

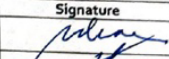


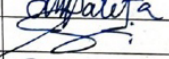
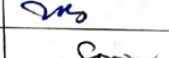
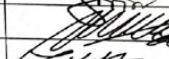
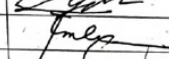

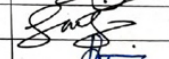

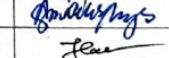
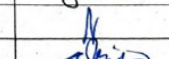
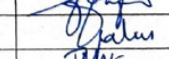

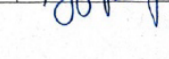








B.2 Evidence of participatory administration in college/institute

-Attendance to College Council Meetings

 UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines		 Management System ISO 9001:2015 Certification No. 10000000000000000000		
ATTENDANCE SHEET				
Date:	May 28, 2025			
Venue:	CSM LOBBY			
Unit:				
<input type="checkbox"/> Training <input type="checkbox"/> Meeting	CSM ACADEMIC COUNCIL MEETING			
Participants:	CSM FACULTY			
Coordinator:				
Resource Speaker/s:				

No.	Name	Office	Email Address/Contact No. (optional)	Signature
1.	Marivic D. Carderi	CSM-Chem		
2.	ARNEL B. TOLEDO	CSM-MATH		
3.	MAKATAGO J. MAGSINO	CSM-MATH		
4.	Tamalak, Fitance Ann	CSM-Math		
5.	PALETA, LEONARD	MATH		
6.	MAOJO, RONEL P.	CSM-Math		
7.	PANOP LORAN MAGSINO	CSM		
8.	SEPELAGU, EMMA G.	BIO		
9.	CHRELLE M. BESINA	BIO		
10.	YABES, LAWTON JOHNA	MATH		
11.	TESSIE E. LERIOS	Biology		
12.	Sumaras, Crumuel	BIO		
13.	Benedict Endera	Phys		
14.	Sandra Nanding	Math		
15.	Daryl Mae Mamm	Math		
16.	MERIAM M. RUBIO	BIO		
17.	CELOS REYES, JAMICA	BIO		
18.	CABASAN, Ma. Peacora	BIO		
19.	JUPITER PIWING	Math		
20.	Queenie L. Rapis	Chem		
21.	Estrella Dela Cruz	Chem		
22.	JOSE MANUEL MISCAR	Math Chem		
23.	NIKKI JANE S. BENITO	Chem		



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines



Management
System
ISO 9001:2015

ATTENDANCE SHEET

Date:	May 28, 2023
Venue:	CSM Lobby
Unit:	
<input type="checkbox"/> Training <input type="checkbox"/> Meeting	CSM Academic Council Meeting
Participants:	CSM Faculty
Coordinator:	
Resource Speaker/s:	

24.	Cunanan, Melanio Louie	USM Chem		
25.	ROMARES, RHETT SEAN P.	Chem		
26.	Ramley B. Tumarcha	chem		
27.	VALENTIN, RUEL	Math		
28.	CARAJAT, DOMINIC	Math		
29.	LICAROS, JERNETH	Math		
30.	Tamke, ME	Bio		
31.	Chirine E. Mangarang	Bio		
32.	Rona L. Pascual	Chem		
33.	Miza, Jay Mark A.	Math		
34.	Maganak, Jean	Physics		
35.	Vallescas, Jung	Physics		
36.	Jan Camrin			
37.	Marina Lyn Diaz	Chem		
38.	Belon E. Esmejudo	chem		
39.	Kurt Com Villan	chem		

No.	Name	Office	Email Address/Contact No. (optional)	Signature
40.	Mary Grace Pasag	Chem		
41.	Kier C. Dela Cruz	Bio		
42.	Jelly Grace Nonesca	Physics		
43.	Sedra A. Murthy	Bio		
44.	Erma Calump	Bio		
45.	GARCIA, Anna Jean	Math		



UNIVERSITY OF SOUTHERN MINDANAO
Kobacan, Cotabato
Philippines



Accreditation
Agency
ISO 9001:2015

ATTENDANCE SHEET

Date:	
Venue:	SNACKS
Unit:	
<input type="checkbox"/> Training <input type="checkbox"/> Meeting	
Participants:	
Coordinator:	
Resource Speaker/s:	

46.	Norma M. Patang	CSM-Math	
47.	WANDA P. BALIWAN	CSM-D.O	
48.	RUBIO, MICHAM	CSM-BIO	
49.	Bona Abigail B. Hina	CSM-Bio	
50.	LOTHY F. CASIM	CSM-Math	
51.	Angeles R. Anguma	CSM-Bio	
52.	Lilie E. Kerkemata	CSM-BIO	
53.	ASRAF LIDASAN	CSM-Math	
54.	Krizla Tumulog	CSM-BIO	
55.	Maalisang, JeadN	CSM-Math	
56.	Palmos, Hannah Jane Faith	CSM-Math	
57.	Diana, Jay Mark	CSM-Math	
58.			
59.			
60.			
61.			
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			

