Metodology II	3-BTVTED-A	MW	10:00-11:30	AT3	lec	3	3.00	38	0.00 0.00								
Master of Arts in Teaching Industrial Arts (cand.)	GAVINO, ELLE Joy M.	ADT 12	Visual Communication 2 - Product Design	2-BIndTech-A	TTH	10:30-11:00 11:00-12:30	AD2	lec lab	1 3	4.00	41	0.00 0.32	4	6		16.0	0.46	22.46	18	4.46
	Instructor I College Guidance Coordinator TL Temporary	DTTE 01	Occupational Health and Safety Practices	1-BTVTED-A	M	7:00-8:00	AD2	lec lab	1 0	1.00	28	0.00 0.06								
		DTTE 02	Freehand Drawing, Design Theories and Arts Appreciation	1-BTVTED-A	MW	1:00-2:00 2:00-5:00	AD2	lec lab	2 6	8.00	29	0.00 0.08								
		TED 03	The Teacher and the Community, School Culture & Organizational Leadership with Focus on Philippine TVET System	3-BTVTED-B	MW	8:30-10:00	AD2	lec	3	3.00	43	0.00								
Master of Arts in Teaching Industrial Arts	PRESTO, SOLOMON L.	IndT BaM 03	Industrial Organization and Management	3 BIndTech-A1	MW	10:00-11:30	WT3	lec	3	3.00	43	0.00	1			18.0	0.00	18.00	18	0.00
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-A2	MW	7:00-8:30	WT3	lec	3	3.00	33	0.00								
		IndT BaM 03	Industrial Organization and Management	3BInd Tech-A3	MW	4:00-5:30	WT-3	Lec	3	3.00	43	0.00								
		IndT BaM 03	Industrial Organization and Management	3-BIndTech-D2	TTH	8:30-10:00	WT3	lec	3	3.00	45	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-A	TTH	2:30-4:00	WT3	lec	3	3.00	47	0.00								
		ITech 09	Shop Layout and Equipment Selection	4BSIT-C	MW	2:30-4:00	WT3	lec	3	3.00	33	0.00								

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Bachelor of Technical Teacher Education	MAMA, IRA ANDREANA K.	ADT 03	Visual Techniques 1 - Freehand Drawing	1 BindTech-B	MW	1:00-1:30 1:30-3:00	ADs	lec lab	1 3	4.00	59		5			25		29.00		
	Instructor I, TL, COS	TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-C&D	TTH	8:30-10:00	ADs	lec	3	3.00	31									
		ADT 09	Visual Techniques 1 - Architectural Drawing	2BindTech-	MW	7:00-8:00 8:00-9:30	ADs	lec lab	2 3	5.00	39									
		TLE 05	Teaching Common Competencies in Industrial Arts	2-BTVTED-A&B	MW	9:30-11:00	ADs	lec	3	3.00	47									
		TLE 01	Introduction to Industrial Arts	1-BTVTED-A&B	TTH	7:00-8:30	ADs	lec	3	3.00	59									
		DTTE 09	Digital Graphics Design and Commercial Arts	3-BTVTED-B	TTH	1:00-2:00 2:00 - 5:00	Tech-Voc3	lec lab	2 6	8.00	36									
		TLE 02	Introduction to Industrial Arts	1-BTVTED-C&D	F	1:00-4:00	ADs	lec	3	3	45									
Bachelor of Industrial Technology	VELONERO, OLIVER C.	IndT ICT 02	Computer Programming	3-BIndTech-D1	TTH	1:30-3:30 3:30-5:00	ELX-2	lec lab	2 3	5.00	41		3			18		28.00		
	Instructor I, TL, COS	ELT 17	Electro-Pneumatic Systems	3-BIndTech-D1	TTH	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	41									
		IndT ICT 02	Computer Programming	3-BIndTech-D2	F	7:00-9:00 9:00-12:00	ELX-2	lec lab	2 3	5.00	48									
		ELT 17	Electro-Pneumatic Systems	3-BIndTech-D2	MW	8:30-9:30 9:30-11:00	ELX-2	lec lab	2 3	5.00	47									
		ETTE 03	Industrial Process Control and Automation Control System	3-BTVTED-ET	MW	1:00-2:00 2:00-5:00	ELX-2	lec lab	2 6	8.00	37									
Bachelor of Technical Teacher Education	SELIBIO, WELBERT	ELT 02	Electricity/Electronics Principles	1-BIndTech-D	T TH	8:30-9:30 9:30-10:30 10:00-12:00	Tech-Voc2	lec lab lab	1 1 2	4.0	59		7			33.0		33.00		
	Instructor I, TL, COS	ELT 09	Electrical Instruments and Measurements	2-BIndTech-D	MW	8:00-9:00 9:00-10:30	ET - 2	lec lab	1 3	5.0	52									
		ELT 01	Occupational Health and Safety UAnt	1 BIndTech-A ELT	F	10:30-12:00 1:00-3:30	Anti room 3	lec	3	3.0	55									
		IndT Dwg 01	Industrial Drawing I/SM Antipas	1 BIndTech-A ELT	F	8:00-9:30 9:30 - 6:30	Anti room 3	lec lab	1 3	4.0	55									
		ETTE 01	Occupational Health and Safety Practices	1-BTVTED-B	M	7:00-8:00	Tech-Voc2	lec	1	1.0	28									
		ETTE 02	Electrical and Industrial electronics and Devices	1-BTVTED-B	MW	1:00-2:00 2:00-5:00	AT-4	lec lab	2 6	8.0	28									
		ETTE 03	Electrical Wiring System and Design	2-BTVTED-D	TTH	1:00-2:00 2:00-5:00	ET - 1	lec	2 6	8.0	17									

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COLLEGE OF TRADES AND INDUSTRIES
Technology Education Department
Summary of Faculty Workload
1st Semester SY 2026 - 2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Cru/Sec	Day	Time	Room	Type	Lec & Lab Hrs/Week	Contact Unit	# of Students	Student Factor	No. of preps	Load Duplication	Research & Extension Load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
Bachelor of Technical Teacher Education	LAURINO, PAUL	AUTO 08	Body Repair and Painting	1-BindTech-A	MW	7:00-8:00	AT1	lec	2	5.00	49		5			27.0		27.0		
						8:00-9:30		lab	3											
	Instructor I, TL, COS	AUTO 15	Automotive LPG System	3-BindTech-A1	TTH	8:30-9:30	AT1	lec	2	5.00	42									
						9:30-11:00		lab	3											
		ITech 10	Labor Laws and Industrial Policy	4-BSIT-A	MW	2:30-4:00	AT2	lec	3	3.00	50									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-B	MW	1:00-2:30	AT2	lec	3	3.00	43									
		ITech 11	Labor Laws and Industrial Policy	4-BSIT-C	MW	10:00-11:30	AT2	lec	3	3.00	32									
		ATTE 10	Driving Education	3-BTVTED-A	TH	1:00-2:00	AT2	lec	1	4.00	33									
						2:00-5:00		lab	3											
		ATTE 09	Automotive Electronics System and Management h	3-BTVTED-A	T	1:00-2:00	AT2	lec	1	4.00	34									
						2:00-5:00		lab	3											
Bachelor of Science in Industrial Technology	BORNEA, KHIM JOHN F.																			
	Instructor I, TL, COS	ATTE 04	Automotive Electrical System Servicing, Repair and Maintenance	2-BTVTED-A	TTH	1:00-2:00	WT - 1	lec	2	8.0	27		5			25.0		25.0		
						2:00-5:00		lab	6											
		ATTE 05	Power Conversion System and Underchasses Servicing, Repair and Maintenance	2-BTVTED-A	MW	8:00-2:00	WT - 1	lec	2	8.0	27									
						2:00-5:00		lab	6											
		AUTO10	Body Management and Under chassis Electronic Control System	2BindTech-A	TTH	7:00-8:00	WT - 1	lec	2	5.0	49									
						8:00-9:30		lab	3											
		ATTE 01	Occupational Health and Safety Practices	1BTVTED-D- ATTE	M	7:00 - 8:00	WT - 1	lec	1	1.0	26									
		AUTO 02	Fundamentals of Automotive Technology	1BindTech - A	T	1:00 - 4:00	WT - 1	lec	3	3.0	60									

Prepared by:
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Chairperson, TTD

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College Dean

Reviewed by:
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Director for Instruction

Approved by:
LEORENCE C. TANDOG, PhD
VPAA

BM23 =IF(SUM(BL23:BL23)>0,SUM(BL23:BL23),"")

	B	C	D	E	F	G	H	I	Q	R	S	T	U	V	W	AI	AJ	AK	AT	AU	AW	AX	AY	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO
17	e of Student				Score	TOTAL	AVERAGE	POINTS	QUIZ1	QUIZ2	QUIZ3	QUIZ4	QUIZ5	QUIZ6	QUIZ7	TOTAL	AVERAGE	POINTS	Report1	Report2	TOTAL	AVERAGE	POINTS	Wrt Ass 1	Wrt Ass 2	Wrt Ass 3	TOTAL	AVERAGE	POINTS	Midterm	TOTAL	AVERAGE	POINTS
18	POSSIBLE HIGHEST SCORE				9	17	100	10%	20	30	20					70	100	15%	50	30	80	100	25%	15	15	30	60	100	10%	60	60	100	40%
19	23-59134				8	8.00	47.06	4.71	15	26	11					52.00	74.29	11.14	50	25	75.00	93.75	23.44							52	52.00	86.67	34.67
20	23-09613				9	9.00	52.94	5.29	20	25	14					59.00	84.29	12.64	50	25	75.00	93.75	23.44							59	59.00	98.33	39.33
21	23-74732				6	6.00	35.29	3.53	20	23	16					59.00	84.29	12.64	50	25	75.00	93.75	23.44										
22	23-54714				7	7.00	41.18	4.12	20	16	12					48.00	68.57	10.29	50	25	75.00	93.75	23.44							55	55.00	91.67	36.67
23	23-68741				9	9.00	52.94	5.29	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
24	23-08155				9	9.00	52.94	5.29	20	26	18					64.00	91.43	13.71	50	25	75.00	93.75	23.44							41	41.00	68.33	27.33
25	23-71659				9	9.00	52.94	###	20	25	13					58.00	82.86	12.43	50	25	75.00	93.75	23.44							51	51.00	85.00	34.00
26	23-62274				9	9.00	52.94	5.29	20	28	7					55.00	78.57	11.79	50	25	75.00	93.75	23.44							57	57.00	95.00	38.00
27	23-57231				7	7.00	41.18	4.12	20	10	8					38.00	54.29	8.14	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
28	23-49831				8	8.00	47.06	4.71	20	28	12					60.00	85.71	12.86	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
29	23-44370				8	8.00	47.06	4.71	20	27	14					61.00	87.14	13.07	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
30	23-70282				8	8.00	47.06	4.71	20	22	14					56.00	80.00	12.00	50	25	75.00	93.75	23.44							37	37.00	61.67	24.67
31	23- 18694				8	8.00	47.06	4.71	20	21	16					57.00	81.43	12.21	50	25	75.00	93.75	23.44							35	35.00	58.33	23.33
32	23-02098				8	8.00	47.06	4.71	20	9	13					42.00	60.00	9.00	50	25	75.00	93.75	23.44							40	40.00	66.67	26.67
33	23-91504				8	8.00	47.06	4.71	15	21	9					45.00	64.29	9.64	50	25	75.00	93.75	23.44										
34	23-80591																																
35	23-82315				8	8.00	47.06	4.71	20	15	14					49.00	70.00	10.50	50	25	75.00	93.75	23.44										
36	23-74517				8	8.00	47.06	4.71	20	29	17					66.00	94.29	14.14	50	25	75.00	93.75											
37	23-09041				8	8.00	47.06	4.71	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44										
38	23-41177				7	7.00	41.18	4.12	20	25	16					61.00	87.14	13.07	50	25	75.00	93.75	23.44										

SAMPLE OF FACULTY CLASS RECORD USING MS EXCEL

Faculty members reviewing and encoding grades or an authorized administrator monitoring grade submissions. Protect confidential student information.

Integration of Non-Teaching Responsibilities

Research, extension, student advising, committee work, and other authorized assignments are considered in workload planning when applicable under university policy.

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

SYSTEM-INPUTS AND PROCESSES

ØPresent the BOR/BOT/CSC Approved Policies/Guidelines on
a. Merit Selection & Promotion Plan for Faculty (MSPP).
b. Strategic performance Management System (SPMS) for Faculty

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

5.4.2 Appointment

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

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

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

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

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

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

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

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law. 5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

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

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

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

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

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

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

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

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway. 5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non- teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

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

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

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

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

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

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

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

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

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

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

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

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

5.5. Reclassification

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

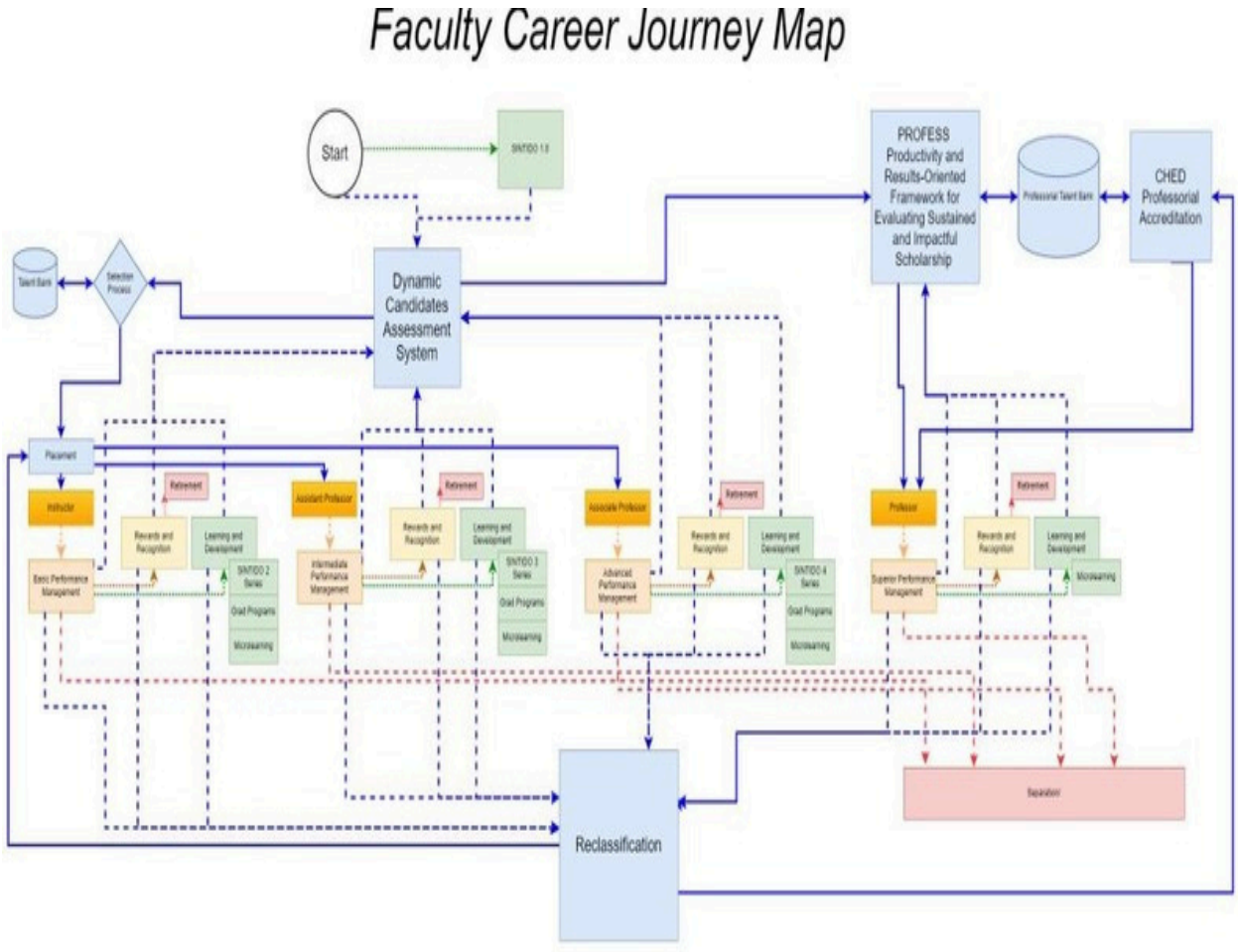
5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

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

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

5.6. Faculty Career Journey Map

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



5.7. Other Personnel Actions

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

Present copy of the Institution's recent NBC 461 – CCE Print Out

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

OFFICIAL RELEASE
Central Records Division
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA
RECEIVED
Date

NATIONAL BUDGET CIRCULAR

No. 461
June 1, 1998

TO : **The Chairman, Commission on Higher Education (CHED), the Director-General, Technical Education and Skills Development Authority (TESDA), Heads of State Universities and Colleges (SUCs), and Heads of CHED-Supervised Higher Education Institutions (HEIs) and TESDA-Supervised Technical Education Institutions (TEIs), and All Others Concerned**

SUBJECT : **Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69**

1.0 Purpose

This Circular is issued to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the modified Common Criteria for Evaluation (CCE) of faculty positions.

2.0 Coverage and Exemption

This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education, Culture and Sports.

3.0 Revised Point Allocation

3.1 Consistent with the modified CCE and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of PASUC, per attached Implementing Guidelines and Annexes 1 and 2, the following point allocation for faculty positions is hereby adopted:

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

3.2 Faculty positions in HEIs and TEIs shall be limited to the rank of Associate Professor V.

3.3 The accreditation of Professors in SUCs and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No. 33.

3.4 The classification of existing College Professor positions shall be coterminous with the incumbents.

3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

4.0 Appointment to College/University Professor Positions.

4.1 The following are deemed qualified for appointment to College/University Professor positions:

4.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactory with Section 3.1 hereof.

4.1.2 SUC Presidents and Vice-Presidents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, provided that they have complied with the requirements mentioned under Section 3.0 hereof and those who opt to return to the academe due to their resignation/retirement not for cause before the expiration of their fixed terms of office.

5.0 Modified Quota System

5.1 Effective upon implementation of this Circular, the quota for the rank of Associate Professor shall be withdrawn.

5.2 The quota for the rank of Professor shall be adjusted to 20% of the total number of faculty positions of each SUC.

5.3 Only one (1) position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

6.0 Exercise of Presidential Discretion

The exercise of presidential discretion under Section 6.0 of NCC 69 is hereby extended to heads of HEIs and TEIs. To ensure standard implementation of the presidential discretion, the Chairman of CHED and President of PASUC shall formulate and prescribe separate guidelines which shall be observed by the heads of HEIs and TEIs.

7.0 Evaluation Cycle

The evaluation shall be undertaken every odd year starting 1999 for SUCs. In the case of HEIs and TEIs, the evaluation shall be undertaken every even year starting 1998.

8.0 Funding Source

Funds needed to implement this Circular shall be included in the budgets of the respective institutions concerned in the annual General Appropriations Act. For this purpose, the evaluation results as evidenced by the computer print-out shall be submitted to the DBM not later than May 31 of the preceding budget year.

9.0 Repealing Clause

Any and all provisions of circulars, rules and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and/or modified accordingly.

10.0 Effectivity

This Circular shall take effect immediately.

EMILIA T. BONCODIN
Secretary

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IMPLEMENTING GUIDELINES FOR NCC ____

I. GENERAL GUIDELINES:

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
4. The following mechanics of implementation shall be observed:

    4.1 The HEI concerned shall reproduce the Personal Data Sheet.
    4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
    4.3 The HEI shall form two Committees- One of Evaluators and One of Reviewers- which shall sit en banc to evaluate and review faculty credentials.
    4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
    4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
    4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
    4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.

5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP-IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.

6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.

FREDERICK SO. PADA

ANGEL C. ALCALA

7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer print-out shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.

8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness (Annex I).

9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).

10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.

11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications----------85 pts.

   1.1 Highest relevant academic degree or educational attainment with the following maximum point credits

   1.1.1 Doctorate..... 85
   1.1.2 Master's Degree..... 65
   1.1.3 LLB and MD..... 65

   N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

   1.1.4 Diploma course (above a bachelor's degree)..... 55
   1.1.5 Bachelor's degree (four years)..... 45

FREDERICK SO. PADA
President, PASUC

ANGEL C ALCALA
Chairman, CHED

N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses

3-year post secondary course..... 30

2-year post secondary course..... 25

1.2 Additional equivalent and relevant degree earned

1.2.1 Additional Master's degree..... 4
1.2.2 Additional Bachelor's degree..... 3

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

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.).....1

2. Experience and Professional Services..... 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

2.1.1 For every year of full-time academic 1
service in state institution of higher
learning

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

FREDERICK SO. PADA
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State institution of higher learning refers to chartered SUCs, CHED -Supervised and TESDA Schools whose main function and responsibility is tertiary education and offers degree programs.

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

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED-Supervised or TESDA School, or doing research on a professional level in a research institution.

2.2.1 For every year of administrative designation as:

a. President 3.0
b. Vice-president 2.5
c. Dean/Director/School Superintendent 2.0
d. Principal/Supervisor/ Department Chairperson/ Head of Unit 1.0

2.3.1 For every year of full-time industrial/agricultural/ teaching experience as:

a.. Engineer, Plant /Farm Manager 1.5
b. Technician 1.0
c. Skilled Worker 0.5

2.3.2 For every year of experience as:

a. Cooperating Teacher 0.5
b. Basic Education Teacher 0.5

3. Professional Development Achievement and Honors ..... 90 pts.

3.1 Innovations, patented inventions, publications and other creative works (maximum of 30 pts.)

3.1.1 For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational , technical, scientific and/or cultural value ..... 1 to 7

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Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility.
2. If patent pending	Multiply patent by weight according to utility.

