

D. Financial Management

D.1. Qualification of the head of FMO, including his/her qualifications



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



Management
System
ISO 9001:2015

Special Order No. 1016B
Series of 2025

TO: MS. QUENIELYN L. DURENDES

SUBJECT: Designation as VICE PRESIDENT FOR ADMINISTRATION AND FINANCE (VPAF)

DATE: Thursday, 13 March 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 **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE** in addition to your plantilla position position subject to the performance evaluation as set in the OPCR.

Specifically, under the general supervision and control of the University President, you shall perform the following powers and functions:

1. Shall conscientiously assist the University President in the general supervision on the administrative and financial management services of the University;
2. Exercise leadership and overall supervision on all financial transactions of the university in accordance with the standard budgeting, accounting and auditing rules and regulations, and policies of the university and other existing laws and policies of the government;
3. Link with local, regional, national and international institutions and/or related agencies in relation to administrative and financial matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government;
4. Serve as Chairperson of the Promotion and Selection Board for the administrative support services personnel;
5. Update the President on the financial and administrative status of University;
6. Directly supervise line offices under the Vice President for Administrative and Finance;
7. Cascade communications to various Academic Units and its line offices, and coordinates with the non-academic units of the University;
8. Attend meetings and University activities;
9. Recommend academic personnel for professional development endeavors;
10. Submit OPCR for the Office of Administration and Finance;
11. Act as Vice Chairperson of the Administrative Council;
12. Serve as regular member of the University Resource Generation Management Council;
13. Serve as VPAF in acting capacity, until confirmed and duly acted upon by the USM

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

USM-SYS-F70-Rev.1, 2020-07-14





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BOR; and,

14. Perform such other duties and functions as may be delegated by the University President.

Furthermore, by virtue of this designation, you shall be entitled to **receive additional pecuniary benefits and privileges thereto appertaining subject to existing laws and policies on the matter.**

This designation as VPAF shall remain in force and in effect on **April 01, 2025 until March 31, 2026**, unless sooner revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
SUC President IV

Conforme:

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



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**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
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USM-SYS-F70-Rev.1 2020.07.14





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Special Order No. 1103C
Series of 2025

TO: **DR. JAY-R G. VILDAC**

SUBJECT: **Designation as DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)**

DATE: **Thursday, 13 March 2025**

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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, your designation as **DIRECTOR FOR FINANCIAL MANAGEMENT SERVICES (FMS)** shall take effect **April 01, 2025**.

As Director, you shall perform the following function:

1. Develop and manage financial forecasts, create annual budgets, and track financial performance against targets;
2. Prepare accurate financial statements, ensure regulatory compliance, and provide regular management reports with insights into financial performance;
3. Oversee bookkeeping, implement internal controls, reconcile accounts, and manage audits;
4. Monitor and forecast cash flow, manage receivables and payables, and optimize working capital;
5. Assess financial risks, create mitigation strategies, and monitor key financial ratios;
6. Ensure compliance with tax laws and financial regulations, and manage audits;
7. Supervise the financial team, conduct performance reviews, provide training, and collaborate with other departments;
8. Create and enforce financial policies, standardize procedures, and ensure alignment with organizational objectives;
9. Prepare financial reports for executives, engage with external auditors, and communicate financial results to stakeholders; and
10. Implement financial systems, automate processes, benchmark performance, and identify cost-saving opportunities.

Furthermore, by virtue of this designation, you shall be entitled to a load displacement of **twelve (12) units, Vacation/Sick Leave Status and additional pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.