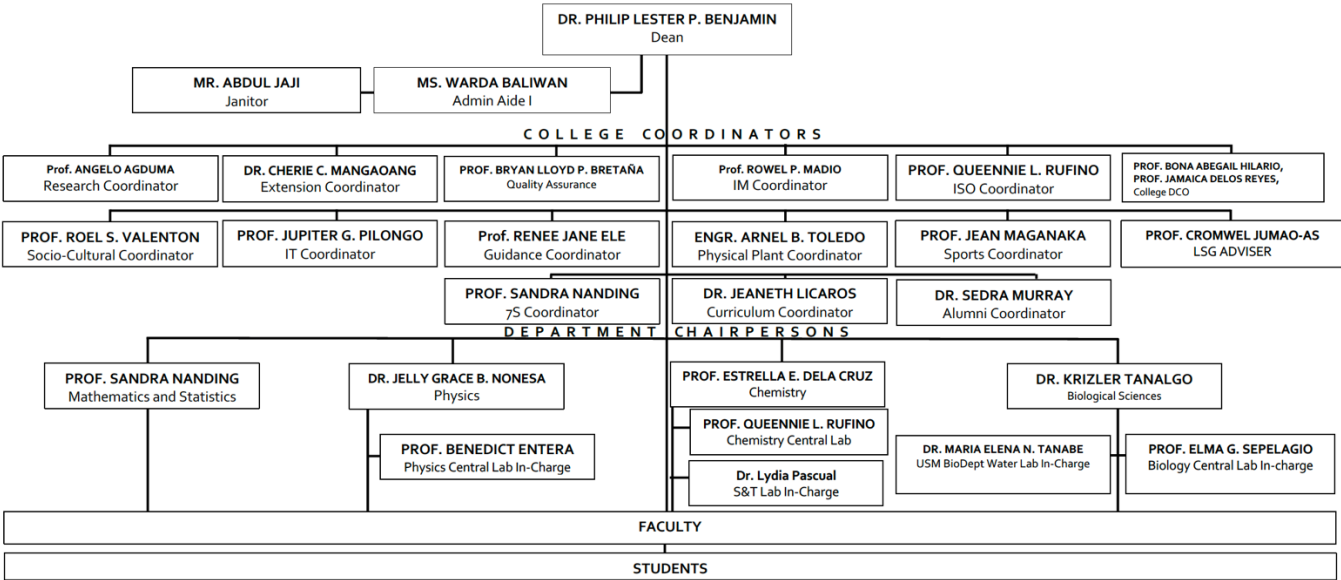
-College Organizational Chart



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



TABLE OF ORGANIZATION OF THE COLLEGE OF SCIENCE AND MATHEMATICS



Prepared by: **PHILIP LESTER P. BENJAMIN, PhD**
CSM Dean

-Evidence of College Leadership (College Coordinators)



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Memorandum No. 1-1

Series of 2023

TO: Dr. Sedra Murray

SUBJECT: Designation as CSM Alumni Coordinator


FROM: OFFICE OF THE CSM DEAN

DATE: January 26, 2023

In line with university's aim to strengthen its alumni affairs, you are hereby designated as the CSM Alumni Coordinator. As such, you are expected to perform, but not limited to, the following duties and functions:

1. Developing and implementing strategies to engage and connect with alumni, including creating and managing alumni databases and social media platforms.
2. Organizing and coordinating alumni events, such as reunions, homecoming, and networking events.
3. Building relationships with alumni and encouraging them to participate in college events and activities, as well as volunteering their time, expertise, and resources.
4. Coordinating with other departments and organizations within the college to plan and execute alumni-related initiatives.
5. Keeping alumni informed of university news and developments through newsletters, email updates, and other communication channels.
6. Identifying and recruiting alumni volunteers for college committees, boards, and other roles.
7. Developing and maintaining an alumni mentorship program.
8. Managing the alumni giving program, coordinating fundraising campaigns and events, and tracking donations.
9. Creating and maintaining an alumni website and managing its content.
10. Researching and analyzing alumni data to understand alumni engagement and giving trends and develop strategies to improve them.
11. Establishing and maintaining effective working relationships with other colleges, universities, or organizations to foster mutually beneficial relationships and collaborations.
12. Administering and maintaining accurate records of alumni, ensuring data is up-to-date and accurate, and providing data reports as needed.

This appointment shall take effect for one year from January 26, 2023 or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS




Special Order No. 2
Series of 2023

TO: Prof. Sandra Nanding
SUBJECT: Designation as CSM 7S Coordinator
FROM: OFFICE OF THE CSM DEAN
DATE: February 1, 2023

You are hereby designated as the CSM 7S Coordinator. As such, you are expected to perform, but not limited to, the following duties and functions:

1. Overseeing the cleanliness and maintenance of CSM and its facilities, including common areas.
2. Developing and implementing cleaning schedules and routines.
3. Managing inventory of cleaning supplies and equipment.
4. Conducting regular inspections of facilities to identify areas in need of cleaning or maintenance.
5. Maintaining accurate records of cleaning tasks and schedules.
6. Ensuring compliance with health and safety regulations related to housekeeping operations.
7. Training and coaching housekeeping staff to perform their duties effectively.
8. Collaborating with other departments, such as maintenance and grounds-keeping, to ensure a clean and safe environment.

This appointment shall take effect for one year from February 1, 2023 or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Special Order No. 3
Series of 2023

TO: Prof. Bona Abigail Hilario
SUBJECT: Designation as CSM DCO
FROM: OFFICE OF THE CSM DEAN
DATE: February 22, 2023

You are hereby designated as the CSM DCO. As such, you are expected to perform, but not limited to, the following duties and functions:

1. Assist the Dean in ISO accreditation process.
2. Ensure that all syllabi for courses offered by the College are updated and maintained in an organized and accessible manner.
3. Managing the distribution of official College documents. This may include ensuring that documents are distributed to the appropriate individuals or departments in a timely manner and tracking document distribution and receipt.
4. Coordinate the revision and updating of official College documents.
5. Ensure that records are properly stored and maintained, identifying records that are no longer needed, and disposing of records in accordance with applicable laws and regulations.