N.B. Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale..... 7
- a national scale..... 5
- institutional level..... 2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology------DOST
- Education----------DECS/ CHED/ TESDA

For the institutional level, a University Committee shall accredit. The patent paper/ document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

B. Discoveries

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

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

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N.B. Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g. (1) is satisfied, credit is awarded only for that factor).

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

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

N.B. The scale of 1 - 7 is distributed on the basis of competitiveness, thus-

- International 7
- National..... 5
- Institutional..... 2

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

D. Innovations consist of improvements/ modifications made on an existing design, process or product. The criteria for rating and the points for each criterion are:

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

3.1.2 For every published book,: original, edited, or compiled, copyrighted/ published within the last ten years

a.	As original author	3 - 7
b.	As co-author.....	2 - 5
c.	As reviewer	1 - 4
d.	As translator.....	1 - 4
e.	As editor.....	1 - 3
f.	As compiler.....	1 - 2

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The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/ monograph/ educational technical articles in a technical/scientific/ professional journal.

a. International.....5
b. National.....3
c. Local.....2

3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1 - 3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

Role	Credit
Single author or maker	Full
Co-author, co-maker	Half

N.B. For credits to be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

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3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)

a. International.....5
b. National/Regional.....3
c. Local.....2

3.2.1.2 For certified industrial, agro-industrial or fishery training ...1/120h (maximum. of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

a. International.....3
b. National/ Regional.....2
c. Local 1

3.2.2 Expert Services Rendered (Maximum of 20 pts.)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies.

a. International..... 5
b. National/ Regional..... 3
c. Local..... 2

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

a. International..... 5
b. National/Regional..... 3
c. Local..... 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 points)

a. Doctoral dissertation..... 1.00
b. Masteral thesis 0.50
c. Undergraduate thesis..... 0.25

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC).....1

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3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group.....1

3.2.2.6 For expert service in trade skill certification.....1

3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization.....1

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

3.3.1 For current individual membership in relevant professional organization (s)

a. Learned Society
   Full member..... 2
   Associate member.....1
b. Honor Society..... 1
c. Scientific Society..... 1
d. Professional
   Officer..... 1
   Member..... 0.5

3.3.2 For undergraduate academic honors earned:

a. Summa Cum Laude..... 5
b. Magna Cum Laude..... 3
c. Cum Laude..... 1

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

a. International, competitive
   Doctorate.....5
   Masteral.....4
   Non-Degree..... 3

b. International, non-competitive
   Doctorate..... 3
   Masteral.....2
   Non-Degree..... 2
c. National/ Regional, competitive
   Doctorate..... 3
   Masteral.....2
   Non-Degree..... 1

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d. National/Regional, non-competitive
Doctorate.....2
Masteral.....1

e. Local, competitive or non-competitive.....1

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

a. International.....5
b. National/Regional.....3
c. Local.....2

3.5 Community outreach (maximum of 5 points)

3.5.1 For every year of participation in service-oriented projects in the community.....1

3.6 Professional examinations

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

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

b. Marine Board/ Seaman Certificate; Master Electrician/ Master Plumber Certificate, etc; Plant Mechanic Certificate; Professional Radio Operator Certificate.....2

c. Other trade skill Certificate.....1

IV. APPOINTMENT TO THE HIGHER SUB-RANK OF THE INSTRUCTOR AND THE ASSISTANT PROFESSOR POSITIONS

1. Appointment to the position of Instructor II and Assistant Professor IV be subject to the following requirements:

1.1 CCE points of at least 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position

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1.2 Earned MA degree for Assistant Professor II to IV

1.3 Qualitative contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for the appropriate evaluation of the same.

IV. APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

1. Appointment to the position of Associate Professor shall be subject to the following requirements:

   1.1 CCE points of at least 124

   1.2 Earned MA degree

   1.3 Qualitative contributions in instruction, research , extension and production. (Must have contributed significantly in at least two of the four functional areas .)

V. APPOINTMENT TO THE POSITION OF PROFESSOR

1. Appointment to the position of professor shall be subject to the following requirements:

   1.1 CCE points of at least 159.

   1.2 Earned doctorate for Professor 4 to 6.

   1.3Qualitative contributions in instruction, research, extension and production. (Must have at least three of the four functional areas)

   1.4 In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;

      1.4.1 Books, monograms, compendiums and major bodies of published work
      1.4.2 Scientific articles in publications of international circulation, and other works of similar nature

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1.4.3 Discoveries, inventions and other significant original contributions
1.4.4 Research recommendations transformed to public policy benefiting the country
1.4.5 Supervision, tutoring, or coaching of graduate scientists and technologies
1.4.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

1.5 Accreditation by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

N.B. The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor 5.

2. Limitations

2.1 Quota - 20% of the total number of the faculty positions
2.2 The rank is not applied in TESDA and CHED supervised schools except those offering graduate programs

VI. APPOINTMENT TO THE POSITION OF COLLEGE AND UNIVERSITY PROFESSOR

1. Coverage

The following are deemed qualified for entitlement to appointment as College Professor and University Professor:

1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements stated in Part V hereof.

1.2 SUC / CHED/TESDA executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under part V hereof and those who opt to return to the academic due to their resignation/retirement, not for cause before the expiration of their fixed terms of office.

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2. Requirements:

2.1 CCE Points

2.1.1 University Professor	198-200
2.1.2 College Professor	195-197

2.2 Earned Doctorate

2.3 A pass from a screening committee duly constituted by PASUC
2.4 Professorial accreditation in case of the faculty

2.5Qualitative contributions in instruction, research , extension and production. (Must have at least 3 out of 4).

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor 6.

3. Limitations

3.1 Only one (1) position of College Professor per College, shall be authorized for every six (6) years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC/ CHED-Supervised and TESDA Schools.

3.2 Only one (1) position of University Professor per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5 %) of the total number of accredited full professor in the University concerned.

4. Mechanics and processes

Upon recommendation by the institution head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

5. Qualifications for Accreditation as College/University Professor

5.1 He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in allied fields; or he must have manifested performance of his executive leadership role.

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5.2 He must have expert knowledge in one field or division and familiar with at least one other subject within another division.

5.3 He must be known for intellectual maturity and objectivity in his judgment.

5.4 He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

5.4.1 His contribution to the advancement of his field of specialization are recognized by colleagues, here and abroad.

5.4.2 He is published in the most respected learned journals in his field of specialization.

5.4.3 His works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines.

5.4.4 He is often invited to other universities and scholarly gatherings for the originality of his thoughts.

5.4.5 He is accorded various forms of honors (awards, chairs, titles, etc.)

VII. MODIFIED POINT ALLOCATION

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158

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Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

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ANNEX 1
(Qualitative Contribution Evaluation, QCE, for *Instructors and Assistant Professors)*

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

D. Commitment

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

E. Knowledge of Subject

This includes the faculty member's scholarship and expertise in his/her chosen field or discipline.

G. Teaching for Independent Learning

This pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials.

H. Management of Learning

This refers to the faculty member's ability to create and mange a conducive learning environment and at the same time guide, monitor and evaluate student learning.

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II. GENERAL GUIDELINES

A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).

B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.

C. For those seeking promotion to the higher sub-ranks of the Instructor and the Assistant Professor positions, the QC shall be in the Teaching Effectiveness.

III. SPECIFIC GUIDELINES

A. The Teaching Effectiveness of instructors and assistant professors is evaluated using the following assessment areas with the corresponding weighted points:

1. Commitment	0.20
2. Knowledge of Subject	0.20
3. Teaching for Independent Learning	0.30
4. Management of Learning	0.30

B. A common evaluation instrument is prepared by a joint committee of CHED, PASUC, and TESDA. The evaluation is done by the faculty concerned, his peers, his supervisor, and his student beneficiaries.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly and the average rating is obtained for the particular CCE implementation.

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F. The following are the minimum points required under the QCE so that a faculty with the appropriate CCE credits can be promoted.

SUB-RANK		MINIMUM POINTS
Instructor	II	80
"	III	90
Assistant Professor	I	80
	II	85
	III	90
	IV	95

INSTRUMENT OF EVALUATION



I. COMMITMENT

Demonstrates sensitivity to students' ability to attend to and absorb content information.
Integrates sensitively his/her learning objectives with those of the students in a collaborative process.
Makes self available to students beyond official time slots.

II. KNOWLEDGE OF SUBJECT

Demonstrates mastery of the subject matter.
Draws and share information on the state on the art of theory and practice in his/her discipline.
Integrates subject to practical circumstances and learning intents/purposes of students.

III. TEACHING FOR INDEPENDENT LEARNING

Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).
Enhances student self-esteem.
Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.
Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.

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IV. MANAGEMENT OF LEARNING

Creates opportunities for extensive contribution of students (e.g. breaks class into dyads, triads or buzz/task groups)	
Assumes roles as facilitator, resource, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge- and understanding of the concepts at hand	
Designs and implements learning conditions and experience that promote healthy exchange and/or confrontations.	
Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.	

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ANNEX 2
(Qualitative Contribution Evaluation, QCE, for Associate Professors and Professors)

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

C. Common Criteria for Evaluation (CCE)

The CCE is a set of factors of services and achievements which establish the relative performance of a faculty in the state university or college for the period of evaluation.

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

D. Clientele Satisfaction (CS)

This is a strategic concept for the overall institutional image as the SUC seeks continuous improvement toward excellence. It is based on the belief that the quality of education will improve as the clientele (i.e., students, parents, community) assume more responsibility for the value of education they draw from the institution. This demands constant sensitivity to clientele requirements and measurement of the factors that drive clientele satisfaction. Equally, this demands awareness of the latest developments in education and rapid response to the clientele requirements thereby improving both the quality of education and the relationships with students, parents and the community.

E. Leadership (L)

Professor (including board members and administrators) must create clear and visible quality values within the educational system. Reinforcement of these values and

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expectations requires personal commitment and involvement. Professors in collaboration with administrators and instructors or board members, must create strategies, systems and methods for achieving educational excellence. These systems and methods guide activities and decisions of the college or university and encourage participation and creativity by all

G. Partnership Development (PD)

The college or university should seek to build internal and external partnerships that promote cooperation/collaboration serving mutual and larger community interests. These should consider longer-term objectives as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships should address means of regular co.nmunication, approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.

H. Community Responsibility (CR)

Education quality objectives should reflect areas of community citizenship and responsibility. These include ethics in education, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country. Community responsibility also includes responsiveness to community needs and processes to develop and maintain public trust.

II. GENERAL GUIDELINES

A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).

B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.

C. For those seeking promotion to the Associate Professor rank, the QC shall be in any two functional areas chosen by the candidate prior to any assessment year.

D. For those seeking promotion to the Professor rank, the QC shall be in any three functional areas chosen by the candidate prior to any assessment year.

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III. SPECIFIC GUIDELINES

A. In each of the self-selected functional areas the candidate's qualitative contribution shall be assessed based on clientele satisfaction, leadership, partnership development, and community responsibility. The weights applicable to the different ranks are as follows:

RANK	INSTRUCTION	RESEARCH	EXTENSION	PRODUCTION
Asso. Professor	0.50	0.30	0.10	0.10
Professor	0.20	0.65	0.10	0.05

N.B.: For placement or entry performance for the last five years shall be considered, while for promotion only the performance during the period of evaluation shall be considered.

B. A common evaluation instrument is prepared by a joint committee of CHED and PASUC.. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his external and internal communities.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly at the end of every academic year and the average rating is obtained for the particular CCE implementation.

F. The total weighted points (maximum being 100) shall have the equivalent points corresponding to the sub-ranks under each of the Associate Professor and Full Professor ranks as follows:

RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Associate Professor		
1	76	80
2	80	85
3	86	90
4	91	95
5	96	100

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RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Full Professor		
1	61	65
2	66	70
3	71	75
4	76	80
5	81	85
6	86	90
College Professor	91	95
University Professor	96	100

EVALUATION INSTRUMENT

I. Clientele Satisfaction (To be rated by the client(s))

The needs of the clientele are reflected in the plan
Processes and procedures adopted enable him to respond quickly to changing requirements of the clientele
Meets and discusses with clientele to assess quality of services provided
Involves clientele in planning processes for intended educational services
Adopts and implements a system that is supportive of realizing clientele satisfaction

II. Leadership (To be rated by the immediate supervisor)

Regularly communicates quality standards to staff colleagues, students, and parents
Participates in quality initiatives undertaken by the college/university
Provides /shares with colleagues, students, and parents information relative to the latest development in quality practices
Encourages participation of all in the decision making process
Develops new ways of responding to clientele request that improve response time and clientele satisfaction
Develops/promotes processes that prevent/resolve problems

III. Partnership Development (To be rated by the stakeholders in the completed projects/activities)

Involves students, colleagues, parents in planning, implementing and evaluating quality standards and plans
Regularly meets concerned sectors to discuss ways in which the departments and the colleges can create better learning and working environment
Establishes alliance with local residents, businesses and other government functionaries

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Develops community support system through the alliance for sustaining effective learning and working environment
Works with members of the faculty, staff, and community to identify and implement ways to improve quality of education and education and educational processes

IV. Community Responsibility (To be rated by parties from the external and internal communities)

Strives to create safe learning and working environment
Makes everyone aware of their responsibility to the community
Focuses on helping staff, students and colleagues understand community needs
Develops programs that support community activities
Supports community initiatives to improve environment
Adopts a strong sense of business ethics

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Present copy of approved Supplemental Plantilla for the implementation of NBC 461

Chapter 2

2. FACULTY CLASSIFICATION

The faculty employee category is designated for individuals who possess academic positions, including professorial roles like university professor, professor, associate professor, assistant professor, and instructor. Within this category, there are five distinct classifications of faculty appointments such as:

2.1. Permanent – an appointment in government service with indefinite tenure, occupying plantilla positions.

2.2. Temporary faculty– an appointment in the government service with limited duration, typically appointed for a specific period.

2.3. Contract of Service faculty – a full-time appointment in which service is not considered as a government service. It has no employee-employer relationship between the individual and the government. It has defined period of time and based on specific terms and conditions outlined in the contract.

2.4. Part-timer faculty – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time (BOR Res. 32, s. 2024) with a maximum teaching load of 12 units. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)

2.5. Visiting faculty – appointed for a temporary period to teach, conduct research, extension, production or provide expertise in a specific academic area, typically affiliated with another institution or organization within or outside the country.

2.6. Professor Emeritus – a retired faculty member who holds the rank of University Professor at the USM upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization.

2.7. Adjunct faculty – those individuals who are appointed on a part-time or temporary basis to teach courses or provide expertise in a specific academic field, often while maintain employment elsewhere within or outside the country.

2.8. Exchange faculty – those individuals who are temporarily assigned to teach or conduct research at another institution or from other institution within or outside the country through a formal exchange program and contract.

2.9. Affiliate faculty – those individuals who have a formal association with the institution but may not hold full-time positions. They contribute to the academic community through instruction, research, extension, or service activities, while maintaining primary employment elsewhere.

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HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

Recruitment is on!

Want to join the faculty workforce? The University is in need of Instructor I *(Plantilla position).*

Qualifications:

a) *At least with relevant master's degree in field of specialization*
b) *With updated PRC License (for courses requiring BAR or Board eligibility)*
c) *Preferably with relevant teaching, research, or industry experience on the field of specialization.*

Your application dossier should include:
a) *Personal Data Sheet (PDS) – CSC Form*
b) *Copy of PRC License/ CSC Eligibility*
c) *Copy of Transcript of Records*
d) *Certificate of employment*

Application Letter should be addressed to:

JONALD L. PIMENTEL, PhD
SUC President IV
University of Southern Mindanao
Kabacan, Cotabato

Thru: NERISSA G. DELA VIÑA, PhD
HRMDO Director

Submit to USM Records Office at USM Administration Building (lobby) until January 9, 2026

The University of Southern Mindanao is an Equal Opportunity Employer. We accept applications from diverse backgrounds regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

Caring Careers. Supporting Excellence.

Present copy of approved Supplemental Plantilla for the implementation of NBC 461

Republic Act No. 8291, otherwise known as the Government Service Insurance System (GSIS) Act of 1997, is presented as a legal reference supporting the institution's compliance with applicable government employee social insurance and retirement benefit provisions. The law establishes the framework for GSIS membership and provides for retirement, life insurance, disability, survivorship, and other benefits, subject to applicable eligibility requirements and regulations. A copy of the law is included in the accreditation portfolio for reference and documentation.

https://lawphil.net/statutes/repacts/ra1997/pdf/ra_8291_1997.pdf

Click link for full text

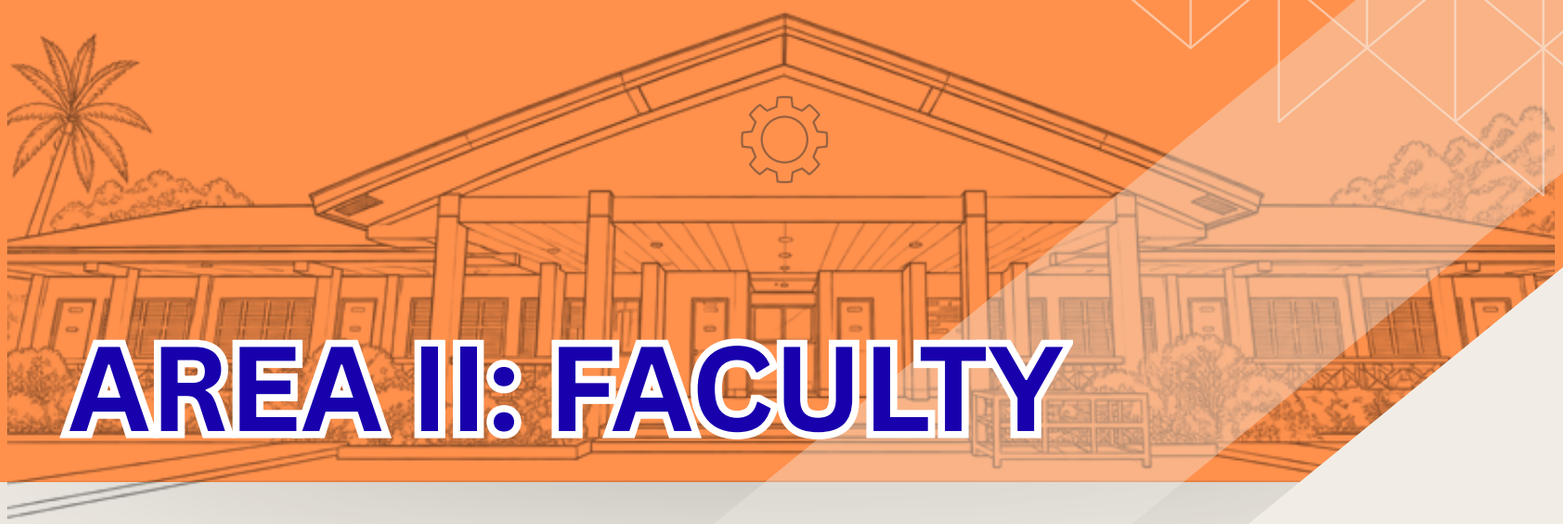
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

IMPLEMENTATION

Describe the Institution's process of promotion, separation and retirement.

committed which are directly related to the lawful discharge of their official duties and functions and/or in defense of University policies and regulations (USM Code, Article 105, Section 1).

7.1.3.4 Retirement Privileges

In addition to the benefits granted under existing laws, retired members of the teaching shall be afforded the privilege to participate in major university programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations (USM Code, Article 106, Section 1).

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

a. He/she must have rendered at least 20 consecutive years of active and faithful service to the University
b. He/she must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher; and
c. He/she must be a holder of doctoral degree and preference shall be made in favor of those who have served the University as, at least, Dean or Director (USM Code, Article 106, Section 2).

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

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

7.2. Benefits

7.2.1. Government Service Insurance System (GSIS) Benefits

The Government Service Insurance System Act of 1977 (RA 8292) provides compulsory membership to all government employees receiving monthly compensation and who have not reached the compulsory retirement age, irrespective of employment status.

Among the benefits derived from membership in the system are.

Describe the Institution's process of promotion, separation and retirement.

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

7.2.2. Home Development Mutual Fund (Pag-IBIG)

The fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees with a minimum of Php 4,000.00 monthly income. However, those below Php 4,000.00 are voluntary. The monthly premium contribution of members ranges from monthly minimum Salary Base (SB) of Php 4,000.00 to maximum Salary Base of Php 20,000.00, the monthly Personnel Share (PS) is equal to SB * 1.25 \% The Employer Share (ES) is equivalent to Personal Share. The government pays the employer share to the fund.

Besides granting the employee a housing loan, appliance and multi-purpose loan, other benefits includes:

1. Total Accumulated Value (TAV). This will be granted to employee upon termination of his/her membership (retirement, resignation or maturity). TAV includes government's and employee's contributions;
2. Death Dividends. This is granted to employee's beneficiaries upon death, in addition to his/her total accumulated savings plus earned dividends' and fixed dividends. This will be given to employees without outstanding loan.

