

## A.7 System of Communication Flow

### 1. RECEIVING PAYMENTS OF TUITION AND OTHER SCHOOL FEES

This is for payment of Tuition Fees and other school fees of Graduate School, College of Medicine & College of Law and Undergraduate students.

OFFICE/DIVISION	CASH UNIT			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C- GOVERNMENT TO CITIZEN			
WHO MAY AVAIL	ALL STUDENTS OF THE UNIVERSITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessment Form			1. Colleges	
2. Student ID			2. Student	
3. Statement of Account			3. Accounting	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Get priority number at the queuing machine and select "Collection". The counter number and the program it collects for payments is specified in the priority number slip:</p> <p>Counter 3 - for Graduate School, College of Medicine &amp; College of Law</p> <p>Counter 8 - for Undergraduate Program</p>	<p>1. Collecting officer will get the priority number.</p>	None	5 minutes	<p>Counter 3 Collecting Officer Admin. Aide I</p> <p>Counter 8 Collecting Officer Admin. Aide VI</p>



Wait until your number is called and proceed to the assigned counter				
2. Once the number is called, provide the requirements.	2.Receive the requirements for the transaction.	None	1 minute	Counter 3 Collecting Officer Admin. Aide I  Counter 8 Collecting Officer Admin. Aide VI
3. Pay the necessary amount for the transaction.	3.Receive the payment and issue an official receipt	As stated in the Assessment Form and Statement of Account	2 minutes	Counter 3 Collecting Officer Admin. Aide I  Counter 8 Collecting Officer Admin. Aide VI





3. Generating tracking number.	2.1 Scanning of documents after checking it.	None	3-5 minutes	Administrative Officer
	3.1 Generating tracking number through the Document Tracking System.			
	4.1 Releasing of documents to concerned offices by attaching the scanned file to the Document Tracking System.			
4. Releasing of documents to its concerned offices.	4.2 Safekeeping the document.	None	1 minute	Administrative Officer



1. The Records Management and Archiving Unit is responsible for the systematic handling, storage, retrieval, and disposal of institutional records.

OFFICE/DIVISION	RECORDS MANAGEMENT AND ARCHIVING UNIT				
CLASSIFICATION	SIMPLE				
TYPE OF TRANSACTION	GOVERNMENT TO GOVERNMENT/GOVERNMENT TO CITIZEN/GOVERNMENT TO BUSINESS				
WHO MAY AVAIL	FACULTY, STAFF, STUDENTS, GOVERNMENT & PRIVATE INSTITUTIONS AND OTHER STAKEHOLDERS				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Communication/Document for submission or distribution			1. Provided by Client		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
RECEIVING AND RELEASING OF FILES IN HARD COPY					
	1. Receiving various documents.	1.1 Verify the documents/communication as to purpose.	None	3-5 minutes	Administrative Officer
		1.2 Stamp the receiving copy with 'RECEIVED', and affix signature, date and time.	None	3-5 minutes	Administrative Officer
		1.3 Ask the client if they want it processed by hand or by the records office.	None	3-5 minutes	Administrative Officer
2. Checking and Generating tracking number.	2.1 After checking the document, a tracking number will be generated through the Document Tracking System.	None	3-5 minutes	Administrative Officer	







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TYPE OF TRANSACTION	G2C- GOVERNMENT TO CITIZEN			
WHO MAY AVAIL	ALL STUDENTS OF THE UNIVERSITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessment Form 2. Student ID 3. Statement of Account		1. Colleges 2. Student 3. Accounting		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number at the queuing machine and select "Collection". The counter number and the program it collects for payments is specified in the priority number slip:  Counter 3 - for Graduate School, College of Medicine & College of Law  Counter 8 - for Undergraduate Program	1. Collecting officer will get the priority number.  Receive the payment and issue an official receipt	None  As stated in the Assessment Form and Statement of Account	5 minutes  2 minutes	Counter 3 Collecting Officer Admin. Aide I  Counter 8 Collecting Officer Admin. Aide VI  Admin. Aide  Counter



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## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Memorandum No. 11

Series of 2021

TO : UNIVERSITY IM DEVELOPMENT COMMITTEE MEMBERS

FROM :  **CONSUELO A. TAGARO, RPAE, EdD**  
Vice President for Academic Affairs

SUBJECT : Instructional Materials Review

DATE : February 18, 2021

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Let us meet this Friday, February 19, 2021, 9:00 AM online through Google Meet to review the following Instructional Materials (IM) endorsed by the College of Human Ecology and Food Sciences (CHEFS) Instructional Material Review Committee:

1. Learning Module in Applied Business Tools and Technologies Management
2. Laboratory Manual in Applied Business Tools and Technologies Management

The link will be posted later in the official Facebook chat group of the IMDC.

Your attendance is highly expected.

### Members:

☒ DR. ELSA A. GONZAGA  
☐ DR. ANITA C. SORNITO  
☐ DR. LAWRENCE ANTHONY U. DOLLENTE  
☐ PROF. PIA AMABELLE M. FLORES  
☐ PROF. ALLAN C. FACURIB  
☐ PROF. EUGENE G. RANJO  
☐ ENGR. KHARLO J. SUBRIO  
☐ PROF. JP E. FORTINEZ

cc:

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"UNITY IN DIVERSITY AND  
SUSTAINABLE DEVELOPMENT IN  
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."  
USM-SYS-F71-Rev.1.2020.07.14




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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 10  
Series of 2021

TO : ALL USM CURRICULUM REVIEW COMMITTEE &  
DEVELOPMENT COMMITTEE MEMBERS

FROM :  **CONSUELO A. TAGARO, EdD**  
Vice President for Academic Affairs

SUBJECT : CURRICULUM REVIEW

DATE : February 22, 2021

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Let us please convene on Wednesday, February 24, 2021, 1:00PM at the VPAA Office, Admin. Building to review the COVID Curriculum of BS Fisheries, BS Biology(4<sup>th</sup> yr), BS Chemistry, BS Nursing, BSIT and BTVTEd, proposed revision of BS Biology(incoming 1<sup>st</sup> yr) and proposal to offer Bachelor of Public Administration for first semester 2021.

**Regular Members:**

**Chairman:** Dr. Consuelo A. Tagaro

**Members:**

☐ Dr. Elsa A. Gonzaga  
☐ Dr. Ma. Lezel P. Pataray  
☐ Dr. Lawrence U. Dollente  
☐ Dr. Tessie E. Leros  
☐ Dr. May Eva Z. Garcia  
☐ Dr. Ma. Luz B. Calibayan  
☒ Dr. Anita C. Sornito  
☐ Dr. Julius Jerome G. Ele  
☐ Prof. Salik D. Makakena  
☐ Prof. Eugene G. Ranjo  
☐ Engr. Kharlo J. Subrio

**Provisional Member:**

☐ Dr. Jeannie Duka  
☐ Dr. Josephine Migalbin  
☐ Dr. Jonald Pimentel  
☐ Prof. Emmalyn Mamaluba  
☐ Prof. Solomon Presto

Your attendance is highly regarded.