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**"UNITY IN DIVERSITY AND
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USM-SYS-F70-Rev.1:2020.07.14





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This designation shall remain in force and in effect on **April 01, 2025 until March 31, 2026**, otherwise revoked by the undersigned or by a competent authority. All issuances inconsistent with any provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
SUC President IV 

Conforme:

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



PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DURENDES		
FIRST NAME	QUENIELYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	LU		
3. DATE OF BIRTH (mm/dd/yyyy)	02/12/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PIKIT, NORTH COTABATO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female	Philippines	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	UBALDO CUEVAZ Street POBLACION Barangay PIKIT NORTH COTABATO Province 9409
7. HEIGHT (m)	1.6	18. PERMANENT ADDRESS	UBALDO CUEVAZ Street POBLACION Barangay PIKIT NORTH COTABATO Province 9409
8. WEIGHT (kg)	47		UBALDO CUEVAZ Street POBLACION Barangay PIKIT NORTH COTABATO Province 9409
9. BLOOD TYPE	B		UBALDO CUEVAZ Street POBLACION Barangay PIKIT NORTH COTABATO Province 9409
10. GSIS ID NO.	2004139527	19. TELEPHONE NO.	(OFFICE) 064-572-2500
11. IBIG ID NO.	NA	20. MOBILE NO.	09129376006
12. PHILHEALTH NO.	160503576772	21. E-MAIL ADDRESS (if any)	queen12_cpa@yahoo.com
13. SSS NO.	NONE		
14. TIN NO.	285-077-703		
15. AGENCY EMPLOYEE NO.	11-02463		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DURENDES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OLIVER RAM	NAME EXTENSION (JR., SR)	ART ANGELO DURENDES	07/18/2016
MIDDLE NAME	LUY			
OCCUPATION	BUSINESSMAN			
EMPLOYER/BUSINESS NAME	RAM-RAM MARKETING			
BUSINESS ADDRESS	PIKIT, NORTH COTABATO			
TELEPHONE NO.	9129376006			
24. FATHER'S SURNAME	LU			
FIRST NAME	RIZALINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BUCA			
25. MOTHER'S MAIDEN NAME	LAUSA			
SURNAME	CONCEPCION			
FIRST NAME	MAKILANG			
MIDDLE NAME				

CERTIFIED TRUE COPY
MARGIE D. GALANG
 CHIEF ADMINISTRATIVE OFFICER
 University of Southern Mindanao
 Date: _____

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PIKIT CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994	2000		2000	W/HONORS
SECONDARY	PIKIT NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004		2004	3RD HON. MEN.
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	NOTRE DAME OF MIDSAYAP COLLEGE	BS ACCOUNTANCY	2004	2008		2008	N/A
GRADUATE STUDIES	NOTRE DAME OF MIDSAYAP COLLEGE	MASTER IN BUSINESS ADMINISTRATION					

27.	CAREER SERVICE/ RA 1090 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CPA BOARD	85%	10/08/2008	DAVAO CITY	0126845	2015-2018

Continues on separate sheet(s)

(Continue on separate sheet if necessary)

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB PAY GRADE (if applicable) & STEP (From 00-00-00) INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
	From	To						
	01/01/2022	PRESENT	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO		22-1	PERMANENT	Y
	01/01/2021	PRESENT	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO		22-1	PERMANENT	Y
	01/01/2020	PRESENT	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO		22-1	PERMANENT	Y
	01/01/2018	PRESENT	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO		22-1	PERMANENT	Y
	01/01/2017	PRESENT	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO	52,783.00	22-1	PERMANENT	Y
	03/17/2016	12/31/2016	SUPERVISING ADMINISTRATIVE OFFICER	UNIVERSITY OF SOUTHERN MINDANAO	47,448.00	22-1	PERMANENT	Y
	01/01/2016	03/16/2016	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	36,857.00	19-2	PERMANENT	Y
	06/01/2012	12/31/2015	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	33,859.00	19-1	PERMANENT	Y
	06/01/2011	05/31/2012	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	30,474.00	19-1	PERMANENT	Y

Date:

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	PICPA Annual National Convention	11/23/2022	11/26/2022	32	TECHNICAL	Philippine Institute of CPAs
	63rd AGIA Annual National Convention and Seminar	10/12/2022	10/15/2022	32	TECHNICAL	Association of Government Internal Auditors (AGIA)
	43rd GACPA Annual National Convention and Webinar	06/09/2022	06/10/2022	16	TECHNICAL	Government Association of CPAs (GACPA)
	Webinar on CREATE Act (RA 11534), Tax Amnesty and Other Updates	05/26/2022		3	TECHNICAL	Bureau of Internal Revenue
	Training on E-NGAS and E-Budget System	04/12/2021	04/26/2021	56	TECHNICAL	Commission on Audit -ASDOSO
	Seminar on Laws and Rules on Government Expenditures	7/9/2019	07/12/2019	32	TECHNICAL	Commission on Audit XII
	Public Financial Management Competency Program: Internal Audit for PFM Practitioners Track	02/15/2018	02/15/2018	8	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Cash Management Track	02/13/2018	02/14/2018	16	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Module 5	12/17/2018	12/18/2018	16	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Module 4	12/10/2018	12/12/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Budgeting and Performance Track Module 3 and 6	11/19/2018	11/21/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Public Financial Management Competency Program: Foundation Track	10/17/2018	10/19/2018	24	TECHNICAL	Department of Budget and Management-Manila
	Seminar on Good Governance	04/27/2018	04/27/2018	8	TECHNICAL	University of Southern Mindanao Employees' Credit Cooperative
	People Managers Association of State Universities And Colleges Annual Seminar and Convention	04/25/2017	04/27/2017	24	MANAGERIAL	University of Southeastern Philippines
	71st Philippine Institute of Certified Public Accountants Annual National Convention	11/24/2016	11/26/2016	24	TECHNICAL	Philippine Institute of CPAs (PICPA) XI
	Seminar on Laws and Rules on Gov't Expenditures	11/10/2015	11/13/2015	32	TECHNICAL	Commission on Audit XII
	37th Government Association of CPAs Annual National Convention	04/15/15	04/18/15	32	TECHNICAL	Government Association of CPAs (GACPA)
	Unified Accounting Code System (UACS) Foundation and Challenges for SUCs	11/18/2014	11/20/2014	24	TECHNICAL	Department of Budget and Management XII
	13rd Conference Association of CPAs in Mindanao and 22nd Philippine Institute of Certified Public Accountants (PICPA) Mindanao Regional Conference	10/23/2014	10/25/2014	24	TECHNICAL	Association of CPAs in Mindanao (ACPAMin)
	International Women's Human Rights & Governance Summer Course	05/05/2014	05/10/2014	48	TECHNICAL	Miriam College
	8th Philippine Institute of Certified Public Accounts Annual National Convention	11/13/2013	11/16/2013	32	TECHNICAL	Philippine Institute of CPAs (PICPA)
	Department of Budget and Management Orientation on GMIS Web-Based Application System	3/18/2012	3/21/2012	32	TECHNICAL	Department of Budget and Management-Manila
	GAP Conception-Seminar	10/19/2011	10/22/2011	32	TECHNICAL	Association of Government Accountants in the Philippines (AGAP)
	10th Association of Certified Public Accountants Mindanao Conference and 19th Philippine Institute of Certified Public Accountants Joint Mindanao Conference	8/19/2010	8/21/2010	24	TECHNICAL	Philippine Institute of CPAs (PICPA)
	10th Accounting Teacher's Conference	4/19/2010	4/21/2010	24	TECHNICAL	Association of CPAs in Education (ACPAE)

CERTIFIED TRUE COPY:

MARGIE D. GALANG
CHIEF ADMINISTRATIVE OFFICER
University of Southern Mindanao

Date: _____

(Continue on separate sheet if necessary)

OTHER INFORMATION:

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: _____
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☒ YES ☐ NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☐ YES ☒ NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
BERNABE B. MONDIA	USM, KABACAN, COTABATO	9989672810



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

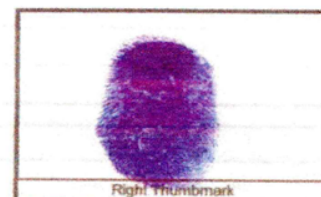
ID/License/Passport No.: 0126845

Date/Place of Issuance: 29/08/PRC DAVAO

Signature (Sign inside the box)

1/30/23

Date Accomplished



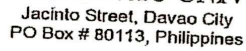
Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

MARGIE B. GALANG
CHIEF ADMINISTRATIVE OFFICER
University of Southern Mindanao

Date: _____

Person Administering Oath



CERTIFICATION: This is to certify that the foregoing records have been verified against the originals in the files of this University.