7.2.3. Philippine Health Insurance Corporation (PhilHealth)

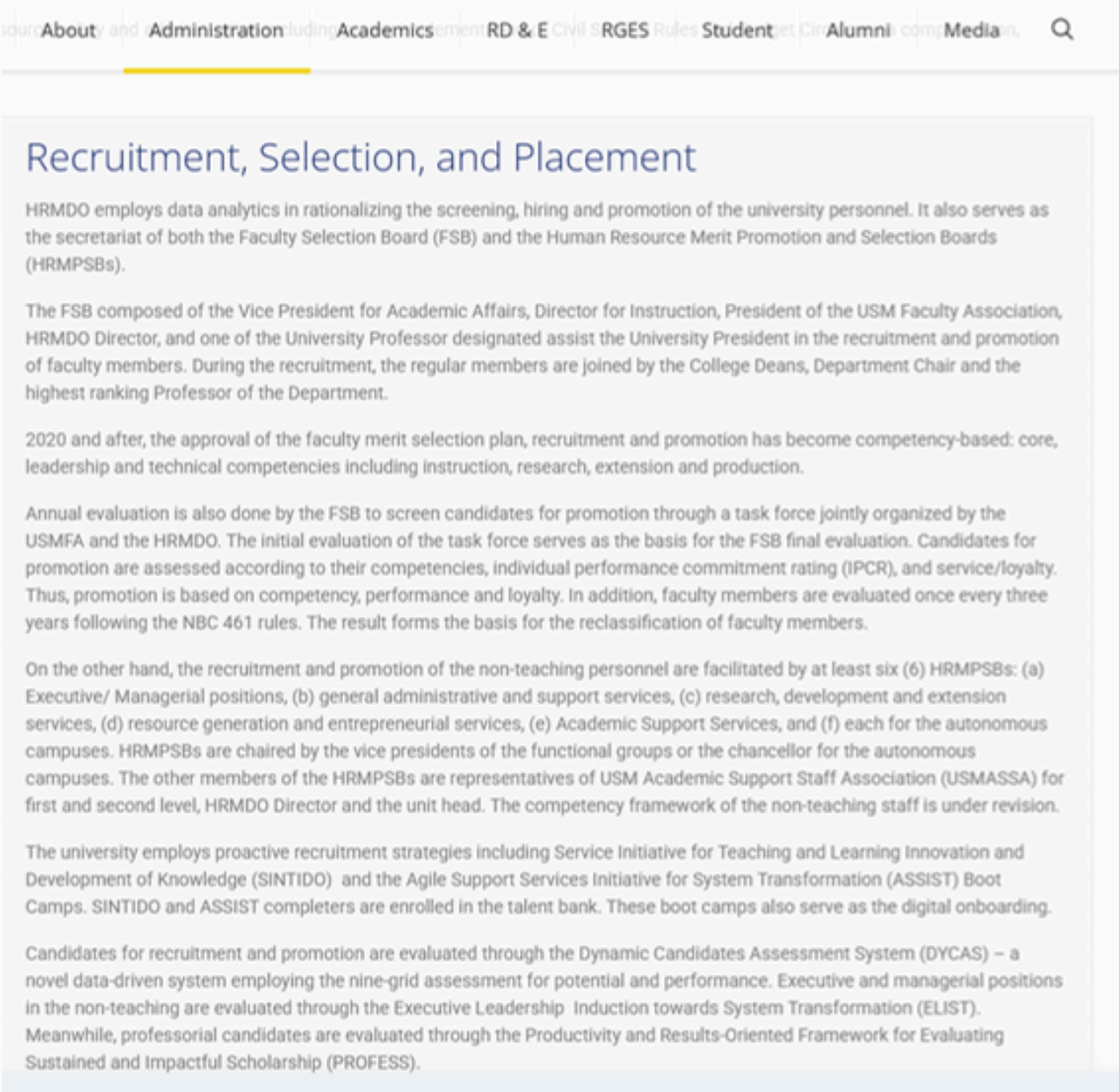
All government employees are automatically covered by PhilHealth. Their dependents are covered under the plan of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed Php 30.00 for SIF

SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under

Describe the Institution's process of promotion, separation and retirement.



https://www.usm.edu.ph/administration/hrmdo/#

- Describe the Institution's process of promotion, separation and retirement.

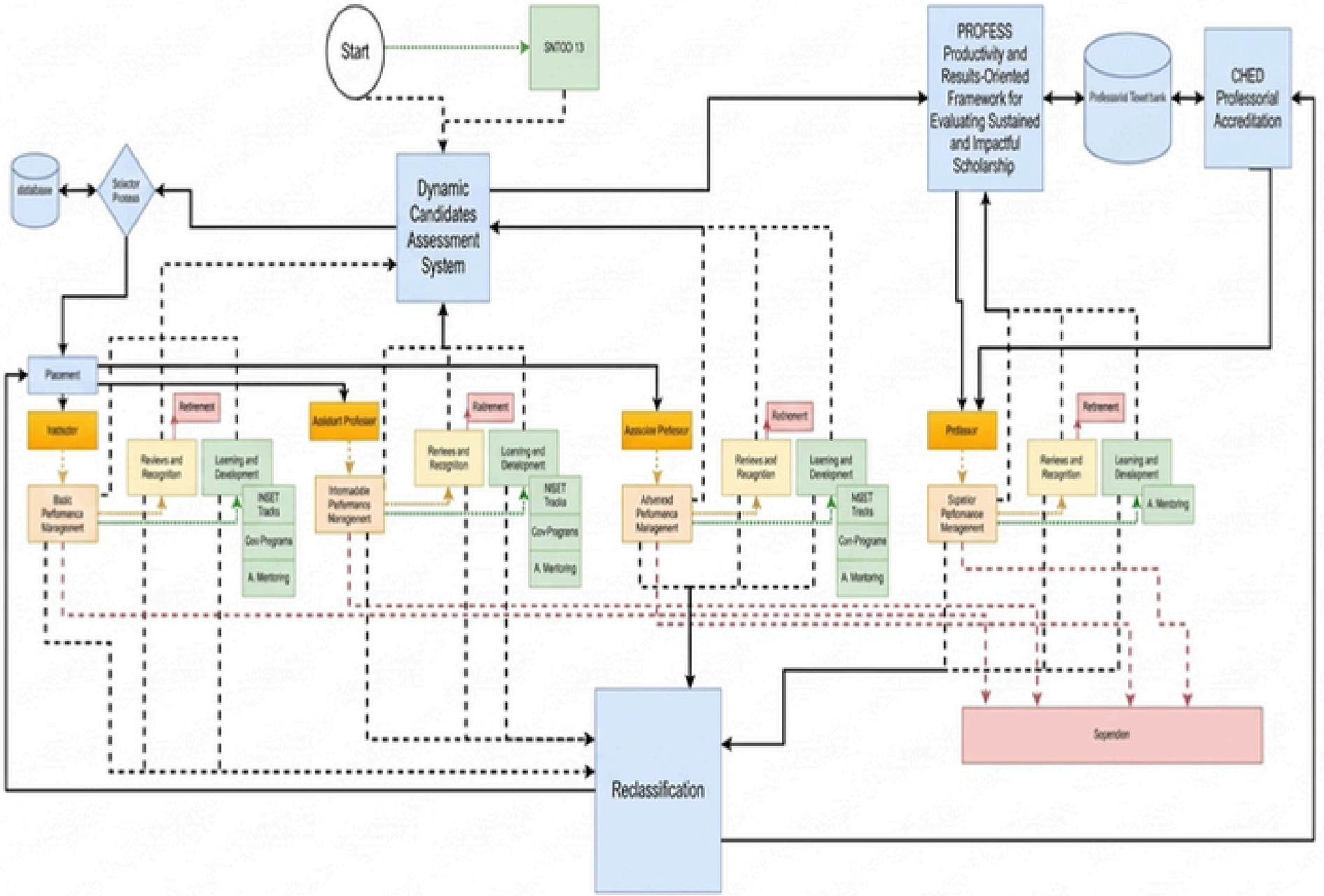
- Describe in flow chart form the Institution's promotion through vacancy (in rank and salary) and change of status procedures.

- Describe in flow chart form the Institution's resignation and retirement process;

- Describe in flow chart form the Institution's process of processing the NBC 461-CCE (Common Criteria for Evaluation) as a cretiria for promotion in rank.

- Describe in flor chart form the Institution's process of processing the NBC 461-QCE (Qualitative Contribution for Evaluation as a twin criteria for promotion in rank.

Faculty Career Journey Map



UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER D:
RANK AND TENURE

OUTCOMES

Describe/Show evidence of satisfaction in rank and employment status

The College of Trades and Industries (CTI), University of Southern Mindanao (USM), recognizes the importance of appropriate faculty ranking, employment security, and professional advancement in promoting faculty satisfaction and organizational effectiveness. Faculty members are appointed under the applicable university policies and government regulations, with their academic ranks and employment statuses reflected in their official appointment and personnel records.

Faculty satisfaction with rank and employment status may be assessed through feedback mechanisms, faculty consultations, personnel evaluations, and other appropriate institutional activities. Opportunities for professional growth and advancement may also be supported through faculty development programs, performance evaluation, and applicable promotion and reclassification procedures.

Relevant supporting documents, such as appointment records, faculty profiles, personnel policies, promotion records, and faculty satisfaction survey results, may be presented to demonstrate the institution's practices. These measures can help the university identify faculty concerns, strengthen personnel management, and support a productive academic environment.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY MATRIX

Table 1. Summary of Core Faculty Profile

FACULTY RANK	Number of Faculty			
Instructor I	2			
Instructor II				
Instructor III				
Assistance Professor I				
Assistance Professor II				
Assistance Professor III				
Assistance Professor IV				
Associate Professor I	1			
Associate Professor II	2			
Associate Professor III				
Associate Professor IV	1			
Associate Professor V	2			
TOTAL	**8**			
FACULTY STATUS OF APPOINTMENT				
Permanent	7			
Temporary	1			
Contract of Service (COS)	6			
MAJOR OF SPECIALIZATION	Permanent	Temporary	COS	Total
Automotive Technology	3		2	**5**
Drafting Technology	1	1	1	**3**
Electrical Technology	2		2	**4**
Electronics Technology	2			**2**
TOTAL	**14**			

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

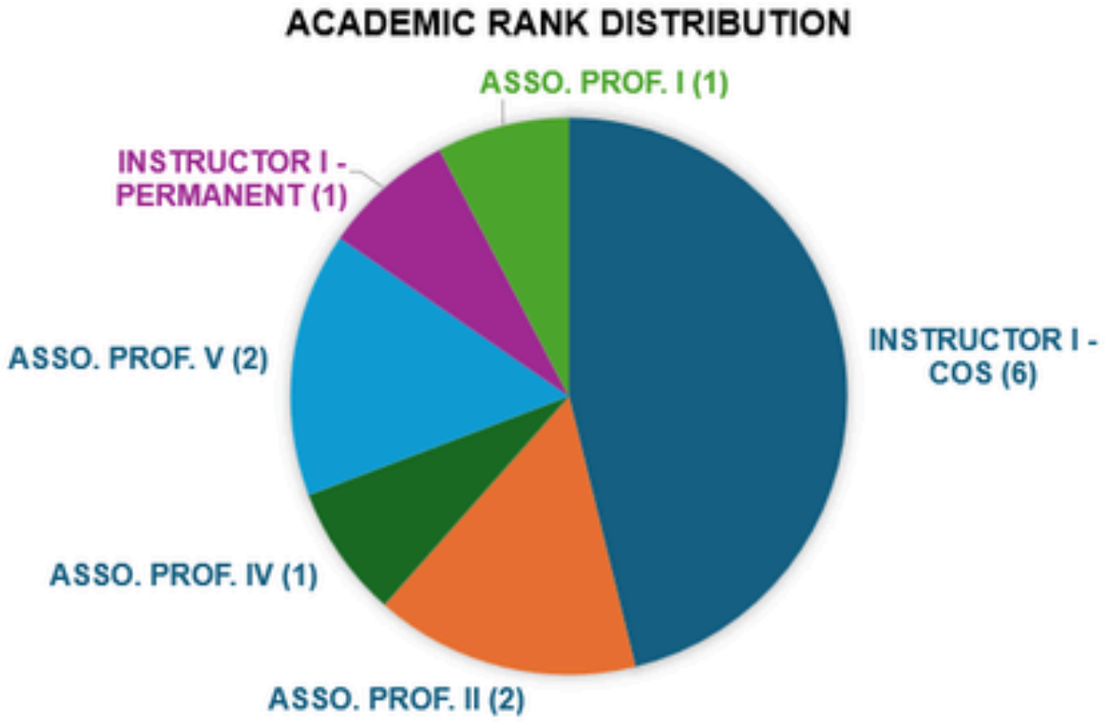


Figure 2. TED Faculty Academic Rank distribution

The graph presents the academic rank distribution of the 14 core faculty members involved in the program. The majority, comprising 7 faculty members (48.15%), hold the rank of Instructor I under Contract of Service (COS). Four faculty members (30.77%) are Associate Professors, consisting of two Associate Professors V and two Associate Professors II, while one (7.69%) is an Associate Professor I and another (7.69%) is an Associate Professor IV. Additionally, one faculty member (7.69%) holds the rank of permanent Instructor I.

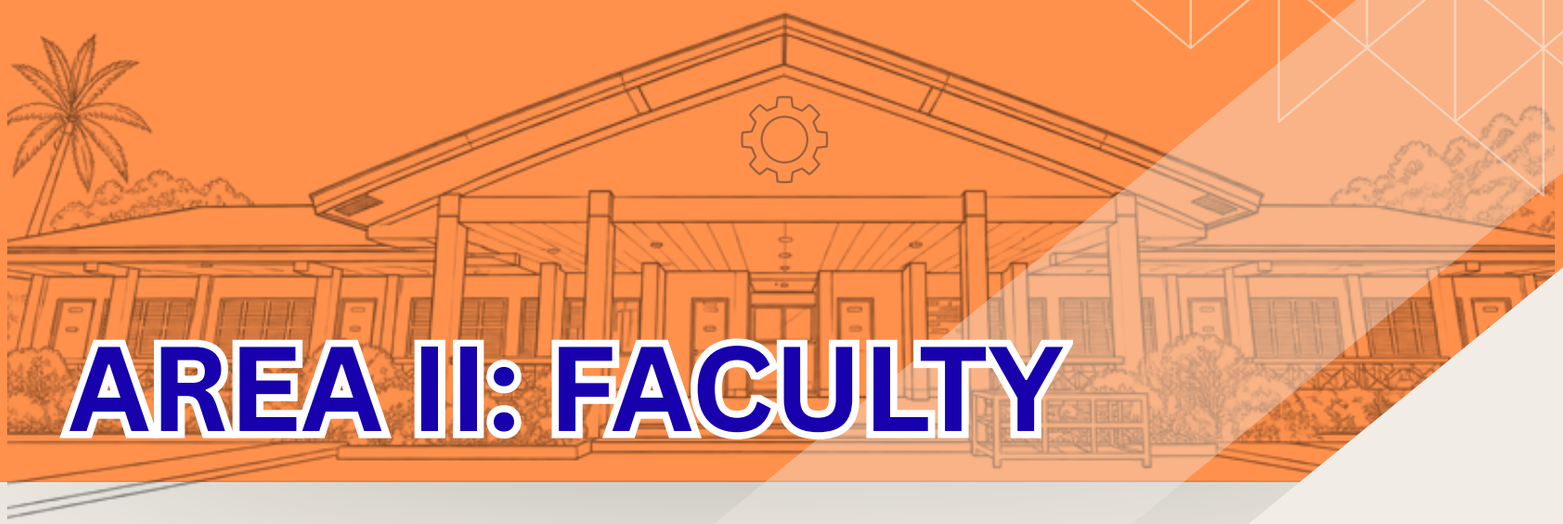
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER E:
FACULTY DEVELOPMENT

SYSTEM-INPUTS AND PROCESSES

Present the BOR/BOT Approved Guidelines on Faculty Development Program

Present the Institution's approved PRE (Programs' Responsibility Expenditure) where the allocation budget for Faculty Develoipment is listed and included.

University of Southern Mindanao

Faculty Development Program

2022 – 2031

Introduction

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

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

Goals

By 2031:

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

Recruitment, Selection, Placement

Instituting a data-driven candidates assessment system

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

Aggressive recruitment of faculty members with advanced degrees and necessary competencies

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

Institutional Promotion via competency-based assessment

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

Instituting a local professorial accreditation system

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

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

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

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

Performance Management

Review of performance management system to support reclassification

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

Development of Real-Time IPCR

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

Learning and Development

SINTIDO – Progressive Layering Workplace L&D

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

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

Strategic Graduate Programs

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

Rewards and Recognition

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

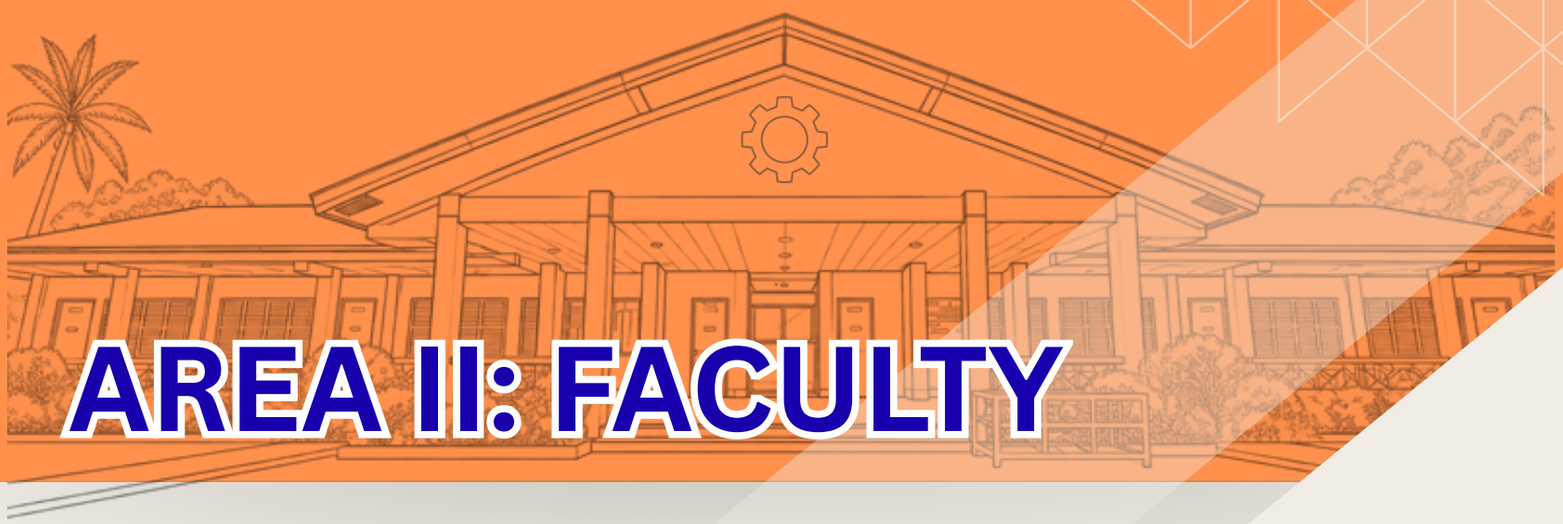
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER E:
FACULTY DEVELOPMENT

IMPLEMENTATION

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

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

TECHNOLOGY EDUCATION DEPARTMENT

	Transition Program				Marcos Memorial State University			2017	
RAPUZA, Samson C.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
SADULANG, Ariel E.	K to 12 Transition Program	National	Doctorate	CHED XII			2 Years		
TAYONG, Manuel J.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

TECHNOLOGY EDUCATION DEPARTMENT

SUMMARY OF FACULTY WHO WERE GRANTED SHOLARSHIP/FELLOWSHIP etc.

Faculty	Name of Scholarship	Scholarship Category	Masteral/ Doctorate	Sponsoring Agency	School/Agency (Taken Place)	Fulltime/ Part time	Duration	Date Started	Date Finished
CALABIT, Marcelo C.	SIKAP	National	Doctorate	CHED X	Central Mindanao University	Full Time	3 Years	March 18, 2022	July 3, 2024
GORNEZ, Roberto L.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
FORTINEZ, Jp E.	K to 12 Transition Program	National	Doctorate	CHED XII	University of the Philippine	Full Time	3 Years	January 18, 2017	January 15, 2020
LAVALLE, Uldarico Jr. E.	K to 12 Transition Program	National	Doctorate	CHED XII	Don Mariano Marcos Memorial State University	Full Time	3 Years	January 18, 2017	January 15, 2020
MISANES, Joel V.	K to 12	National	Doctorate	CHED XII	Don Mariano	Full Time	3 Years	August 16,	May 26, 2019

SCHOLARSHIP/TRAINING CONTRACT

This contract is entered into by the University of Southern Mindanao represented by **DR. FRANCISCO GIL N. GARCIA**, University President and

MARCELO C. CALABIT ASSOCIATE PROFESSOR II in connection with the latter's attendance
(NAME OF GRANTEE) *(POSITION)*

in the **Doctor of Philosophy in Education Major in Educational Administration**
(Title of Training/Scholarship Program)

to be held at Central Mindanao University, Bukidnon August 2021 to July, 2024
(Venue of Program) *Date/Inclusive Dates of the Program)*

We hereby agree to the following terms/conditions and obligations:

1 GRANTEE - that I shall:

1.1 Conduct myself in such manner to bring honor to myself and/or my country;

1.2 To enroll, pursue and finish graduate/undergraduate studies, leading to the degree of **Doctor of Philosophy in Education Major in Educational Administration** during the period heretofore set forth, unless duly extended by the University in accordance with the existing policy on the matter and to do my best to live up to the standards of scholarship or academic work;

1.3 To refrain from shifting to another program during the period of my scholarship and to complete my studies within the number of semesters/years prescribed for the program.