This appointment shall take effect for one year from February 22, 2023 or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Management
System
ISO 9001:2015
www.usm.edu.ph
USM 0001-2015

Special Order No. 4
Series of 2023

TO: Prof. Jamaica delos Reyes
SUBJECT: Designation as CSM DCO
FROM: OFFICE OF THE CSM DEAN
DATE: March 8, 2023

You are hereby designated as the CSM DCO. As such, you are expected to perform, but not limited to, the following duties and functions:

1. Assist the Dean in ISO accreditation process.
2. Ensure that all syllabi for courses offered by the College are updated and maintained in an organized and accessible manner.
3. Managing the distribution of official College documents. This may include ensuring that documents are distributed to the appropriate individuals or departments in a timely manner and tracking document distribution and receipt.
4. Coordinate the revision and updating of official College documents.
5. Ensure that records are properly stored and maintained, identifying records that are no longer needed, and disposing of records in accordance with applicable laws and regulations.

This appointment shall take effect for one year from March 8, 2023 or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO

Management



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS




Special Order No. 7
Series of 2023

TO: Prof. Bryan Lloyd Bretana, Prof. Roel Valenton, Prof. Jupiter Pilongo, Engr. Arnel Toledo,
Prof. Jean Maganaka, Prof. Amancio Manceras II, Prof. Jeaneth Licaros
SUBJECT: College Designations
FROM: OFFICE OF THE CSM DEAN
DATE: August 1, 2023

The following CSM faculty are hereby designated with corresponding assignments:

Prof. Bryan Lloyd Bretana - College Quality Assurance Coordinator
Prof. Roel Valenton - College Socio-Cultural Coordinator
Prof. Jupiter Pilongo - College IT Coordinator
Engr. Arnel Toledo - College Physical Plant Coordinator
Prof. Jean Maganaka - College Sports Coordinator
Prof. Amancio Manceras II - College LSG Adviser
Prof. Jeaneth Licaros - College Curriculum Coordinator

This appointment shall take effect for one year from August 1, 2023 or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Management
System
ISO 9001:2015
www.tuv.com
ID 910834187

Special Order 4
Series of 2024

TO: Prof. Juvy Vallescas
SUBJECT: Designation as CSM GAD Coordinator
FROM: OFFICE OF THE CSM DEAN
DATE: March 20, 2024

You are hereby designated as the CSM GAD Coordinator.
This appointment shall take effect for one year from March 20, 2024, or until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Special Order 13
Series of 2024


TO: ROEL S. VALENTON, MST
JUPITER G. PILONGO, MS
HONEY VINCENT V. VALLE

SUBJECT: Designation as coach of the Philippine Statistics Quiz (PSQ)
FROM: OFFICE OF THE CSM DEAN
DATE: October 30, 2024

You are hereby appointed as Coach for the Philippine Statistics Quiz (PSQ). In this role, your responsibilities include:

1. Identify and outline the essential statistical topics, provide relevant study materials, and lead targeted review sessions to ensure a thorough understanding of key concepts.
2. Organize practice quizzes under timed conditions to develop participants' speed, accuracy, and familiarity with the quiz format.
3. Equip participants with problem-solving techniques to quickly analyze and approach various types of statistical problems.
4. Motivate participants, set achievable goals, and foster a positive mindset to help them perform confidently and effectively under pressure.
5. Assist with competition registration, offer last-minute guidance, and help manage pre-quiz nerves to ensure participants are calm and prepared.
6. Fulfill any additional duties designated by the Dean as required.

This appointment is effective from October 30, 2024, and will remain in force until formally revoked by an authorized university official. It will be formalized upon the issuance of a Special Order by the University President, as requested.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS




Special Order 14
Series of 2024

TO: Prof. ROWEL P. MADIO, MST
SUBJECT: Designation as College Instructional Materials (IM) Coordinator
FROM: OFFICE OF THE CSM DEAN
DATE: December 13, 2024

You are hereby appointed as **College Instructional Materials (IM) Coordinator**. In this role, your responsibilities include:

1. Oversee the design, development, and periodic review of instructional materials to ensure they are up-to-date, relevant, and aligned with academic standards and institutional goals.
2. Collaborate with faculty members and subject matter experts to identify instructional needs and support the creation of high-quality learning materials.
3. Ensure that all instructional materials adhere to the university's academic guidelines, copyright laws, and accessibility standards.
4. Organize training sessions and workshops for faculty and staff on the development, utilization, and enhancement of instructional materials.
5. Implement a system to monitor the use and effectiveness of instructional materials, gathering feedback for continuous improvement.
6. Maintain accurate records of all instructional materials, development activities, and progress reports, submitting these to college and university administrators as required.
7. Fulfill any additional duties designated by the Dean as required.

This appointment is effective from **December 13, 2024**, and will remain in force until formally revoked by an authorized university official. It will be formalized upon the issuance of a Special Order by the University President, as requested.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS




Special Order 8
Series of 2025

TO: LAWTON JOHN YABES, Faculty, Department of Mathematics and Statistics
SUBJECT: Designation as Department Document Control Coordinator (DCC)
FROM: OFFICE OF THE CSM DEAN
DATE: March 19, 2025

You are hereby appointed as Department Document Control Coordinator (DCC) of the Department of Mathematics and Statistics. In this role, your responsibilities include:

1. Assist the Dean in ISO accreditation process.
2. Ensure that all syllabi for courses offered by the Department are updated and maintained in an organized and accessible manner in coordination with the College Document Control Officer (DCO).
3. Managing the distribution of official Department documents in coordination with the College Document Control Officer (DCO). This may include ensuring that documents are distributed to the appropriate individuals or departments in a timely manner and tracking document distribution and receipt.
4. Coordinate the revision and updating of official Department documents.
5. Ensure that records are properly stored and maintained, identifying records that are no longer needed, and disposing of records in accordance with applicable laws and regulations.
6. Fulfill any additional duties designated by the Dean as required.

This appointment is effective from March 19, 2025 until revoked, and will remain in force until formally revoked by an authorized university official. It will be formalized upon the issuance of a Special Order by the University President, as requested.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



Special Order 4
Series of 2025

TO: Concerned CSM Faculty
SUBJECT: Designation as Department Admission Officers
FROM: OFFICE OF THE CSM DEAN
DATE: March 28, 2025


The following faculty members of the College of Science and Mathematics (CSM) are hereby appointed as **Department Admission Officers** for their respective programs, **effective March 28, 2025, until revoked**:

Jean R. Maganaka – BS Applied Physics
Sandra Nanding – BS Applied Mathematics
Carlito P. Basay – BS Chemistry
Meriam M. Rubio – BS Environmental Science
Jamaica delos Reyes – BS Biology
Cromwel Jumao-as – BS Microbiology

As Department Admission Officers, you are expected to:

1. Assist prospective students by providing accurate information about admission requirements, program offerings, and enrollment procedures.
2. Review and verify application documents, ensuring compliance with university admission policies.
3. Coordinate with the Admissions Office and the Registrar to facilitate a smooth enrollment process.
4. Evaluate and endorse student admissions based on eligibility and program-specific criteria.
5. Provide guidance to incoming students, including course selection with coordination to the academic adviser during enrollment.
6. Monitor and track enrollment status, ensuring that admitted students complete their registration on time.
7. Address admission-related concerns and inquiries from students and parents.
8. Perform other admission-related tasks as assigned by the Dean or other authorized university officials.

This appointment remains in effect until formally revoked by an authorized university official and will be formalized upon issuance of a Special Order by the University President as requested.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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

2025

2025



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Special Order 5
Series of 2025


TO: **Prof. CARLITO BASAY**
SUBJECT: **Designation as Chemistry Laboratory In-Charge**
FROM: **OFFICE OF THE CSM DEAN**
DATE: **May 2, 2025**

You are hereby designated as the Chemistry Department Laboratory in-charge in addition to your Plantilla position.

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

1. Maintain an accurate and updated inventory of all chemicals and laboratory supplies.
2. Ensure all safety protocols are strictly followed, including the use of PPE and proper storage of hazardous materials.
3. Prepare and label reagents and solutions needed for laboratory experiments.
4. Regularly inspect and maintain laboratory equipment to ensure functionality and safety.
5. Supervise laboratory activities and provide technical assistance to faculty and students.
6. Properly manage and dispose of chemical waste according to environmental regulations.
7. Perform other duties as may be assigned by the CSM Dean or other higher authorities.

This designation shall remain in force and in effect on **May 2, 2025** until otherwise the same is formally **revoked** by the undersigned or by a higher competent authority and will be formalized upon issuance of a Special Order by the University President as requested. All issuance that contradict to any of the provisions hereof are deemed revoked, amended, or superseded.


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM


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



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email: plbenj@usm.edu.ph
COLLEGE OF SCIENCE AND MATHEMATICS



Management
System
ISO 9001:2015
www.tuv.com
ID: 810034987

Special Order 
Series of 2025

TO: LAWTON JOHN A. YABES
SUBJECT: Designation as CSM IT Coordinator
FROM: OFFICE OF THE CSM DEAN
DATE: June 9, 2025

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as the **College IT Coordinator** in addition to your appointive position.

As such, you are hereby directed and expected to perform the following functions:

1. Develop and conduct training sessions to enhance technology literacy among CSM faculty members, ensuring they can utilize IT resources optimally.
2. Coordinate with departments to identify IT equipment and software needs.
3. Promote awareness of IT policies among college members and ensure compliance.
4. Manage the college official social media pages.
5. Prepare and submit annual report to the Dean.
6. Perform other functions as needed for the official undertakings of the college.

This appointment shall take effect from **June 9, 2025** until revoked by a competent authority of the university, and subsequently become binding in the issuance of the Special Order by the University President, upon request.

PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM


PHILIP LESTER P. BENJAMIN, PhD
Dean, CSM

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



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



- percentage of students participating in the college and university student orientation programs;
- percentage of graduates and transferring students interviews and documented;
- percentage of referrals to OSA-CCD being closed;
- percentage of enrollees completed the GGP;
- percentage of student delinquents followed-up academically;
- number of students and parents consulted;
- percentage of graduating students assisted through resume clinics, mock interviews;
- percentage of SIRs updated per semester.

This designation shall remain in force and in effect on August 1, 2023 until January 12, 2024 unless otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superceded.