1.4 Actively participate in all learning activities recognizing that the scholarship/training opportunity is designed to broaden and strengthen my capabilities for personal as well as professional growth and ultimately contribute to better service delivery and organizational performance;

1.5 Upon completion or termination of my scholarship, fellowship or training grant, return to the Philippines/my agency immediately and resume my functions and responsibilities;

1.6 Deliver a lecture or share the highlights and other vital information relative to the course I have attended with my colleagues in the agency within thirty (30) days upon return to duty;

1.7 Submit a written report to my head of office and to my immediate supervisor copy furnished to Civil Service Commission which describes a plan to apply relevant aspects of the course/programme on the job, including a discussion with them on the support need for the proper implementation of the plan within sixty (60) days upon my return to duty;

1.8 Serve my office/agency as the exigencies of the service may require, a period of not less than two (2) years for every year of my scholarship/training grant of a fraction thereof exceeding six months: Where the scholarship/training grant is for a period not exceeding six (6) months but not less than two (2) months my service shall not be less than one year. Serve six (6) months for a scholarship/training grant of less than two (2) months;

1.9 Submit my grade to my mother agency, copy furnished the Commission at the end of every semester;

1.10 Refund to the Philippine government at least Php 2,025,036.00 representing salary attribution in addition to other amounts as may have been defrayed by my office/agency and the sponsor(s) for my transportation, allowances, salary increases and other expenses incidental to my scholarship, a fellowship, training or study grant for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control like transfer or promotion to another office,

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Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

COLLEGE OF TRADES AND INDUSTRIES

SUMMARY OF IN-SERVICE TRAINING CONDUCTED IN CAMPUS BY THE PROGRAM UNDER SURVEY, INCLUDING LIST OF FACULTY-PARTICIPANTS

Name of Faculty	Title of training and seminars	Category Level	Sponsoring Agency	Date Started	Date Finished
Gornez, Roberto L.	Human resource and skills development	Regional	UNITVET	November 20, 2023	November 20, 2023
Gornez, Roberto L.	Patent Drafting Seminar/Workshop	Local	USM-KCC	April 19, 2022	April 21, 2022
Neral, George Q.	MID-CON seminar	National	IECEP	June 2, 2022	June 4, 2022
Neral, George Q.	Fire Alarm Signaling system	Local	IECEP	June 2, 2022	June 4, 2022
Neral, George Q.	National Training workshop on localization in K-12 Curriculum	National	PCPD	December 8, 2020	December 8, 2020
Neral, George Q.	National Convention of TLE and TVL Educators with research presentation and publication	National	POTTE, Inc.	December 4, 2020	December 8, 2020
Neral, George Q.	TLE and TVL Educators National Convention and Training	National	POTTE, Inc.	December 17, 2020	December 19, 2020
Neral, George Q.	OBE and OBTL Curriculum mapping and Course outcomes setting	Local	USM	June 10, 2019	June 11, 2019
Neral, George Q.	OBE and OBTL Curriculum mapping and Course outcomes setting	Local	USM	June 10, 2019	June 11, 2019
Neral, George Q.	OBE and OBTL Assessment and Evaluation	Local	USM	April 29, 2019	April 29, 2019
Haban, Jemeth B.	Safe Space; Fighting sexual Harassment	Local	ESO - USM	May 3, 2024	May 3, 2024
Flores, Mae C.	Professional Development talk	Local	i-Link CST, Inc.	November 4, 2022	November 4, 2022
Flores, Mae C.	Psychological First Aid	Local	i-Link CST, Inc.	October 8, 2020	October 8, 2020
Flores, Mae C.	Mental Health in the workplace for teachers	Local	i-Link CST, Inc.	August 19, 2022	August 19, 2022
Flores, Mae C.	TOS making	Local	i-Link CST, Inc.	August 4, 2022	August 4, 2022
Flores, Mae C.	Introduction to gender and development concepts	Local	i-Link CST, Inc.	March 17, 2022	March 17, 2022
Flores, Mae C.	2-day webinar series Pre-service teacher enhancement	Local	i-Link CST, Inc.	March 2, 2022	March 2, 2022

BACHELOR OF TECHNICAL-VOCATIONAL TEACHER EDUCATION
AREA II: FACULTY
CTI-USM

Flores, Mae C.	Seminar/Workshop on Technology Research	Local	i-Link CST, Inc.	April 22, 2022	April 22, 2022
Flores, Mae C.	Competency-based Action Research	Local	i-Link CST, Inc.	April 11, 2022	April 11, 2022
Mama, Ira Andreana K.	Utilizing Electronic Media in Facilitating Training (Online)	National	TESDA/ RAZ IIT	May 2, 2025	May 19, 2025
Mama, Ira Andreana K.	Supervising Work-Based Learning (Online)	National	TESDA/RAZ IIT	May 7, 2025	May 19, 2025
Mama, Ira Andreana K.	Planning Training Session (Online)	National	TESDA/ RAZ IIT	May 9, 2025	May 19, 2025
Mama, Ira Andreana K.	Conducting Competency Assessment (Online)	National	TESDA/ RAZ IIT	May 14, 2025	May 19, 2025
Mama, Ira Andreana K.	Maintaining Training Facilities (Online)	National	TESDA/ RAZ IIT	May 16, 2025	May 19, 2025
Mama, Ira Andreana K.	Effective PowerPoint Presentation making	Local	USM HRMO	August 21, 2023	August 21, 2023
Presto, Solomon L.	Training workshop of Accreditors on outcome-based quality assurance	National	AACUP	November 14, 2016	November 16, 2016
Presto, Solomon L.	OBE and OBTL Curriculum mapping and Course outcomes setting	Local	USM	June 8, 2019	June 17, 2019
Presto, Solomon L.	Orientation and Consultation on Research and Extension operational system	Local	ESO - USM	February 9, 2018	February 9, 2018
Presto, Solomon L.	Research writing for TVET	Regional	ESO - USM	May 31, 2019	June 1, 2019
Presto, Solomon L.	International and National Conference Industrial Technology	National	Marikina Polytechnic College	April 24, 2019	April 26, 2019
Presto, Solomon L.	USM research and development and extension review	Local	USM	November 10, 2016	November 11, 2016
Rapuza, Samson S.	IIEE 2022 National Midyear Convention	National	IIEE	May 27, 2022	May 28, 2022
Rapuza, Samson S.	Patent Drafting Seminar/Workshop	Local	USM-KCC	April 19, 2022	April 21, 2022
Rapuza, Samson S.	Capacity building on college based future thinking	Local	USM	July 18, 2024	July 18, 2024
Rapuza, Samson S.	Regional Agri-business mentorship series	Regional	USM	July 8, 2024	July 9, 2024
Rapuza, Samson S.	Spark Conference Series	Local	USM	July 23, 2024	July 23, 2024
Misanes, Joel V.	Webinar on Breast Cancer awareness	Local	GAD - USM	March 16, 2021	March 16, 2021

FACULTY WITH MEMBERSHIP

1. JOEL V. MISANES	• USM FACULTY ASSOCIATION INC. • KNIGHTS OF COLUMBUS FRATERNAL ASSOCIATION
2. MANUEL J. TAYONG	• USM FACULTY ASSOCIATION INC. • INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES INC • KNIGHTS OF COLUMBUS FRATERNAL ASSOCIATION.
3. GEORGE Q. NERAL	• USM FACULTY ASSOCIATION INC. • INSTITUTE OF ELECTRONICS COMMUNICATIONS ENGINEERS OF THE PHILIPPINES, INC. • KNIGHTS OF COLUMBUS FRATERNAL ASSOCIATION
4. ZHERWIN R. DESCALLAR	• USM FACULTY ASSOCIATION INC. • INSTITUTE OF ELECTRONICS COMMUNICATIONS ENGINEERS OF THE PHILIPPINES, INC.
5. NEIL RESPONTE	• USM FACULTY ASSOCIATION INC.
6. MARCELO C. CALABIT	• USM FACULTY ASSOCIATION INC.
7. ROBERTO L. GORNEZ	• USM FACULTY ASSOCIATION INC.

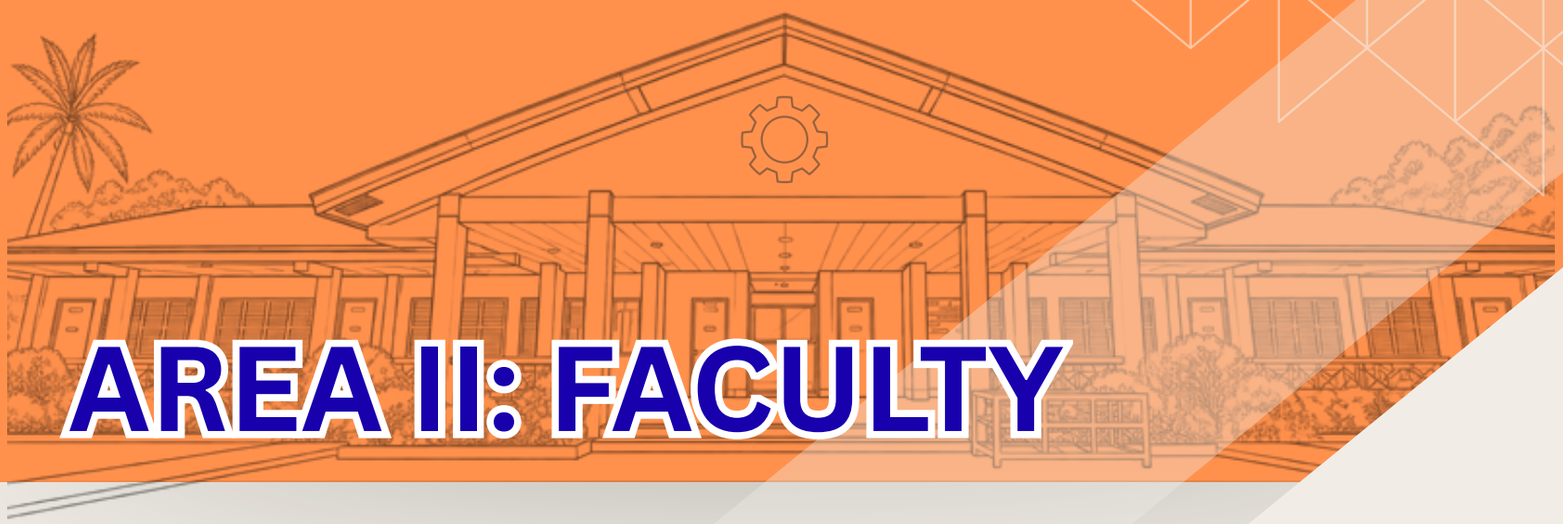
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER E:
FACULTY DEVELOPMENT

OUTCOMES

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

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

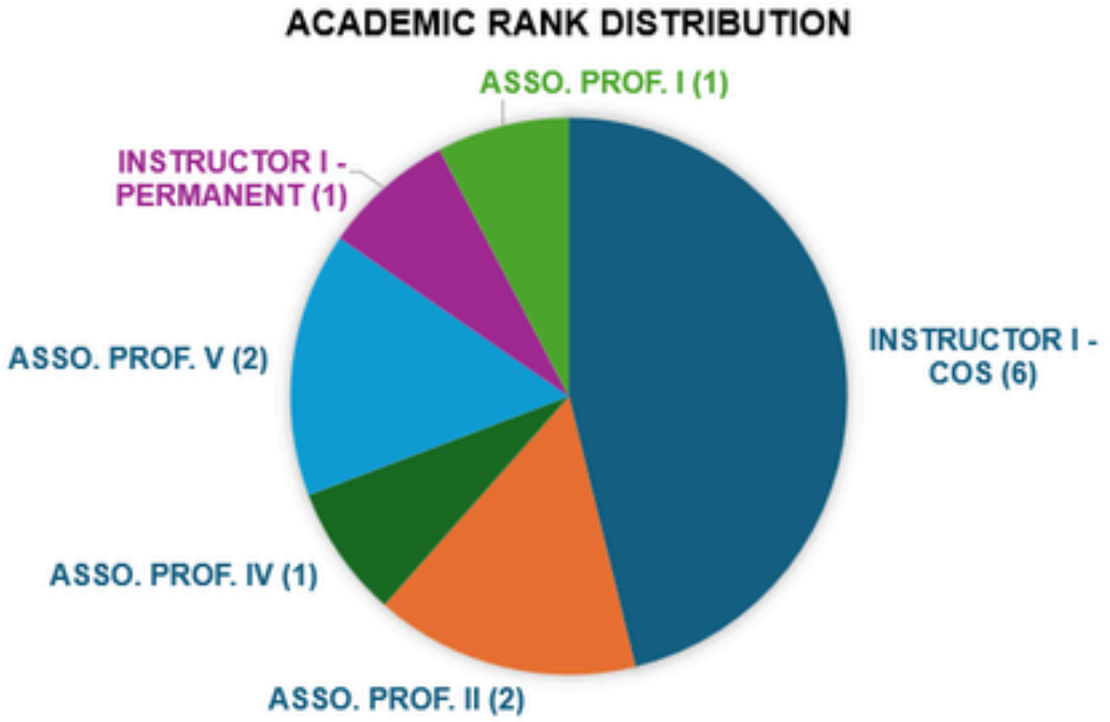


Figure 2. TED Faculty Academic Rank distribution

The graph presents the academic rank distribution of the 14 core faculty members involved in the program. The majority, comprising 7 faculty members (48.15%), hold the rank of Instructor I under Contract of Service (COS). Four faculty members (30.77%) are Associate Professors, consisting of two Associate Professors V and two Associate Professors II, while one (7.69%) is an Associate Professor I and another (7.69%) is an Associate Professor IV. Additionally, one faculty member (7.69%) holds the rank of permanent Instructor I.

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Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

NAME	ACADEMIC RANK	EDUCATIONAL ATTAINMNENT	SCHOOL GRADUATES FROM	FIELD OF SPECIALIZATION	LICENSURE EXAMINATIONS PASSED	LENGTH OF TEACHING EXPERIENCE	STATUS OF APPOINTMENT (Permanent, Temporary, Contractual)	SUBJECTS HANDLED (BTVTED)
AUTOMOTIVE TECHNOLOGY (5)								
 MARCELO C. CALABIT	Associate Professor II	Doctor of Philosophy in Educational Administration PhD EdAd	Central Mindanao University Bukidnon, City	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 ROBERTO L. GORNEZ	Associate Professor I	Doctor of Philosophy in Technological Education Management PhD-TEM	Don Mariano Marcos Memorial State University	Automotive Technology	LET	30 years	Permanent	None (Extension Campus Head)
 NEIL REY V. RESPONTE	Instructor I	Master of Technology Education MTE	USMKCC Kidapawan City	Automotive Technology	LET	2 years	Permanent	TED FS 02-A, TED 02

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Kabacan, Cotabato
Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 PAUL E. LAURINO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (On-going)	USM Graduate School	Automotive Technology	LET	3 years and 2 months	Contract of Service	ATTE 09
 KHIM JOHN BORNEA	Instructor I (COS)	Bachelor of Science in Industrial Technology BSIT	CTI, USM	Automotive Technology		3 months	Contract of Service	ATTE 01, ATTE 04, ATTE 05
ARCHITECTURAL DRAFTING TECHNOLOGY (3)								
 SOLOMON L. PRESTO	Associate Professor II	Master of Arts in Teaching Industrial Arts MATIA	USM Graduate School	Civil Technology	LET	3 years and 2 months	Permanent	PROF. ED TED
 ELLE JOY M. GAVINO	Instructor I (Temporary)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Architectural Drafting Technology	LET	1 year and 2 months	Temporary	DTTE 01, DTTE 02, TED 03

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Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 IRA ANDREANA K. MAMA	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Architectural Drafting Technology	LET	3 years and 2 months	Contract of Service	TLE 01, TLE 05, DTTE 09
ELECTRICAL TECHNOLOGY (4)								
 MANUEL J. TAYONG	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	
 JOEL V. MISANES	Associate Professor V	Master of Industrial Technology MIT Doctors in Technological Education Management	University of Southeastern Philippines, Davao City Don Mariano Marcos Memorial State University	Electrical Technology	LET	28 years	Permanent	

UNIVERSITY OF SOUTHERN MINDANAO
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Philippines

FACULTY PROFILE MATRIX INVOLVED IN THE PROGRAM (CORE FACULTY)

 OLIVER C. VELONERO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (Candidate)	USM Graduate School	Electrical Technology	LET	4 year and 6 months	Contract of Service	TED 07, ETTE 06
 WELBERT A. SELIBIO	Instructor I (COS)	Master of Arts in Teaching Industrial Arts MATIA (On-going)	USM Graduate School	Electrical Technology	LET	1 years and 2 months	Contract of Service	ETTE01, ETTE02, ETTE05
ELECTRONICS TECHNOLOGY (2)								
 GEORGE Q. NERAL	Associate Professor IV	Master of Professional Studies in Development Education-Educational Management	University of Southeastern Philippines, Davao City	Electronics Technology	LET		Permanent	
 ZHERWIN R. DESCALLAR	Instructor I	Master of Arts in Teaching Industrial Arts MATIA (With units)	USM Graduate School	Electronics Technology	LET		Contract of Service	

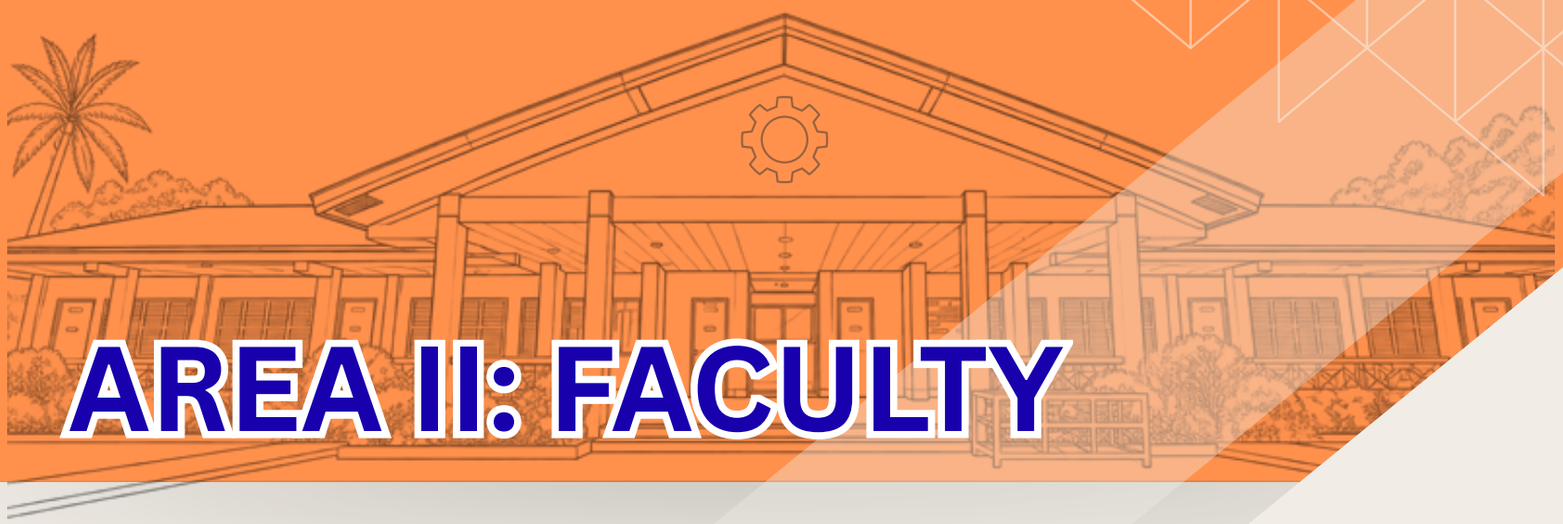
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TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER E:
FACULTY DEVELOPMENT

BEST PRACTICES

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

Faculty Development

The Faculty Development Programme has been designed for capacity enhancement of selected universities. The purpose of the FDP is to encourage and reward existing faculty for developing their teaching skills in key areas of their expertise. It caters to enhance the education level and encourage the young non-PhD faculty members so that they can contribute in nation building with their technical and professional enhanced knowledge. It will also bring opportunities to develop research projects and simultaneously build capacity in the education system of both the partner countries.

The program provides an opportunity of learning abroad for research and development as non-PhD faculty members of selected universities to pursue their PhD degree abroad. The Programme offers PhD scholarships in specific disciplines for each participating university.







UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER F:
PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

IMPLEMENTATION

Present relevant Institutional policies on professional performance and scholarly works.

Faculty Performance Evaluation System

one (1) three unit course during summer. Beyond this, they shall be entitled to receive an honorarium in accordance with applicable laws, regulations or policies.

Section 5. Non-teaching personnel who shall render overtime services based on approved request by the Chief of Office from the Office of the President, may be compensated according to applicable laws and regulations.

CHAPTER 22
CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 95. Advancement in Rank or Positions

Section 1. Advancement in ranks or positions of teaching and non-teaching employees of USM shall be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.

Section 2. The policies and procedures established in the Merit System and Promotion Plan for the teaching and non-teaching personnel of USM shall be strictly observed in the movement or advancement in rank or position.

Section 3. The Merit System and Promotion Plan of the University shall be subject to the provisions of existing Civil Service laws and regulations.

Section 4. Upgrading and reclassification of appointive positions of USM shall be subject to pertinent government rules and regulations.

Article 96. Appointment of University and College Professors

Section 1. Every six (6) years, the University President shall appoint one (1) University Professor from among the qualified full-fledged professors of USM pursuant to NBC 461 and subject to PASUC accreditation and confirmation by the Board of Regents.

Section 2. To qualify for the position of University Professor, a faculty with a full-fledged professorial rank must have reached the required number of credit points for the position pursuant to pertinent government issuances and regulations.

Article 97. Other Personnel Actions

Section 1. Personnel actions, such as: transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by the Civil Service laws, rules and regulations and other pertinent policies prescribed by the University.

PERFORMANCE APPRAISAL AND AWARDS AND INCENTIVES PROGRAM

Article 98. Performance Appraisal System

Section 1. The performance of all University officials and employees shall be evaluated in accordance with the performance appraisal system of the Civil Service Commission (CSC) which shall be administered to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Section 2. The performance appraisal system may provide for at least five adjectival ratings, such as: outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.