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

By Authority of the President:

TESSIE E. LERIOS, Ph.D
HRMDO Director



Conforme:

Copy Furnished
Records
HRMDO/2023 file
File
COA file
Board Secretary

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

USM-SYS-Fyo-Rev.1.2020.07.14



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. 023A

Series of 2024

TO: **PROF. MERIAM RUBIO**

SUBJECT: **Designation as COLLEGE GUIDANCE COORDINATOR**

DATE: **Monday, January 15, 2024**

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

As such, you shall exercise the duties and functions:

1. Prepares the Annual College Counselling and Career Plan of Activities;
2. Participates in the planning and implementation of the University-wide guidance and OSA activities;
3. Lead in the planning and implementation of college-level student orientation program;
4. Issue and collect the Student Individual Records (SIR) every semester;
5. Provides Exit Interview for the graduating and transferring students;
6. Recommend referrals to the OSA Counseling and Career Department;
7. Interpret the Psychological test results to the students;
8. Does consultation with students, faculty and parents;
9. Supervises and monitors the Group Growth Program in the Colleges;
10. Provides career and vocational guidance to individual or group of students related to their choices, interest and motivational needs;
11. Takes care of cases brought to the attention of the office;
12. Follow-up class absences and academic deficiencies;
13. Coordinates with other offices matters relevant to the implementation of guidance programs and services in the college;
14. Attends monthly coordination meetings with the OSA Counseling and Career Department;

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

Page 1 of 2

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

USM-SYS-F70-Rev.1.2020.07.14



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 **February 17, 2025 until revoked** or until otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

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



Page 2 of 2

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**
USM-SYS-F70-Rev.1.2020.07.14





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. 1182C
Series of 2025

TO: DR. ANGELO R. AGDUMA

SUBJECT: Designation as COLLEGE RESEARCH COORDINATOR

DATE: Monday, 17 March 2025

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

As such, you shall exercise the following duties and functions inherent in your designated position to the best of your ability:

1. Monitors research outlines and final research reports in terms of standard format/style and checks if there is duplication of researches in the college;
2. Keep copies of research reports of students and faculty members;
3. Maintains an office where students, faculty members, and other researchers can make use of a available compilations of researchers in the college;
4. Sits in the thesis defense (outline and manuscript) sessions as needed;
5. Checks on the observance/compliance to research ethics and protocols on plagiarism and study permits; and
6. Reports and coordinates directly to your immediate supervisor.

By virtue of this designation, you shall be entitled to a **load displacement of three (3) units and on Vacation-Sick Leave Status**. As such, you shall integrate in your IPCR three (3) success indicators:

- a. percentage of faculty members submitting extension proposals or on schedule;
- b. percentage of extension projects completed in the college;
- c. number of popular articles/publication popularizing college extension projects.

Page 1 of 2

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**
USM-SYS-F70-Rev.1.2020.07.14





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. 1302D
Series of 2025

TO: DR. CHERIE C. MANGAOANG

SUBJECT: Designation as COLLEGE EXTENSION COORDINATOR

DATE: Thursday, 10 April 2025

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **COLLEGE EXTENSION COORDINATOR** in addition to your plantilla position.

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

1. Facilitate the formulation of extension proposals for each Department of the College;
2. Propose training/seminars that are deemed essentials in enhancing the extension skills of the Faculty members;
3. Prepare the consolidated semestral and annual college extension report;
4. Coordinate with research coordinators of each Department as well as in the University extension units;
5. Assist the College in the attainment of its extension targets and implementation; and
6. Consolidate the extension projects for the University-wide in-house Research and Extension Review.

By virtue of this designation, you shall be entitled to a **load displacement of three (3) units and on Vacation-Sick Leave Status**. As such, you shall integrate in your IPCR three (3) success indicators:

- a. percentage of faculty members submitting extension proposals or on schedule;