Section 3. No employee shall be considered for promotion without a record of two performance ratings of at least very satisfactory immediately preceding the assessment of candidates for movement to higher ranks or positions. Performance ratings of University officials and employees shall also be the main basis in the grant of the productivity incentive bonus (PIB).

Article 99. Program on Awards and Incentives for Service Excellence (PrAISE)

Section 1. There shall be established and strengthened Program on Awards and Incentives for Service Excellence (PrAISE) at USM, which shall encourage creativity, innovativeness, efficiency and integrity in public service by recognizing and rewarding teaching and non-teaching personnel, individually or collectively (in group), for their suggestions, inventions, researches, publications, superior accomplishments, and other operational improvements, or for other extraordinary acts and services in the interest of the public, subject to existing Civil Service laws, rules and regulations and USM approved policies and guidelines.

Section 2. All permanent members of the teaching and non-teaching personnel who meet the criteria for each specific award shall be entitled to receive such award, including those whose responsibilities comprise the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.

Section 3. The University shall create a PrAISE Committee that shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Section 4. Guided by established policies, awards shall be in cash for each idea or accomplishment in addition to those already adopted by the government.

S.1.2. scholarly works.

7.3.1.1.4. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.5. GAWAD USM shall emphasize the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized.

7.3.1.1.6. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.7. At least 5% of the HRD Fund shall be allocated for the Gawad USM and incorporated in the Annual Work and Financial Plan and Budget of the College, Campus, University as the case may be.

7.3.1.1.8. The establishment of a CSC approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards, and incentives. The Annual PRAISE Report shall be submitted by USM to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

7.3.1.1.9. USM shall encourage improved productivity and efficiency among the employees through appropriate recognition based on performance, innovations, ideas, and exemplary behavior.

7.3.1.1.10. All personnel with plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in USM.

7.3.1.1.11. Recipients of honor awards shall be considered in promotion and in-training grants and scholarships. The HRMDO shall enter the personnel file any award of honor received by any personnel.

7.3.1.2. Institutionalization of GAWAD USM System

7.3.1.2.1. The GAWAD USM PRAISE System shall be institutionalized for proper compliance of all concerned. The University President through the Vice President for Administration and Finance shall be responsible for overseeing the USMPRAISE operation.

7.3.1.2.2. The USMPRAISE Committees shall be constituted to ensure efficiency, wide participation and transparency in all processes.

7.3.1.2.3. The University PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University.

7.3.1.3. GAWAD USM Awards and Incentives

7.3.1.3.1. National Awards

USM shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies

7.3.1.3.2. Outstanding Work Performance

- Presidential or Lingkod Bayan Award
- Civil Service Commission or the PAGASA Award

7.3.1.3.3. Exemplary Ethical Behavior

- Outstanding Public Official/Employee or Dangal ng Bayan Award

7.3.1.3.4. Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

7.3.1.3.5. Institutional Award - Gawad Uliran ng Serbisyong Mahusay (Gawad USM) Awards

The University shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given, such as, but not limited to:

- Ulirang Kawani
- Dangal ng Pamantasan
- Kawaning Tapat
- Kakaw Award
- Goma Award
- Kamagong Award
- Saludo Retirado
- Handog Pamana
- Ulirang Mapaglikha
- Saludo Empleyado Award
- Gawad Karunungan
- Ulirang Sangay

UNIVERSITY OF SOUTHERN MINDANAO
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AREA II: FACULTY

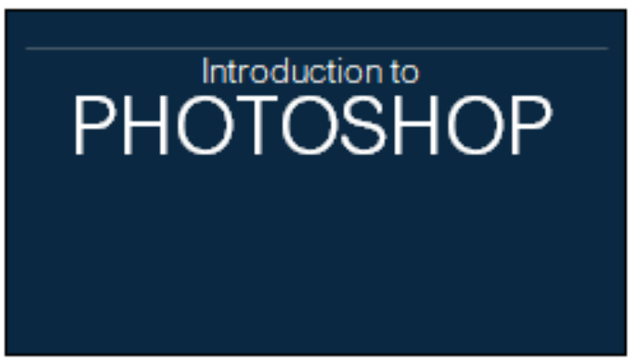
PARAMETER F:
PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

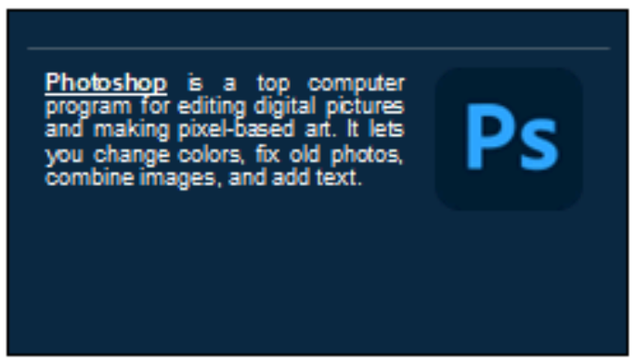
IMPLEMENTATION

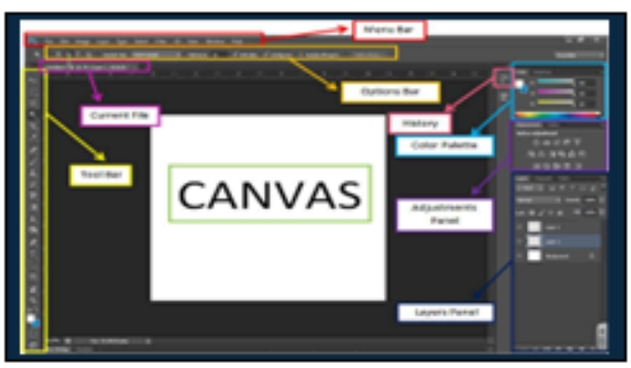
Consolidate the resources used and/or prepared by faculty to enhance teaching-learning process.

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

NAME	SUBJECT	ICT RESOUCES UTILIZES	INSTRUCTIONAL MATERIALS USED	NAME OF ACTIVITY
Ira Andreana K. Mama	DTTE 09-Digital Graphic Design and Commercial arts Exploring Photoshop Basic	Computer	PPT	Logo Making







3

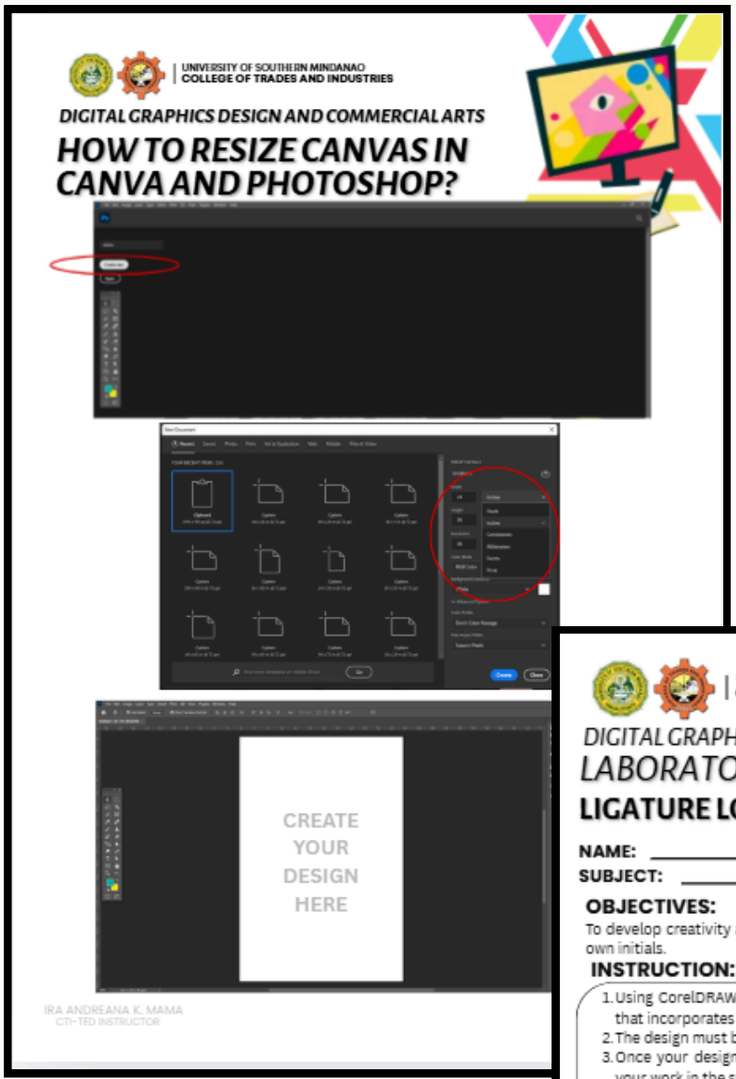


4





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





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



Training Methodology

DAY 1: Common competencies
Identification of supplies and materials
Measurement and calculation
Interpretation of working drawing
Occupational Health and Safety
Tools and equipment
Care and maintenance

DAY 2: Common competencies (continuation)
DAY 3: Core competencies (Hands-on)
DAY 4: Core competencies (Hands-on)
DAY 5: Core competencies (Hands-on)

OTHER REQUIREMENT: 5 days On-the-Job Training

Committees

Training Facilitators: Dr. Marcelo Jaya, Dr. Ma Dely P. Eduarte
Documentation: Prof. JP Formaco, Mr. Ariel A. Saballeg, Ms. Cayaglan Khan Marcos, Ms. Janin M. Bargay
QFT Coordinator: Prof. Solomon L. Presto, Mr. Dante Dariocan
Layout Artist: Mr. Ariel A. Saballeg
Secretariat: Dr. Mary Jane R. Martin, Ms. Maybell Martin
Overseer: Prof. Solomon L. Presto

CERTIFIED TRUE COPY:
MARGIE N. BUTUAN-GALANG
Chief Administrative Officer





Program Part I

Prayer
BLGU Malasila
National Anthem
DJMTO
Welcome Remarks
Hon. Vice Mayor Ryan D. Tabanay
Vice Mayor of Makilala Municipality
Inspirational Message
Dr. Ardniel A. Baladjay
Director, University Extension Services
PMaj Arniel C. Melocotones
Chief of Police Makilala
Hon. Mayor Armando M. Quibod
Mun Mayor, Makilala
Introduction
DPSU-AR
Opening of Parallel Sessions
Prof. Solomon L. Presto
Dean, College of Trades and Industries
Master of Ceremonies
Mr. Theorin E Diocadiz



Parallel Sessions

October 26-30, 2020

Welding
Final Person: Pat Alva Mac M. Saliang
Resource Persons: Prof. Marcelo H. Calabit
Dr. Solomon C. Rapsing
Venue: Bgy. Malasila Covered Court

Automotive and Servicing NC-II
Final Person: Pat Alva Mac M. Saliang
Resource Persons: Dr. Roderto Gerasco
Mr. Ryan Cabalbag
Venue: Bgy. Malasila Covered Court

Domestic Refrigeration and Air-conditioning (DOMRAC) Servicing NC-I
Final Person: Pat Alva Mac M. Saliang
Resource Persons: Dr. Joel V. Monsoy
Mr. Jefferson Tagoon
Venue: Bgy. Malasila Covered Court

Electrical Installation and Maintenance (EIM) NC-II
Final Person: Pat Alva Mac M. Saliang
Resource Persons: Dr. Manuel Tayong
Mr. Jefferson Tagoon
Venue: Bgy. Malasila Covered Court

Electronics Product and Servicing (CPAS) NC-II
Final Person: Pat Alva Mac M. Saliang
Resource Persons: Prof. Thereso Dacudao
Prof. George G. Moral
Dr. Gilmore Lacab
Venue: Bgy. Malasila Covered Court



CERTIFICATE OF RECOGNITION

is awarded to

PROF MARCELO H CALABIT

for his valuable services as **RESOURCE SPEAKER** during the **Skills Training on Welding and Fabrication for the Project Edukasyon Pangkatawan, Pangkalusugan at Pangkabuhayan (ESP): A Community-based Intervention Program for Persons Who Use Drugs** held on October 26-30, 2020 at the Malasila Covered Court, Makilala, North Cotabato.

Given this 30th day of October 2020.

SOLOMON L PRESTO, MATIA
Dean, CTI -USM

PMAJ ARNIEL C MELOCOTONES
Chief of Police, Makilala

ARDNIEL A BALADJAY, PhD
Director for Extension Services, USM

HON. ARMANDO M QUIBOD
Municipal Mayor, Makilala

IED TRUE COPY:
N. BUTUAN-GALANG
Administrative Officer

UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO
PHILIPPINES

COLLEGE OF TRADES AND INDUSTRIES

October 14, 2020

Prof. Marcelo C. Calabit
Professor/ Automotive Technology
USM-CTI
Kabacan Cotabato

Dear Sir:

The purpose of this letter is to formally invite you, on behalf of the CTI Extension Office, to be the Resource Person for Skills Training and Livelihood Project" in SMAW (Shielded Metal Arc Welding).

The said program is an Extension project of **USM-CTI in Partnership with LGU-Makilala and PNP Makilala** to be held on October 26–30, 2020, at Barangay Malasila Covered Court as part of the Kabataan Kontra Droga at Terorismo (KKDAT) extension project to conduct skills training and livelihood to persons Who Use Drugs (PWUD) in their locality.

Your expertise in shielded Metal Arc Welding (SMAW) is a big contribution to the success of the event or program.

Your presence in the plenary session is much appreciated.

Yours sincerely,

Ma. Dely P. Esberto, DEng
CTI Extension Coordinator

Noted:

SOLOMON L. PRESTO, MATIA
Dean, College of Trades and Industries

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

Table 10. List of Papers Presented from 2017-2021.

FACULTY-RESEARCHER	PAPER PRESENTED
DR. ROBERTO L. GORNEZ	Topic: "Relevance and Responsiveness of Automotive Technology Programs in Public and Private Universities and Colleges in Region 12" during the University of Southern Mindanao Research Colloquium on May 26, 2023
DR. ULDARICO E. LAVALLE JR.	*Delivery System of Students Services in the University of Southern Mindanao: A Proposed Five-Year Development Plan* during the University of Southern Mindanao Research Colloquium on May 26, 2023
DR. JOEL V. MISANES	*Development and Evaluation of 3-in-1 (CWS) Charging, Welding, and Starting-aid Machine* during the University of Southern Mindanao Research Colloquium on May 26, 2023
DR. SAMSON C. RAPUZA	*Conveyor Type Dispenser* during the University of Southern Mindanao Research Colloquium on May 26, 2023
DR. MANUEL J. TAYONG	*Policy Inputs on Intellectual Property Rights for SUCs in Region 12* during the University of Southern Mindanao Research Colloquium on May 26, 2023
MARCELO C. CALABIT	*Paper presenter on 11TH INTERNATIONAL CONFERENCE ON EDUCATION 2025 during the INTERNATIONAL INSTITUTE OF KNOWLEDGE MANAGEMENT on April 2025.*
DR. JOEL V. MISANES	*Paper presenter on 4TH INTERNATIONAL CONFERENCE ON MANAGEMENT, EDUCATION AND EMERGING TECHNOLOGY at Manila, Philippines on April 2023.*

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MARCELO C. CALABIT	Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution Marcelo C. Calabit & James L. Paglinawan	International Journal for Multidisciplinary Research (IJFMR)	2024
MARCELO C. CALABIT	Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees Marcelo C. Calabit & Raul C. Orongan	International Journal on Integrated Education	2023
MANUEL J. TAYONG	Development of dried seaweed (eucheuma) chips enriched with mango puree Ethyl M. Ancajas, Manuel Tayong & Leonel P. Lumogdang	Research Journal of Recent Sciences	2023
MARCELO C. CALABIT	Alternative Learning System (ALS) Program Graduates and Level of Readiness Towards Tertiary Education Marcelo C. Calabit	International Journal of Education	2022
MARCELO C. CALABIT	The Journey of the On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal Marcelo C. Calabit	International Journal on Integrated Education	2022
JOEL V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

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AREA II: FACULTY

PARAMETER F:
PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

OUTCOMES

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

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JOEL V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

Proofs of Research Publications



ALTERNATIVE LEARNING SYSTEM (ALS) PROGRAM GRADUATES AND LEVEL OF READINESS TOWARDS TERTIARY EDUCATION



The Journey of On-The-Job Trainees on their Knowledge, Attitudes, and Skills Development under the New Normal



Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution

Proofs of Research Publications



Psychology and Education: A Multidisciplinary Journal
CERTIFICATE OF INTERNATIONAL PUBLICATION
Marjurie V. Catuguran



JOURNAL OF INTERDISCIPLINARY PERSPECTIVES
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Psychology and Education: A Multidisciplinary Journal
CERTIFICATE OF INTERNATIONAL PUBLICATION
Marjurie V. Catuguran



Psychology and Education: A Multidisciplinary Journal
CERTIFICATE OF INTERNATIONAL PUBLICATION
Alkabir A. Sanchez

UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER F:
PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

BEST PRACTICE

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

Research Published from 2021 to 2026

The Technology Education Department (TED) documented a total of 14 research and scholarly outputs from 2022 to 2026, showing a generally increasing level of research engagement. The department produced 2 outputs in 2022 (14.29%), 3 in 2023 (21.43%), 1 in 2024 (7.14%), and 2 in 2025 (14.29%). These studies covered areas such as TVET, curriculum and instructional innovation, technical competency, student development, product innovation, and educational management.

Research productivity reached its highest level in 2026, with 6 outputs (42.86%). These outputs focused on innovation, student services, transformational leadership, artificial intelligence integration, and financial management in technology education. Overall, the findings indicate a significant growth in research productivity in 2026, reflecting stronger faculty engagement in research, innovation, instructional development, leadership, technology integration, and institutional management.

Table 9. List of CTI faculty who published in referred reputable journals

I.Research Published of Electrical Technology Faculty

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MANUEL J. TAYONG	Development of dried seaweed (eucheuma) chips enriched with mango puree Ethyl M. Ancajas, Manuel Tayong & Leonel P. Lumogdang	Research Journal of Recent Sciences	2023
Joel V. MISANES	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

Research Published of Drafting Technology Faculty

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
Roldan L ORACOY	COCONUT SCRAPING CONTRAPTION STAND Joel V. MISANES & Roldan L ORACOY	INDUSTRIAL DESIGN	2026

Research Published of Automotive Technology Faculty

FACULTY NAME	TITLE OF BOOK/ARTICLE	PUBLICATION	YEAR
MARCELO C. CALABIT	Enhancing Technical Competency in Higher Education On-the-Job Training: Curriculum Alignment, Educational Approach and School Governance Execution Marcelo C. Calabit & James L. Paglinawan	International Journal for Multidisciplinary Research (IJFMR)	2024
MARCELO C. CALABIT	Curriculum Innovation, Instructional Strategy and School Governance on the Technical Competency of On-the-Job Trainees	International Journal on Integrated Education	2023

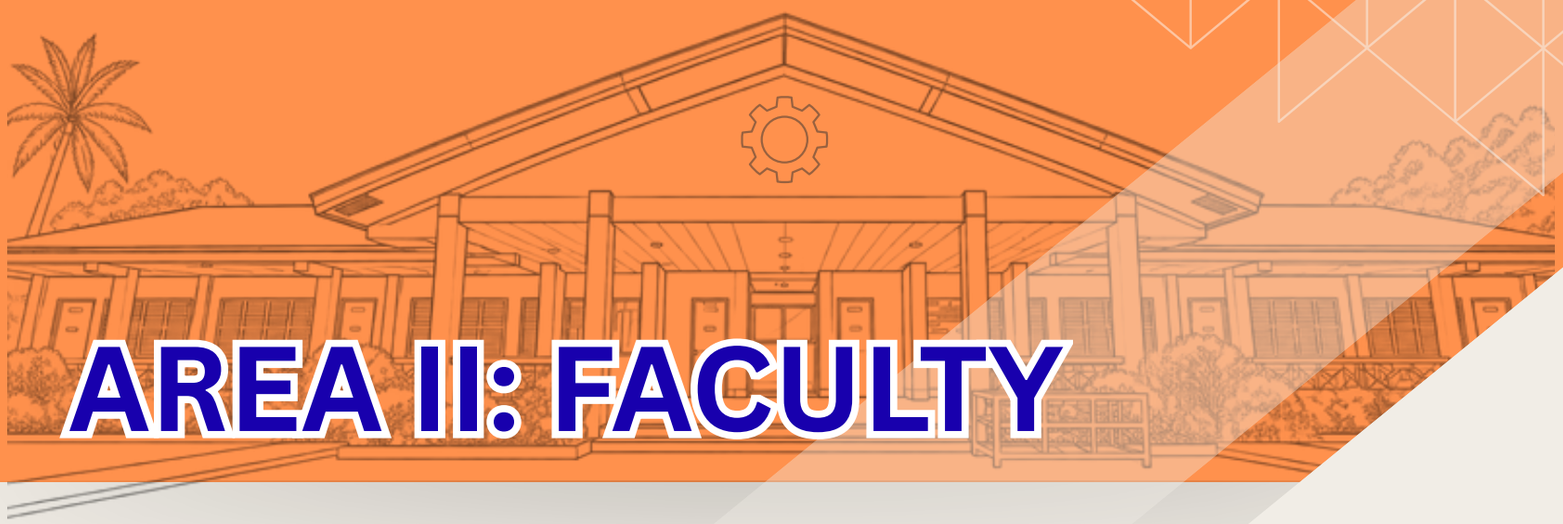
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AREA II: FACULTY