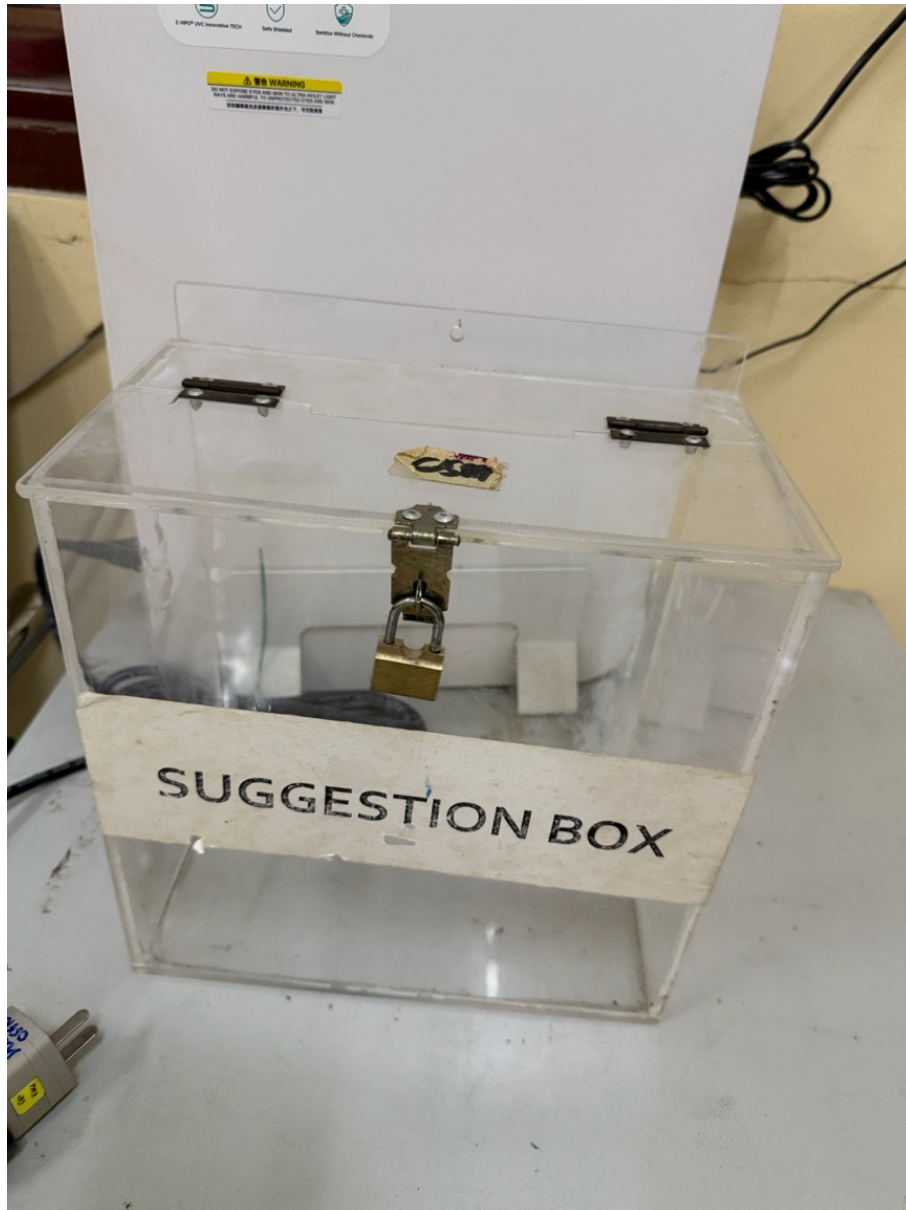
Page 1 of 2

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

USM-SYS-Fyo-Rev.1.2020.07.14



-Feedback mechanisms



MARCH 14, 2025, FRIDAY

General Assembly and Election (ULS Convention Hall)

THE APPLICATION FORM IS AVAILABLE @ USMECCO.

Please be guided.

SALAMAT PO SA SUPORTA.



UNIVERSITY OF SOUTHERN MINDANAO

CITIZEN'S CHARTER
2025 (First Edition)



BOARD



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

CSM

CITIZEN'S CHARTER



SCAN ME



www.usm.edu.ph



[/theUSMOfficial](https://www.facebook.com/theUSMOfficial)



[USM RTV](#)



BENJAMIN, PHILIP LESTER



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



CERTIFICATE

OF RECOGNITION

THIS CERTIFICATE IS AWARDED TO

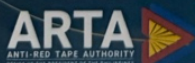
College of Science and Mathematics

In recognition of your **OUTSTANDING (95.31%)** result in the 2024
Client Satisfaction Survey.

Your commitment to providing exceptional service and
maintaining the highest standards of professionalism has
greatly contributed to fostering a culture of quality within the
University of Southern Mindanao. This achievement reflects the
dedication of your entire college to enhancing the University's
reputation and ensuring client satisfaction.

Given this 5th day of May, 2025
at the University of Southern Mindanao


JONALD L. PIMENTEL
SUC President IV



3) ISD Evaluation updates/Results:

- CSM NO NC - all programs
- Chemistry - to increase passing rate; should be above NPK
- for laboratories - no proper waste disposal
 - to coordinate w/ NISM hospital
 - require company - to collect waste (chemicals) upon PR of chemicals

NSTP - during class observation, some classes no faculty

All programs - must conduct Classroom Observation

To submit - looking syllabi (NC) = college level

- to comply 5 days after ISO accord. visit

4. Accreditation Concerns

- (sched of death) May 28, 2020 - deadline of document submission

- Teachers leave = June 2 - Aug 3, 2020

- Programs to be evaluated = BS Bio & MS Bio (June 2020)

5. Others; 1) Strategic Planning = Univ = Samal

To prepare IPRC - OPRC (in line w/ Strat plan of Univ)

- details will be discussed = next mtg.

2. Rm R - by College

- venue: Samal (tentative)

3. Bonus - release - not earlier May 15

- bonus exceeds 90K (annual) = taxable

4. GUC leveling - Internationalization

5. New fans (2x) - 3 additional for department

6. On-going construction = Electrical works

- CSM - open every weekend

7. Seminar (GS) 2,400 reg fee - 3 part of Math Extension
1800 - early bird

- w/ CPD units

8. Student Update: LSG Gov. (Areas)

- LSG office upgrading

- Activities: coordinated w/ Research

- Unisymposium & Kalilina

* CSM athletes = Jersey shirts (free)

* Snacks = UNIS III - paid 17K for unlimited

- Kalilina = shawarma food (during competition)

05/06/2025

CSM Admin Mtg

Attendance:

Dean Benjamin Smb

Lolly Escam (Rep. Bn Chair) - Gfear

Jean Maganaka

Roll Madio

Estrella Vela Cruz

Sandra Nanding

Jupiter Pilargo - A

Krisler C. Tanalejo

Cherie C. Mangasang

John (Gabe) Lawton

LSG Gov - Arriel Arcas

Angelo R. Agduna

Agenda:

1. Academic Update

- Univ. Acad Council May 26, 2025
- CSM Acad Council May 16, 2025

Each Dept. should send checks

- to check completeness of students' documents & Admin. Requirs
- Get tentative list of grad. students @ ARO

Sched of Graduation (tentative):

Palapa Campus - June 27, 2025

USM main - July 7-14, 2025

June 13, 2025 - deadline of Grad. docs.