PARAMETER G:
SALARIES, FRINGE BENEFITS AND INCENTIVES

SYSTEM-INPUTS AND PROCESSES

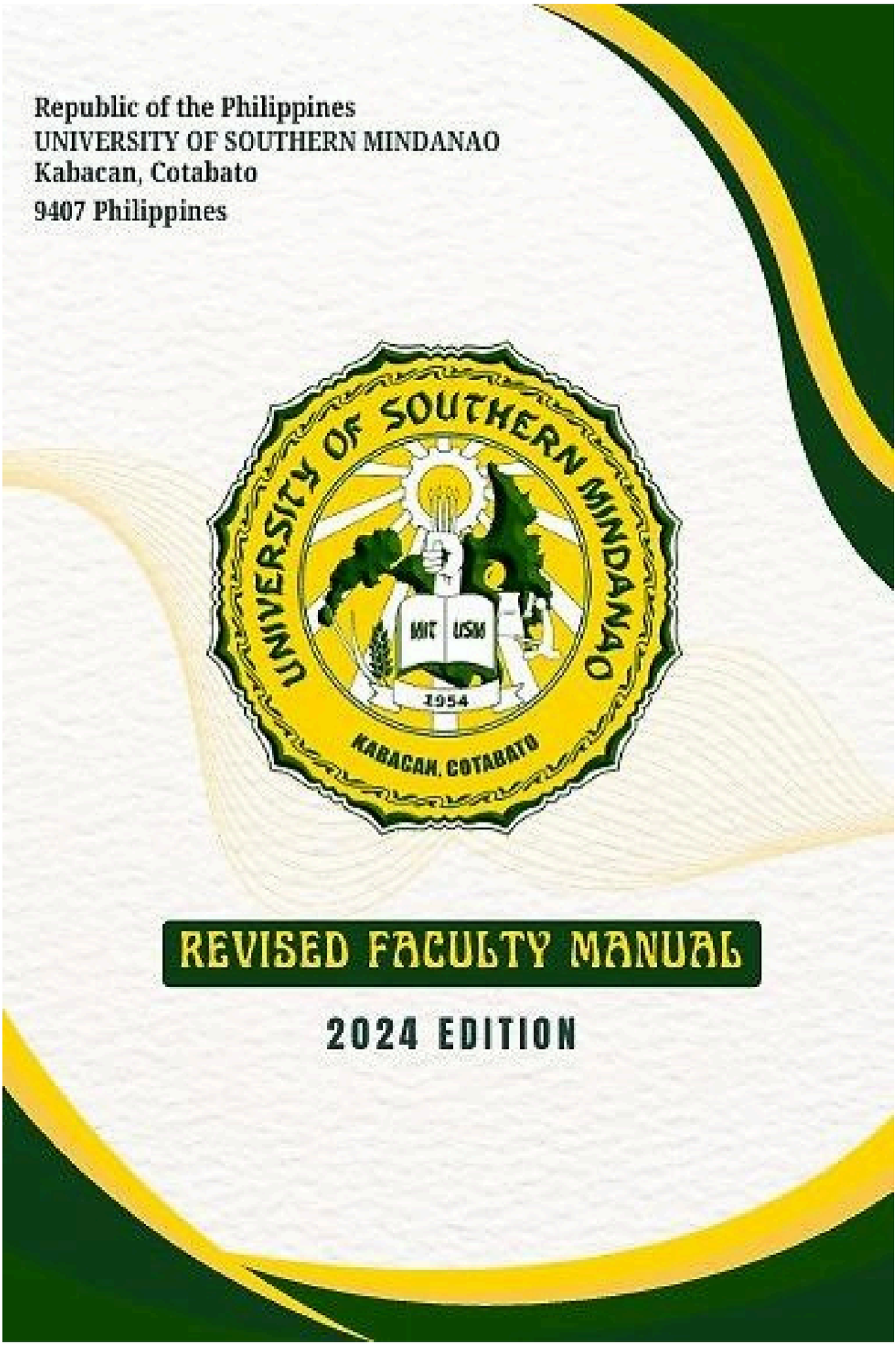
Present relevant national and institutional policies on salaries; compensation and grants of benefits.

Present the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines including the Institution's

Guidelines on the Grant of Performance Based Bonus (PBB).

Enumerate the Institution's grant of Leave benefits

Present relevant national and institutional policies on salaries; compensation and grants of benefits.



Present relevant national and institutional policies on salaries; compensation and grants of benefits.

Chapter 7

7. FACULTY BENEFITS, COMPENSATION, PRIVILEGES, AWARDS, AND RIGHTS

7.1. Privileges

7.1.1. Leave Privileges

The provisions and policies promulgated herein are specified in Civil Service Commission, Rule XVI of the Omnibus Rules on Leave, Implementing Book V of EO 292 and pursuant to CSC MC No. 5, s. 2021 which cover the provisions of the civil service rules on maternity leave, paternity and adoption leave.

7.1.1.1. Teacher's Leave

Faculty members, without designation, shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Faculty members on teacher's leave basis who have summer load are entitled to honoraria based on BOR Resolution No. 40, s 2009.

7.1.1.2. Cumulative Leave

Granted to faculty members who are regularly performing administrative function whether permanent or temporary. After at least six months of continuous, faithful and satisfactory service the faculty shall be entitled to 15 days vacation leave and 15 days sick leave of absence with full pay, exclusive of Saturdays, Sundays and holidays of each year of service. Cumulative leaves not taken within the calendar year in which it was earned may be carried over to the succeeding year. The University President may, in his/her discretion, authorize the computation of the salary that would be received during the period of the vacation and sick leaves of any faculty member. Any faculty member who shall voluntary resign or be separated from the service through no fault of his own shall be entitled to a commutation of all accumulated leaves to his credit.

Present the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines including the Institution's

Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 01, s. 2001

MEMORANDUM CIRCULAR

T O : **ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER**

SUBJECT : ***Program on Awards and Incentives for Service Excellence (PRAISE)***

Pursuant to CSC Resolution No. 010112 dated January 10, 2001, the Commission hereby adopts the following revised policies on Program on Awards and Incentives for Service Excellence (PRAISE). These policies, developed and refined in consultation with the different sectors of the government, are as follows:

1. Every department or agency shall establish its own **employee suggestions and incentive awards** system.

2. The System shall be designed to encourage creativity, innovativeness efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

3. The System shall henceforth be called the **PR**ogram on **A**wards and Incentives for **S**ervice **E**xcellence (PRAISE).

4. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

5. The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

6. The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

   For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.

7. At least 5 % of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual work and financial plan and budget.

8. The PRAISE shall be institutionalized through the creation of a PRAISE Committee in all agencies of the government.

9. The PRAISE Committee shall preferably have the following composition:

   1) Head of agency or authorized representative who shall act as chairperson;
   2) Head of the financial unit or equivalent;
   3) Head of the planning unit or equivalent;
   4) Highest ranking employee in-charge of human resource management or the career service employee directly responsible for personnel management; and
   5) Two (2) representatives from the rank-and-file employees who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

10. The head of agency or authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

11. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.

12. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The agency may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

13. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties.

14. All government agencies shall submit their Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Regional Office. The Civil Service Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.

15. Establishment of a CSC-approved PRAISE shall be the basis of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives and revocation of accreditation to take final action on appointments. The Annual PRAISE Report should be submitted by the agency to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.

16. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

This Circular repeals the provisions of MC 42, s. 1992, MC 48, s. 1992 and other issuances on Employees Suggestions and Incentive Awards Systems (ESIAS) which are inconsistent herewith.

Please be guided by the enclosed model in the preparation of your AGENCY PRAISE which shall be submitted to the Civil Service Commission Regional Office concerned for implementation by June 30, 2001.

CORAZON ALMA G. DE LEON
Chairman

APE/FCT/jdra/mj10:mcpraise
26 January 2001
OAC-A

Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

AGENCY

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) (A MODEL)

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. **010112** and CSC MC No. 01 S. 2001, the Agency adopts the herein **P**rogram on **A**wards and **I**ncentives for **S**ervice **E**xcellence (PRAISE) to be referred to as AGENCYPRAISE.

I. BASIC POLICIES

1.1 Every department or agency shall establish its own **employee suggestions and incentive awards** system.

1.2 The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

1.3 The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

1.4 The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

1.5 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

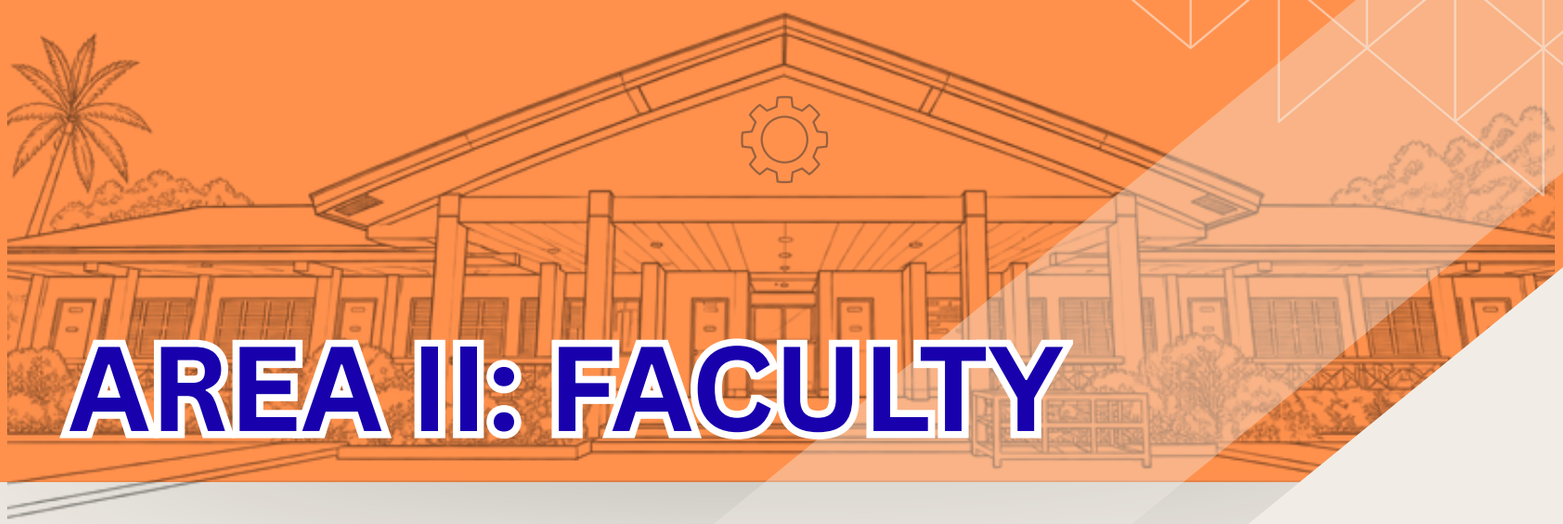
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AREA II: FACULTY

PARAMETER G:
SALARIES, FRINGE BENEFITS AND INCENTIVES

IMPLEMENTATION

Basis of Faculty Salary Rates: Salary Standardization Law

The salary rates of faculty members at the University of Southern Mindanao are governed by applicable government compensation and position classification laws, executive issuances, and implementing guidelines. The Salary Standardization Law of 2019, or Republic Act No. 11466, established a modified salary schedule for covered civilian government personnel, including personnel of state universities and colleges. The salary schedule was subsequently updated through Executive Order No. 64, series of 2024, which provides for a four-tranche implementation beginning in 2024.

Faculty members' basic salaries are determined by their authorized positions, corresponding salary grades and steps, and the applicable salary schedule, subject to the relevant government rules and approved personnel actions. The university's Human Resource Management and Development Office and other responsible administrative offices facilitate the implementation and administration of employee compensation in accordance with applicable regulations.

The legal basis includes Republic Act No. 11466 and Executive Order No. 64, series of 2024. EO 64 provides for the updated salary schedule, with the third tranche beginning January 1, 2026, and the fourth tranche beginning January 1, 2027, for covered national government agencies, subject to applicable implementation rules.

Basis of Faculty Salary Rates: Salary Standardization Law

REPUBLIC OF THE PHILIPPINES
Congress of the Philippines
Metro Manila

Eighteenth Congress
First Regular Session

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

[REPUBLIC ACT NO. 11466, January 08, 2020]

AN ACT MODIFYING THE SALARY SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL AND AUTHORIZING THE GRANT OF ADDITIONAL BENEFITS, AND FOR OTHER PURPOSES

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

Section 1. *Short Title.*- This Act shall be known as the "Salary Standardization Law of 2019".

Section 2. Statement of Policy.- It is hereby declared the policy of the State to provide all government personnel a just and equitable compensation in accordance with the principle of equal pay for work of equal value. In pursuing this policy, the State shall ensure that:

(a) Differences in pay shall be based upon substantive differences in duties, responsibilities, accountabilities and qualification requirements of the positions.

(b) The compensation for all civilian government personnel shall be standardized and rationalized across all government agencies to create an enabling environment that will promote social justice, integrity, efficiency, productivity, accountability and excellence in the civil service.

(c) The compensation of all civilian personnel shall generally be competitive with those in the private sector doing comparable work in order to attract, retain and motivate a corps of competent and dedicated civil servants.

(d) A performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well-performing organizations.

(e) The compensation scheme shall take into consideration the financial capability of the government and shall give due regard to the efficient all location of funds for personnel services, which shall be maintained at a realistic level in proportion to the overall expenditure of government.

Section 3. *Coverage.* - This Act shall apply to all civilian government personnel in the Executive, Legislative and Judicial Branches, Constitutional Commissions and other Constitutional Offices, government-owned or -controlled corporations (GOCCs) not covered by Republic Act No. 10149, and local government units (LGUs). This shall cover government personnel whether regular, contractual or casual, appointive or elective; and on full-time or part-time basis.

Section 4. *Exclusions.* - The following shall be excluded from the coverage of this Act:

(a) Military and uniformed personnel;

(b) GOCCs under Republic Act No. 10149 which shall be covered by a Compensation and Position Classification System (CPCS) established by the Governance Commission for GOCCs (GCG) and approved by the President of the Philippines; and

(c) Individuals whose services are engaged through job orders, contracts of service consultancy or service contracts with no employer-employee relationship.

Basis of Faculty Salary Rates: Salary Standardization Law

Section 5. *Position Classification System.* - The following re-categorized groups of classes of positions presc and defined under Item (3) of Joint Resolution No. 4, series of 2009 shall be maintained, i.e.: (a) Sub-profes Category; (b) Professional Category; and (c) Executive Category. The Index of Occupational Services, Occupa Groups, Classes and Salary Grades (IOS, for brevity) shall continually be reviewed and updated by the Depar of Budget and Management (DBM) in consideration of substantial changes in and complexity of duties responsibilities of positions, work methods, skills, competencies, and other relevant factors.

Section 6. *Compensation System.* - The Total Compensation Framework established under Item (4) of Resolution No. 4, series of 2009, consisting of the following components, shall continue to be adopted:

(a) Basic Salaries including Step Increments;

(b) Standard Allowances and Benefits;

(c) Specific-Purpose Allowances and Benefits; and

(d) Incentives.

Section 7. *Salary Schedule, Including Step Increments.* - The modified Salary Schedule fo Civilian Personnel, implemented in four (4) tranches, shall be as follows:

First Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	11,551	11,647	11,745	11,843	11,942	12,042	12,143	12,244
2	12,276	12,369	12,464	12,560	12,657	12,754	12,852	12,950
3	13,019	13,119	13,220	13,322	13,424	13,527	13,631	13,736
4	13,807	13,914	14,020	14,128	14,236	14,345	14,456	14,567
5	14,641	14,754	14,867	14,981	15,096	15,212	15,329	15,446
6	15,524	15,643	15,763	15,884	16,007	16,129	16,253	16,378
7	16,458	16,585	16,713	16,841	16,970	17,101	17,231	17,364
8	17,505	17,663	17,823	17,984	18,146	18,310	18,476	18,643
9	18,784	18,941	19,100	19,259	19,420	19,582	19,746	19,911
10	20,219	20,388	20,558	20,731	20,903	21,079	21,254	21,432
11	22,316	22,600	22,889	23,181	23,477	23,778	24,082	24,391
12	24,495	24,779	25,067	25,358	25,653	25,952	26,254	26,560
13	26,754	27,067	27,383	27,703	28,028	28,356	28,688	29,025
14	29,277	29,261	29,969	30,322	30,678	31,039	31,405	31,775
15	32,053	32,431	32,814	33,202	33,594	33,991	34,393	34,801
16	35,106	35,522	35,943	36,369	36,801	37,238	37,681	38,128
17	38,464	38,922	39,385	39,854	40,329	40,810	41,296	41,789
18	42,159	42,662	43,172	43,687	44,210	44,739	45,274	45,816
19	46,791	47,530	48,281	49,044	49,820	50,608	51,410	52,224
20	52,703	53,537	54,386	55,248	56,125	57,016	57,921	58,841

Basis of Faculty Salary Rates: Salary Standardization Law

21	59,353	60,296	61,255	62,229	63,220	64,226	65,249	66,289
22	66,867	67,933	69,017	70,118	71,237	72,375	73,531	74,705
23	75,359	76,563	77,788	79,034	80,324	81,635	82,967	84,321
24	85,074	86,462	87,874	89,308	90,766	92,248	93,753	95,283
25	96,985	98,568	100,176	101,811	103,473	105,162	106,879	108,623
26	109,593	111,381	113,200	115,047	116,925	118,833	120,772	122,744
27	123,839	125,861	127,915	130,003	132,125	134,281	136,473	138,701
28	139,939	142,223	144,544	146,903	149,300	151,738	154,215	156,731
29	158,131	160,712	163,335	166,001	168,710	171,464	174,262	177,107
30	178,688	181,604	184,568	187,581	190,642	193,754	196,916	200,130
31	262,965	268,101	273,338	278,676	284,120	289,669	295,327	301,095
32	313,512	319,835	326,285	332,865	339,577	346,426	353,413	360,539
33	395,858	407,734						

Other benefits (PERA-Personnel Economic & Relief Allowance; bonuses, etc.);

In addition to basic salaries, qualified faculty members may receive allowances, bonuses, and other benefits authorized under applicable government laws, budget issuances, and university policies. These may include the Personnel Economic Relief Allowance (PERA), authorized year-end and cash gift benefits, performance-based incentives when applicable, and other legally authorized benefits.

The grant of these benefits is subject to the employee's eligibility, appointment or employment status, applicable government regulations, and the availability of authorized funds. The University of Southern Mindanao, through its responsible administrative offices, facilitates the processing and disbursement of authorized compensation and benefits in accordance with prevailing rules.

Mode of overload teaching compensation

Faculty members who are authorized to undertake teaching assignments beyond their regular teaching load may be compensated in accordance with the applicable university policies, government regulations, approved workload guidelines, and available funding.

The processing of overload teaching compensation should be supported by an approved teaching load, documentation of the authorized overload assignment, verification of the actual teaching services rendered, and the required certifications or approvals from the responsible academic and administrative offices. Compensation is processed according to the applicable institutional rates and procedures, subject to authorization and budgetary requirements.

Full-time faculty members shall render minimum of 30 teaching hours a week which shall include actual classroom instruction and other teaching related activities, as enumerated under USM Code, Article 86, section 3.

Part time faculty members shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students (USM Code, Article 84, Section 4).

JO/COS faculty members shall carry a workload of not more than 29 hours a week and shall also be available for consultation with students.

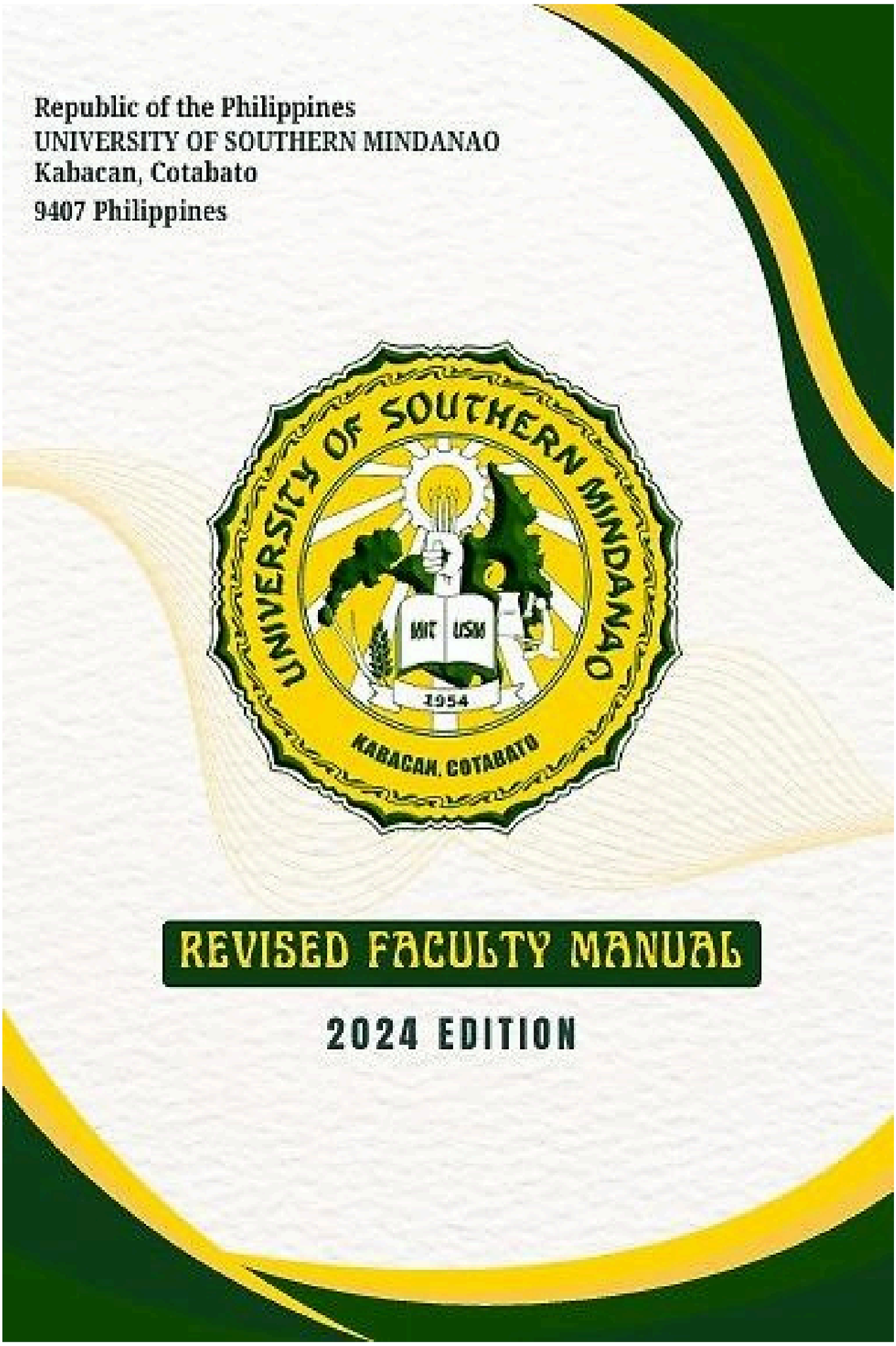
4.2.1. Extension of Working Hours

When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any faculty member or non-teaching employee of the University, the compensation therefore shall be according to applicable laws and regulations.