June 24, 2025 - Pres. Investiture Sched.

Enrollment updates

- Enrollment started April 18, 2025
- All CSM Programs - full slots
- only 10% per program - allotted to VIPs (5 students) - 10s, per
- Admin. Requirements - May 16, 2025
 - If grades card not yet available = they may submit affidavit
- All enrollment = ONLINE
- For cancellations = % ARO; upm Pres. approval
 - = request subjects = "paid by the students"
 - = starts at summer

2. Unilympics & Kalihine

- Mtg of coaches
- Saludo @ 3PM - coaches & students
- Summons of classes = final Exam = no extensions

05/22/2018 CSU Admin Mtg

Agenda: 2018 Strategic Plan

- May 22 Planning office will distribute the agenda to CSU
- Univ Strat Plan: 2018

KPIs - Drawing
Students to
higher education

- All Contact education campaigns
- All Screen, admit and enroll students
- No. of students: 2nd year - 4th year plus incoming first year (KPI1)
- No. of scholarship granting agencies (local & international) (KPI2)
- % of student grants & scholarship (KPI3)
- No. of international scholarship grants (KPI4)
- Create new guidelines for international scholarship
- % of students for Non-academic Scholarship (KPI5)
- Chemistry will target higher than national average

Employment Rate (post 2 years): 80% of graduates should exceed the CSU from study

Q1 - Forge partnership: 2 per program with off
No. of students graduated with the provided unit? Not clear, clarify with Sir Board.

For Graduate Study: Conduct exit interview before they graduate (80%)

- Design drive study / conduct
- CSU Faculty Development Plan
- Post Doc target for CSU → 1 for 2020
- 40% of Faculty (also post doc) have at least 2 research
- 100% of faculty have normal work
- 1:28 Faculty - Student ratio (Admin should hire more instructors)
- Sustain LOD/COT
- All units with Accredited Council, CA, CSU, CSU must apply for 20/25

Attendees

Benjamin, Philip Lauer (Sen)
DeLaCruz, Estrella
Pillay, Jupitir
Tandya, Kibler
Mangerson, Cherie
Arduina, Angela
Kilanda-Hussein, Bona Abigail
Mananaka, Jason

VECO

Identifying Performance Goals of Individuals under each officer
Topics:

Success Indicator in the Individual level
Rating Scale

Core: 80%

REP:

Admin 0-60%

Support 20%

CSM - 1 physics stud (exchange stud) → untargeted
Nov - Jan 2025-2026

Deloadings - Research or

Here Prof. and above - at least 2 research

Attendance

1. Philip Lester Benjamin
2. Angelo Arguina
3. Jend Macabising
4. Sandra Narding
5. Jelly Grace Norsa
6. Estrella Dela Cruz
7. John Tabora

Rel: 11:30 AM

452

05/22/2025 CSM Admin Meeting

AGENDA:

(1) USM Strategic Plan / Operational Plan Roll-out 2025

Attainment of Strat Goals

Per unit (OPCR/IRCR)

(1) Strat Plan aligns w/ SDG, RDP, RDP, USM Vision and Mission, etc.

USM Strat Goals 2025-2029

Produce locally and globally competitive goods

Develop inclusive innovation

Performance Management System

% first time take 90% - Li

(2) LUDIP/RDIP/TRIP/MP UPDATING

Sept 2025

- AtP 2025 - July 1, 2025
- Submission of proposed project for next 10 years - Sept 2025
- Internally-funded repair/maintenance July 1, 2025
- TRIP base & priorities w/ concept note - Sept 2025

(a) Annual Investment Program 2027-2031

- CSM Mini Museum 2.4 M
- CSM Micro/chemical testing lab - 4.0 M
- CSM Mini Auditorium - 10.3 M

(b) Proposed project (new/additional)

fact track w/ concept note

- On process updating LUDIP

(Requirements)

AtP - concept note

2027 - Assist on FS (POC)

- Engg Design (PMO)

Due: July 1, 2025

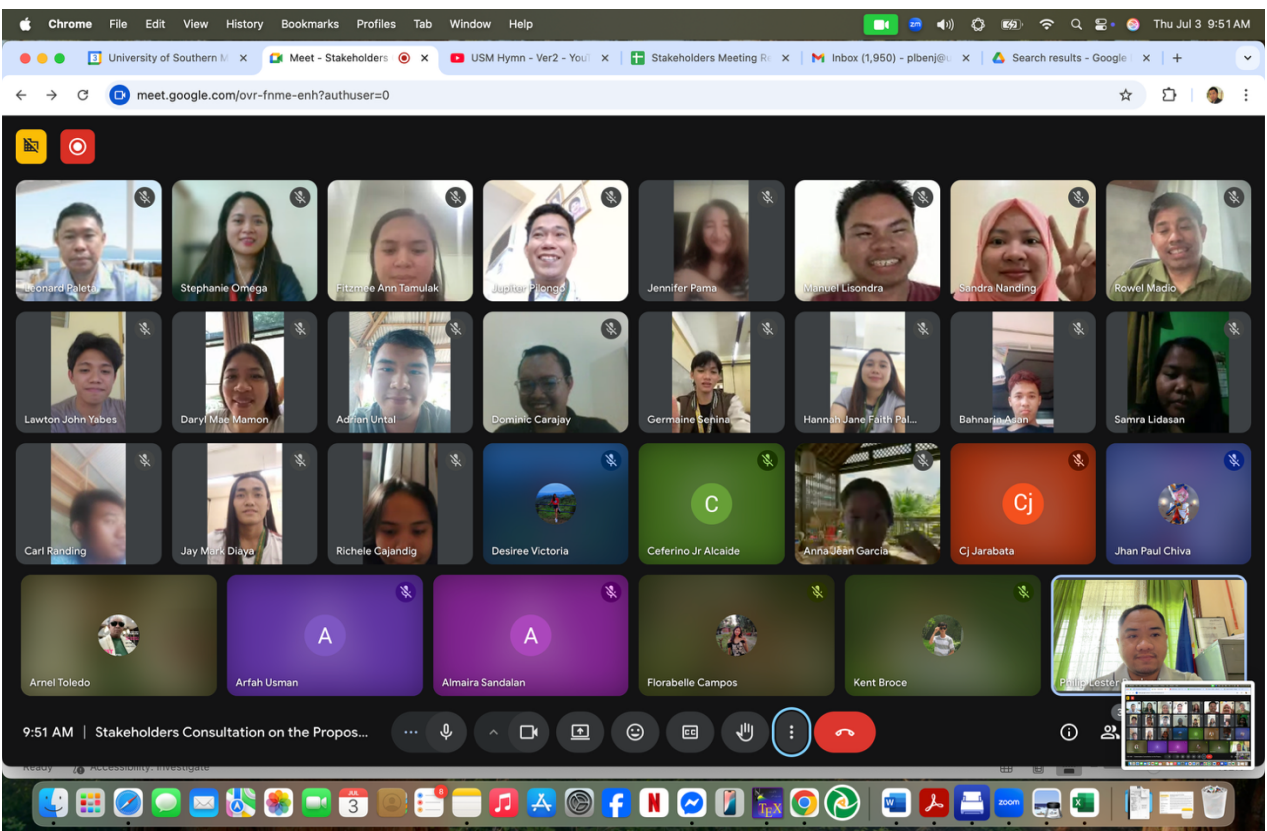
to add project: classroom /acad building

- submit concept note - proposed post for approval

VECO

CODE	REQUISITIONER	DESCRIPTION	TYPE	FUNDS	
2506178SAUQCP	CSM/Estrella E. Dela Cruz	Strategic Planning and Team building activity on August 22-23,2025 at Hidden Paradise,Glan Saranggani.	Communication Letter (Internal)		
250522GD1KBL6	CSM/LYDIA C. PASCUAL	Strategic planning and team building	Travel Order	N/A	
25052282XRNIC	CSM/RONALD PASCUAL	Strategic planning and team building	Travel Order	N/A	
250521GMI5B94	CSM/Estrella E. Dela Cruz, ET.AL.	Strategic planning and team building	Travel Order	N/A	
250505CSJK8LR	CSM/PHILIP LESTER P. BENJAMIN	Application for leave-Compensatory leave(due to strategic planning) May 14,2025	Application for Leave (AL)		

-Stakeholders Consultation



A1 First name

	A	B	C	D	E	F
1	First name	Last name	Email	Duration	Time joined	Time exited
2	Ceferino Jr	Alcaide	s.cjbalcaide@usm.edu.ph	39 min	9:14AM	9:54AM
3	Bahnarin	Asan	bahn*****@***.com	22 min	9:32AM	9:53AM
4	Philip Lester	Benjamin	plbenj@usm.edu.ph	1 hr 27 min	8:29AM	9:56AM
5	Juana Jane	Binobo	bino*****@***.com	6 min	9:04AM	9:10AM
6	Kent	Broce	kent*****@***.com	5 min	9:49AM	9:53AM
7	GMHart	Bumacas	gmha*****@***.com	33 sec	9:19AM	9:19AM
8	Richele	Cajandig	rich*****@***.com	50 min	9:04AM	9:53AM
9	Jomek	Calanao	s.jzcalanao@usm.edu.ph	1 min	9:49AM	9:55AM
10	Florabelle	Campos	flcampos@usm.edu.ph	6 min	9:47AM	9:53AM
11	Dominic	Carajay	dccarajay@usm.edu.ph	54 min	9:00AM	9:53AM
12	Jhan Paul	Chiva	jhan*****@***.com	47 min	9:04AM	9:54AM
13	MERIAM	DATANG	mtdatang@usm.edu.ph	8 min	9:38AM	9:47AM
14	Jay Mark	Diaya	jmydiaya@usm.edu.ph	8 min	9:48AM	9:56AM
15	Sean Michael	Fajardo	sean*****@***.com	3 min	9:39AM	9:42AM
16	Anna Jean	Garcia	ajsgarcia@usm.edu.ph	38 min	9:16AM	9:53AM
17	Cj	Jarabata	cjja*****@***.com	37 min	9:17AM	9:56AM
18	CARLIVAN	LELIS	cplelis@usm.edu.ph	10 min	9:21AM	9:31AM
19	Samra	Lidasan	samr*****@***.com	17 min	9:35AM	9:52AM
20	Manuel	Lisondra	manl*****@***.com	35 min	9:21AM	9:56AM
21	Rowel	Madio	rpmadio@usm.edu.ph	50 min	9:06AM	9:56AM
22	Daryl Mae	Mamon	dmcnamon@usm.edu.ph	39 min	9:14AM	9:53AM