4.2.2. Service Report

All members of the teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation of the employee concerned until the faculty submits the same (USM Code, Article 85, Section 1).

Present relevant national and institutional policies on salaries; compensation and grants of benefits.



Description of the Academic Unit's incentives system for faculty with outstanding performance/achievements.

Faculty members may be recognized for exemplary performance in teaching, research, extension, innovation, professional development, community service, and other significant academic contributions. Recognition may take the form of certificates of recognition, commendations, awards, acknowledgment during university activities, or other incentives authorized under institutional policies.

7.3.1.2.2. The USMPRAISE Committees shall be constituted to ensure efficiency, wide participation and transparency in all processes.

7.3.1.2.3. The University PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University.

7.3.1.3. GAWAD USM Awards and Incentives

7.3.1.3.1. National Awards

USM shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies

7.3.1.3.2. Outstanding Work Performance

- Presidential or Lingkod Bayan Award
- Civil Service Commission or the PAGASA Award

7.3.1.3.3. Exemplary Ethical Behavior

- Outstanding Public Official/Employee or Dangal ng Bayan Award

7.3.1.3.4. Other Awards – given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

7.3.1.3.5. Institutional Award - Gawad Uliran ng Serbisyong Mahusay (Gawad USM) Awards

The University shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given, such as, but not limited to:

- Ulirang Kawani
- Dangal ng Pamantasan
- Kawaning Tapat
- Kakaw Award
- Goma Award
- Kamagong Award
- Saludo Retirado
- Handog Pamana
- Ulirang Mapaglikha
- Saludo Empleyado Award
- Gawad Karunungan
- Ulirang Sangay

- Special Awards

7.3.1.3.6. Dangal ng Pamantasan

This award shall be granted to an individual who exhibited the eight norms of conduct as provided in RA 6713 (Code of Conduct and Ethical Standards) including Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, Simple Living.

7.3.1.4. Forms of Incentives

- Step Increment
- Compensatory Time Off (CTO)
- Flexiplace
- Plaques
- Certificates
- Learning and Development (L&D)
- Tokens
- Cash Incentive
- Publication Feature
- Out of Town Planning Package

7.4. Rights

7.4.1. Academic Freedom

Members of the teaching staff shall enjoy academic freedom, provided, however, that no instructor in the university shall inculcate sectarian tenets in any of his/her teaching, nor attempt either directly or indirectly under penalty of dismissal by the BOR, to influence the students for or against any particular church or religious sect or political party.

Academic freedom is the right of the teacher to teach the course/courses of his specialization according to his best lights; to hold such ideas as he/she believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or negative to his loyalty to the college or university that employs him. Within this specific framework, the following principles are detected:

a. USM shall not impose any limitation upon the teacher's freedom in the exposition of his own course in the classroom or in addresses and publications;

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TEACHER EDUCATION



AREA II: FACULTY

PARAMETER G:
SALARIES, FRINGE BENEFITS AND INCENTIVES

OUTCOMES

Describe/Show evidence of satisfaction on salaries, rewards and benefits.

Describe/Show evidence of satisfaction on salaries, rewards and benefits.

Faculty salaries are administered in accordance with applicable government compensation policies, authorized salary grades and steps, and university personnel policies. Faculty members may also receive applicable benefits and incentives, subject to eligibility requirements and existing government and institutional guidelines. These may include Personnel Economic Relief Allowance (PERA), year-end bonus, cash gift, leave benefits, retirement benefits through the Government Service Insurance System (GSIS), and other authorized benefits. Qualified faculty members may also be considered for rewards and recognition under the university's applicable awards and incentives programs.

Faculty satisfaction with salaries, rewards, and benefits may be assessed through faculty satisfaction surveys, feedback mechanisms, consultations, and review of relevant personnel records. The results can help identify faculty concerns, evaluate the adequacy of existing support mechanisms, and recommend improvements to faculty welfare and motivation.

Free medicine Kits for Faculty Members



Recognition of Gawad Karunungan Award to Dr. Marcelo C. Calabit



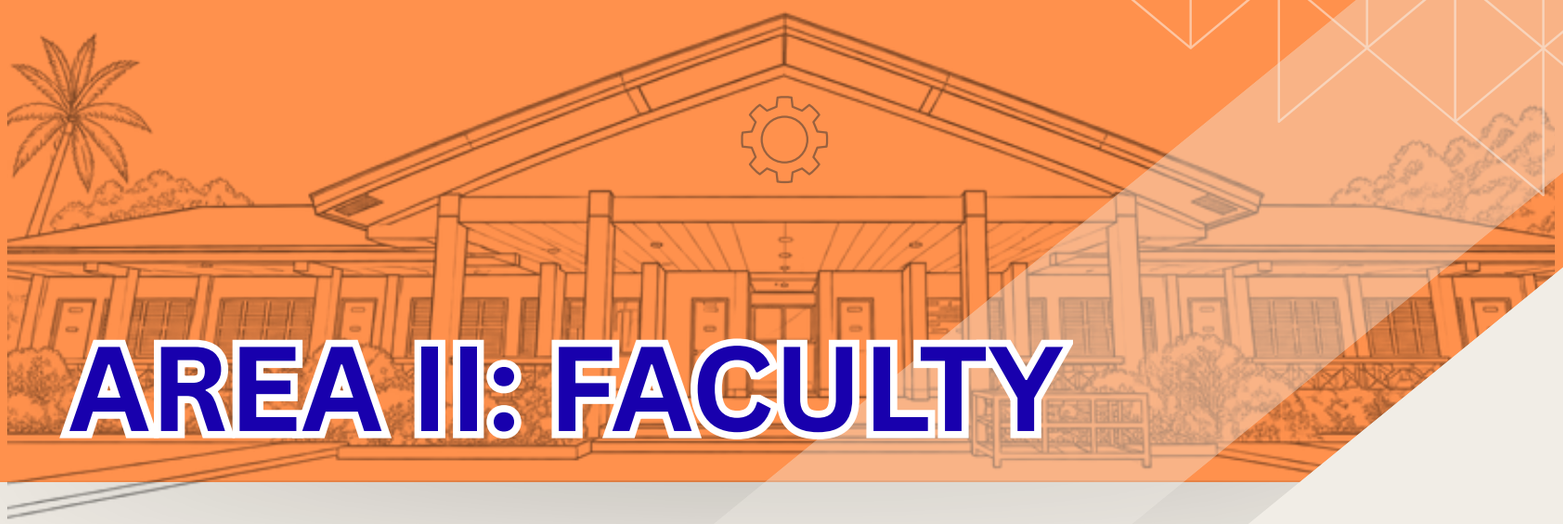
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

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LEVEL 1 SURVEY VISIT

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TEACHER EDUCATION

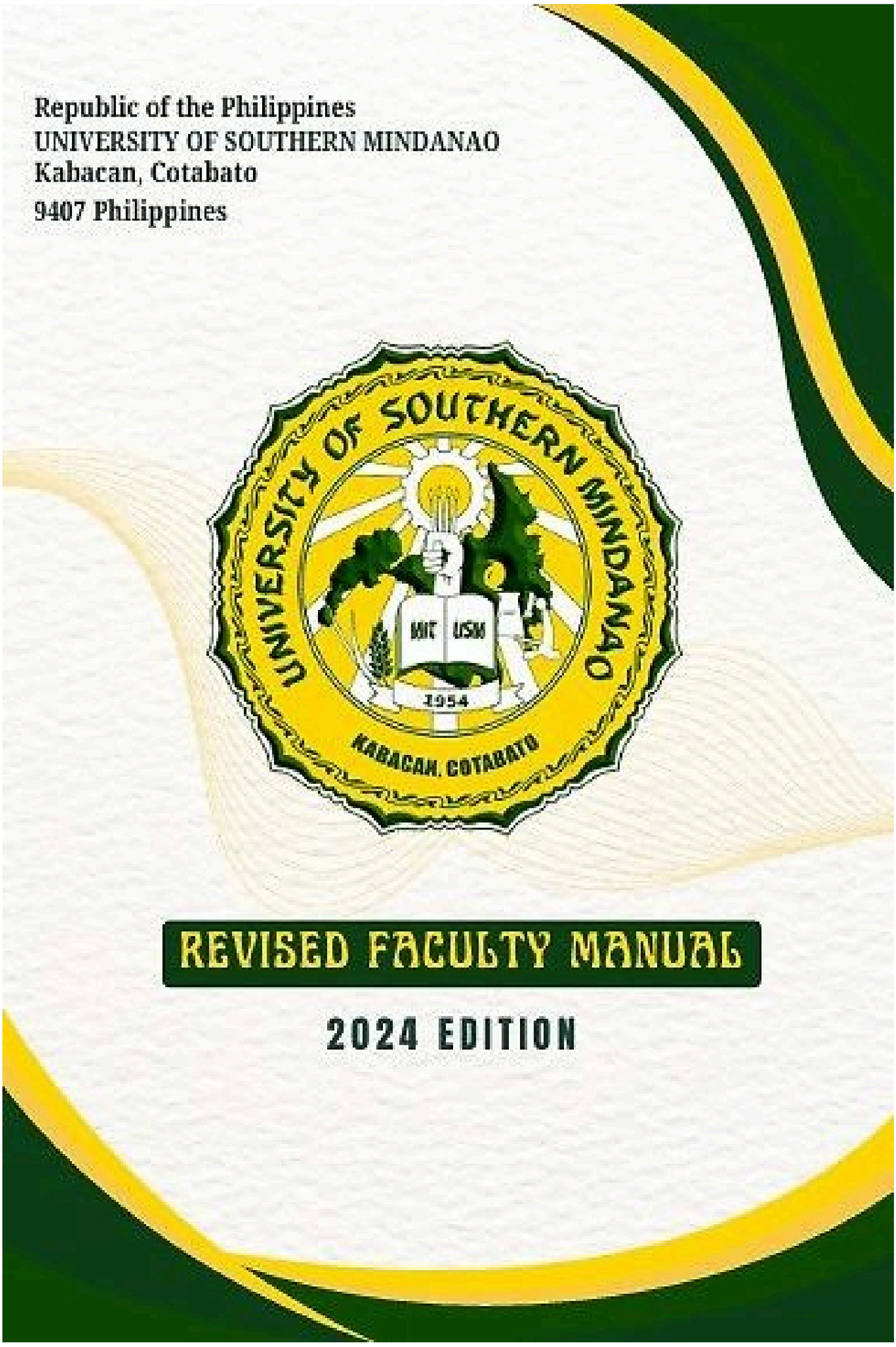


AREA II: FACULTY

PARAMETER H:
PROFESSIONALISM

SYSTEM-INPUTS AND PROCESSES

Present Institution's Guidelines/Policies on Work Ethics, Attendance in Classes, submission of Academic Reports and Decorum.



CHAPTER 8

CONDUCT, RESTRICTIONS AND DISCIPLINE

8.1. Proper Decorum

The University will initiate disciplinary action on faculty for conduct unbecoming a faculty member. A faculty member who commits any of the following non-exclusive offenses may, after due Investigation and proper hearing, be subject to the appropriate disciplinary sanctions.

8.1.1. Drinking

Any faculty member shall be suspended for 10 days or depending on the gravity of the offense due to drunkenness or drinking liquor or any alcoholic beverages within the University premises during or beyond working hours.

8.1.2. Smoking/Possession of Prohibited Drugs

Smoking, chewing or other use of tobacco products by teachers, staff, students and members of the public shall be prohibited while inside the campus. The ban on the use of tobacco products shall apply to the buildings, vehicles, and grounds and all support sites.

Any faculty member proven on the use or possession of prohibited drugs and paraphernalia within or outside the University premises shall be suspended for 10 days or depending on the gravity of the offense.

8.1.3. Uniform

Any faculty member who violates on the wearing of proper uniform and ID shall be given a written warning or verbal reprimand or suspension depending on the gravity of the offense.

8.2. Restrictions

8.2.1. AWOL

Failure to report to work on any day or during any period without the approval of the immediate superior is considered absence without official leave. Appropriate disciplinary action shall be imposed to any employee who commits such misconduct.

Present Institution's Guidelines/Policies on Work Ethics, Attendance in Classes, submission of Academic Reports and Decorum.

USM Code

2024 Edition

CHAPTER 54
CLASS ATTENDANCE

Article 192. Rules on Attendance of Students

Section 1. All academic units of the University, including the NSTP, shall observe the rules on attendance prescribed herein. Regular and punctual attendance in all scheduled classes and activities is expected of all students and is regarded as integral to course learning, unless otherwise provided. Students are responsible for attending classes where they are enrolled in and are responsible for work covered. Merit system to compensate students' absences are not allowed. Nonetheless, records of attendance become necessary on the following conditions:

For undergraduate students:

a. An undergraduate student, who, for unavoidable circumstances, has been absent from class, must obtain an excuse slip from the College Guidance Coordinator, to be presented to the faculty concerned not later than the second class session following the date of the student' s return. These circumstances include, but are not limited to, the official representation of the school, death of immediate member of the family, sickness, eventualities, and other valid reasons;
b. Whenever an undergraduate student has been absent for three (3) consecutive class meetings, a report thereof shall be sent by the concerned faculty member to the College Guidance Coordinator. The College Guidance Coordinator shall call the student and notify his/her parents or guardian;
c. An excused absence shall apply only for the time missed. The concerned student shall be responsible for all the lessons covered by the classes during his/her absence. All works assigned to be accomplished during his/her absence, such as: quizzes, projects, midterm, and final examination, shall be made up by him/her within a reasonable time;
d. A medical certificate shall be secured from the duly accredited medical institution in case the absence is due to illness or injury. The certificate must be presented by the student to the College Guidance Coordinator after the absence has been incurred; and
e. In the absence of a medical certificate, the student may present a proof or a written notice from his/her parents or guardian to the College Guidance Coordinator.
f. Any absence not covered in the preceding conditions shall be considered unexcused.

Section 2. When the number of hours lost due to unexcused absences of a student reaches twenty

percent (20%) of the total class attendance in one (1) course in a semester, such student shall be given a failing grade. Excused absences may not be counted as part of students' accrued absences.

Section 3. A student who incurred an excused absence may be allowed to a make-up task.

REFERENCES

USM CODE 2005 Edition

USM CODE 2012 Edition

USM BOR Resolution No. 70
Series of 2019
September 26, 2019
Organizational Structure of the Office of Student Affairs and other Students Services Delivery Units

CHED Memorandum Order No. 09
Series of 2013
Enhanced Policies and Guidelines on Student Affairs and Services

OSA-USM Student Manual
1st Edition

Acknowledgment

Dr. Francisco Gil N. Garcia, President USM
Prof. Marcos F. Monderin , Vice President for Academic Affairs, USM
Dr. Eimer Estilloso, Vice President for Administration and Finance, USM Office of the Director for Instruction
Admission and Records Office
Office of Student Affairs
School of Graduate Studies
College of Medicine
College of Law

USM Code, Academic Review Committee

Lawrence Anthony U. Dollente
Chairman

Dr. Leorence Tandog
Prof. Ronald Z. Pascual
Prof. Estella B. Barbosa
Atty. Mario Bello
Mr. Allan Singayao
Members

ØPresent legal documents that contain policies on professionalism adopted by the Institution 9RA 6713 & Code of Ethics of the Profession).

S. No. 139 H. No. 12069 / 85 OG No. 15, 2727 (April 10, 1989) ; Bulletin 2/24/91

[REPUBLIC ACT NO. 6713, February 20, 1989]

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

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

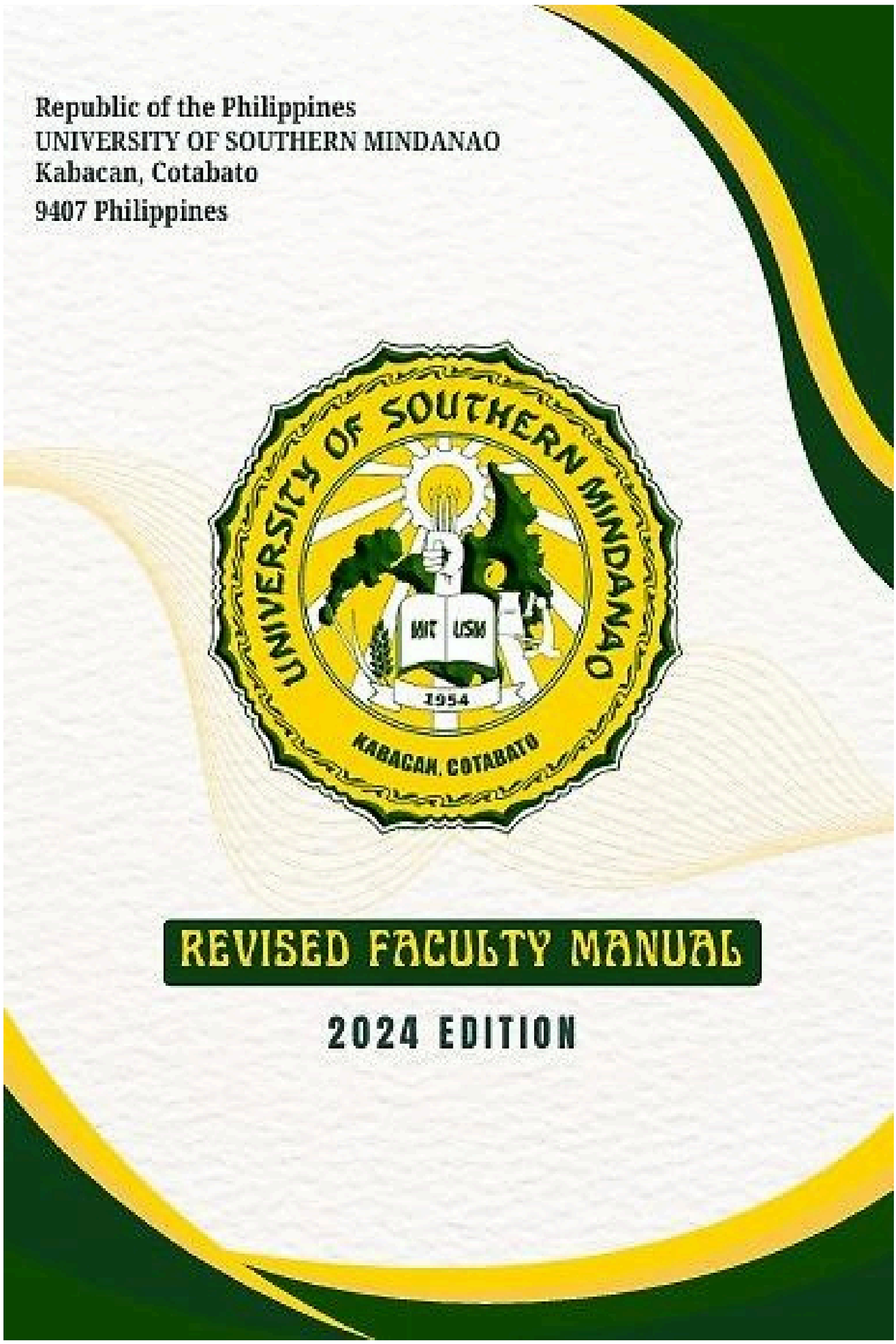
SECTION 1. *Title.*—This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

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

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

a. "Government" includes the National Government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.
b. "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.
c. "Gift" refers to a thing or a right disposed of gratuitously, or any of liberality, in favor of another who accept it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.
d. "Receiving any gift" includes the act of accepting, directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.
e. "Loan" covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.
f. "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

Present legal documents that contain policies on professionalism adopted by the Institution 9RA 6713 & Code of Ethics of the Profession).



8.3. Discipline

8.3.1. Tardiness

Tardiness means the failure of a faculty member to attend his class on time, te within the first fifteen (15) minutes of the class. If he arrives after 15 minutes, he shall be considered absent

A faculty member shall be deducted based on the actual number of minutes late. Deduction shall be made only at every 60 minutes of tardiness. However, if the accumulated number of minutes tardy does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute

8.3.2. Absenteeism

Academic heads shall officially notify their respective faculty each time they incur absences equivalent to 10% or above of the total number of days in a semester as reflected on the Faculty Absences report furnished by the HRMO. This information shall serve as warning letter to the member concerned. The Vice President of the Academic Affairs gives the final warning letter to the faculty concerned at the end of the semester and prescribes the corresponding penalty.

8.3.3. Insubordination

A faculty member shall be charged for insubordination if he/she fails to act or follow orders from higher authorities without due cause.

8.3.4. Sexual Harassment

The University adopts the Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877) which deplores any unwelcome sexual advances, requests or demands for sexual favor, or other verbal or physical behavior of sexual nature, committed by a faculty in the University/College to any member of the academic community, including students (see Appendix E).

8.3.5. Verbal Abuse

A faculty member shall be charged if he/she uses his/her position to insult or use derogatory remarks towards his/her peers, subordinates, or students.

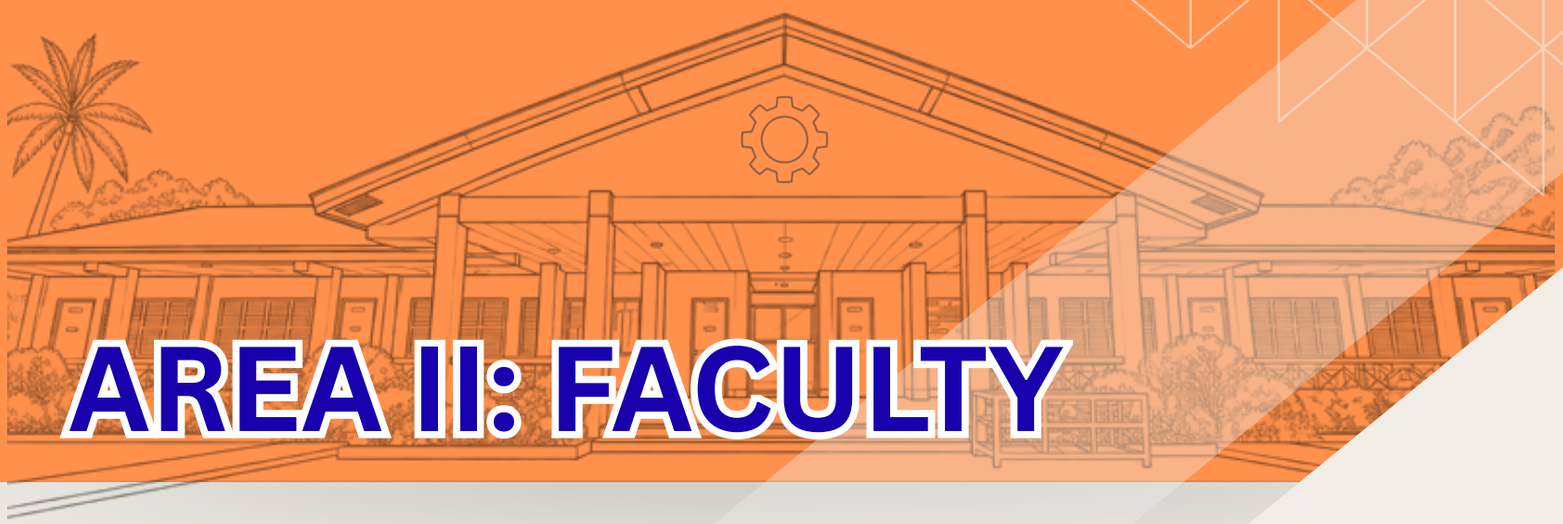
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AREA II: FACULTY

PARAMETER H:
PROFESSIONALISM

IMPLEMENTATION

Describe the system of supervision of faculty performance in the following:

- preparation of instructional materials
- formulation, updating and enriching of syllabi
- class preparation
- testing and evaluation of learning outcomes
- other faculty-related activities (e.g. OJT, practicum, RLE, off-campus teaching, etc.)

The College of Trades and Industries (CTI), University of Southern Mindanao (USM), implements faculty performance supervision through the monitoring and review of instructional documents and other academic responsibilities by the Department Chairperson. One of the primary tools used for this purpose is the *Faculty Kit,* which serves as a compilation of essential documents and records related to teaching preparation, classroom instruction, assessment, and other faculty-related activities.

The Department Chairperson supervises faculty performance by reviewing the contents of the Faculty Kit to determine the completeness, relevance, consistency, and alignment of instructional materials and academic documents with the prescribed curriculum, course requirements, and intended learning outcomes. Faculty members are expected to prepare, maintain, and update the required documents to support effective instruction and facilitate the monitoring of their academic responsibilities.

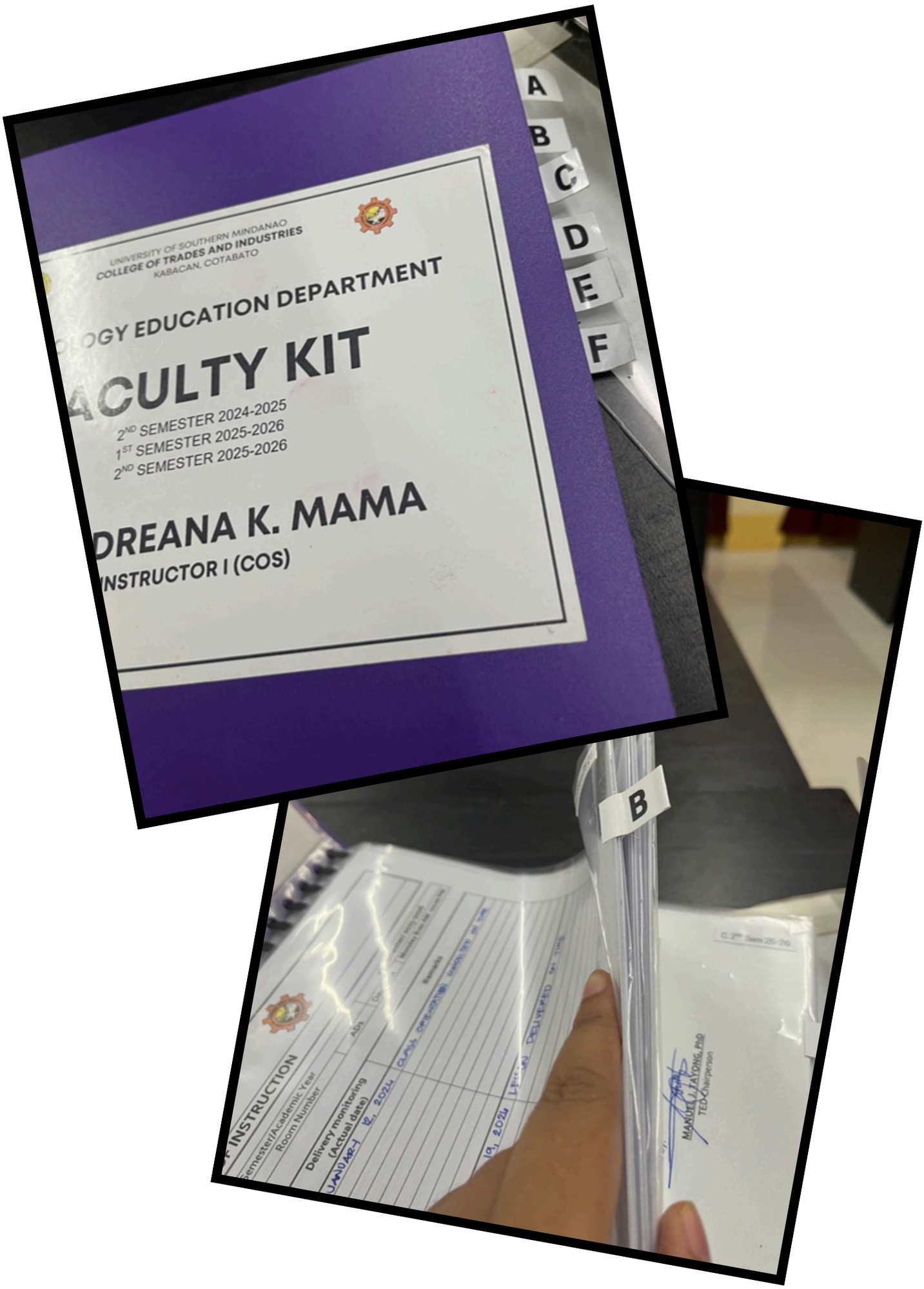
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UNIVERSITY OF SOUTHERN MINDANAO
College of Trades and Industries
Kabacan, Cotabato

FACULTY KIT CONTENTS
2ND Semester SY 2025-2026
1ST Semester SY 2025-2026
2ND Semester SY 2024-2025

Letter	Contents
A.	Course Syllabi
B.	Monitoring Delivery of Instruction
C.	Table of Specification (TOS)
D.	Item Analysis
E.	Class Examination
F.	Special Order (SO) for Faculty with Designation Certificates/Trainings, others.


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UNIVERSITY OF SOUTHERN MINDANAO
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KABACAN, COTABATO
OGY EDUCATION DEPARTMENT
ACULTY KIT
2ND SEMESTER 2024-2025
1ST SEMESTER 2025-2026
2ND SEMESTER 2025-2026
DREANA K. MAMA
NSTRUCTOR I (COS)
B
INSTRUCTION
Semester/Academic Year
Room Number
Delivery monitoring
(Actual date)
MANUEL J. TAYONG, PhD
TED Chairperson

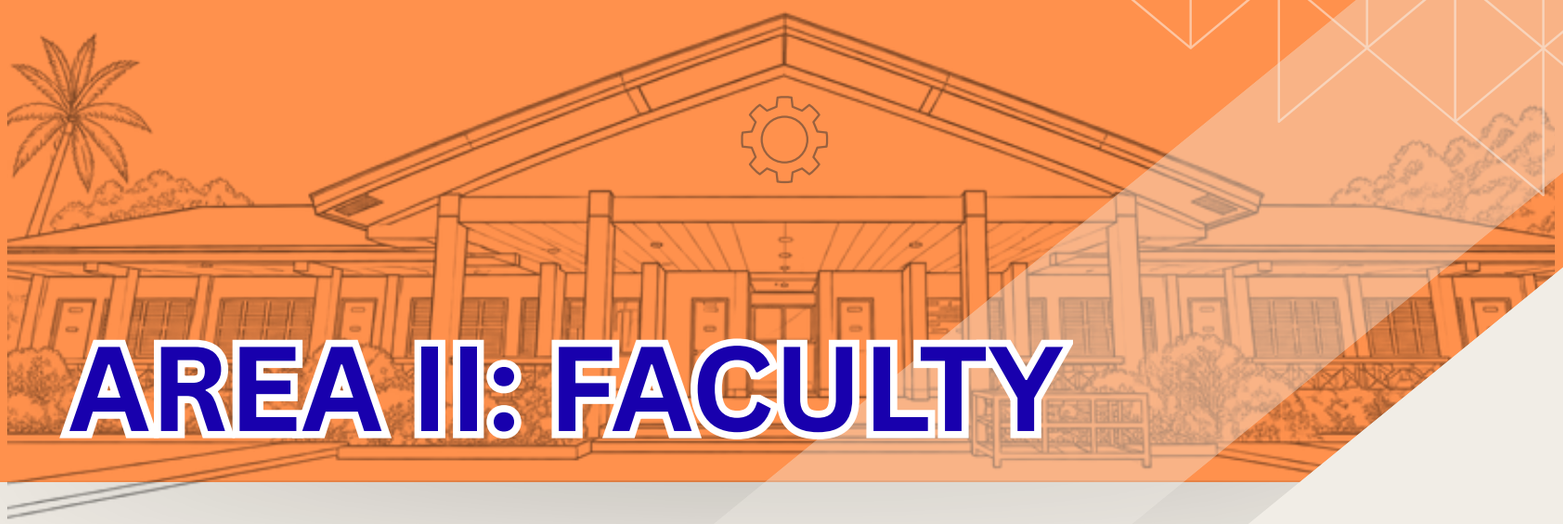
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AREA II: FACULTY

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OUTCOMES

Cite instances or maifestation of professionalism among faculty.

- **Conducting classroom instruction, demonstrations, or laboratory activities.**



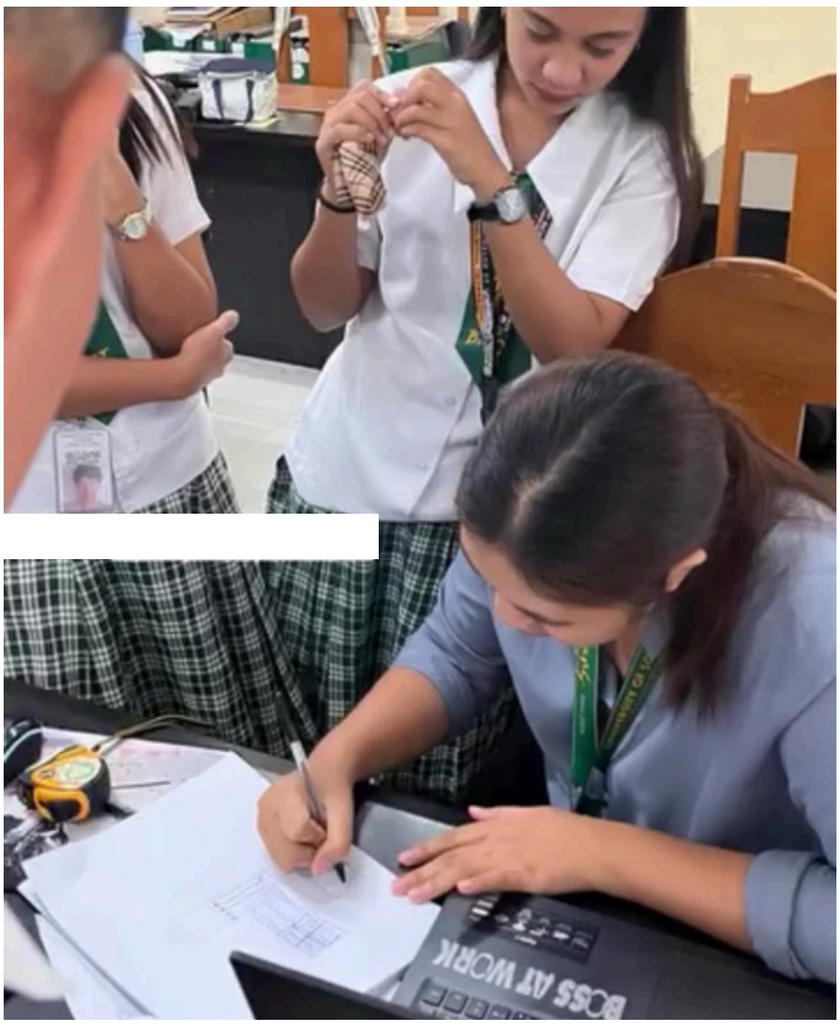


- **Attending faculty meetings and curriculum development sessions.**





- **Conducts student consultation**



- **Participating in seminars, workshops, and professional development programs.**







- **Participates College/University activity**







Faculty members demonstrate professionalism and accountability by submitting their Daily Time Records (DTRs) promptly and within the prescribed deadlines, in accordance with institutional policies and procedures.

Faculty professionalism is manifested through effective teaching preparation and delivery, punctuality, fulfillment of academic responsibilities, ethical and fair treatment of students, continuous professional development, research and extension involvement, collaboration with colleagues, compliance with institutional policies, and responsible management of laboratory and workshop facilities. These manifestations may be substantiated through Faculty Kits, teaching and attendance records, training certificates, research and extension reports, committee assignments, student evaluation summaries, and documentation of institutional activities.

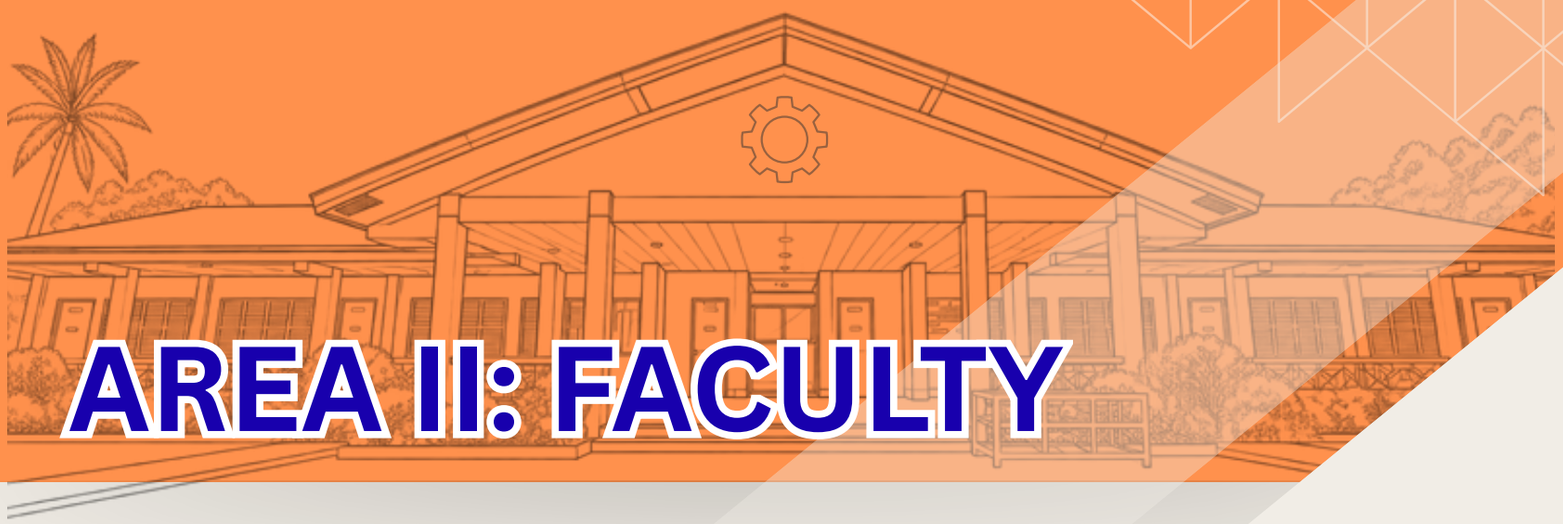
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AREA II: FACULTY

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BEST PRACTICES

Cite as many best practices as you can on Parameter H (Professionalism).

Faculty Kit Preparation and Maintenance

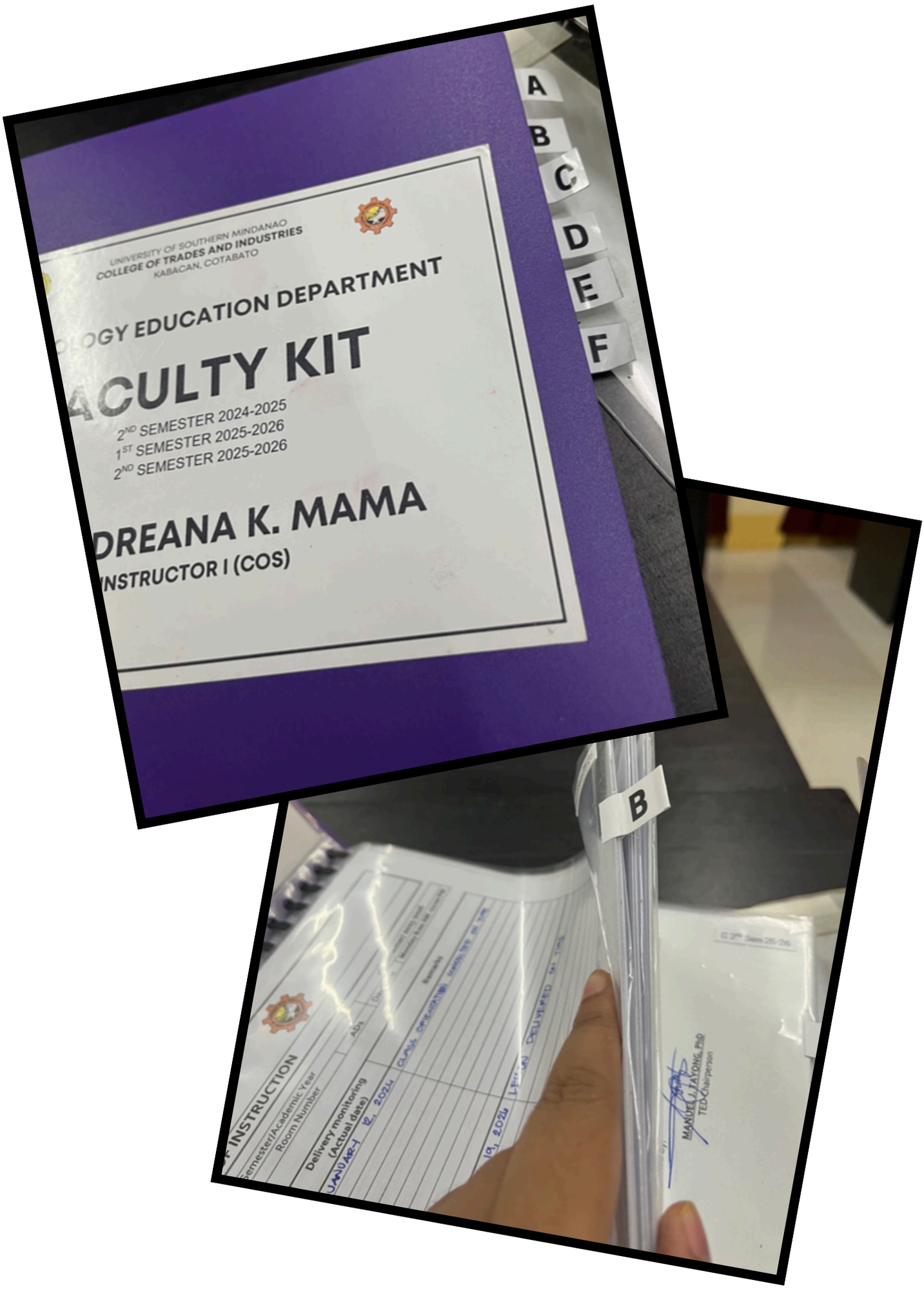
Faculty members provide Faculty Kits containing syllabi, instructional materials, lesson plans, assessment tools, and other required academic documents for review by the Department Chairperson.

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College of Trades and Industries
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