



REPUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO



GRADUATE SCHOOL

1.3. The Dean participates in the recruitment and promotion of faculty and support staff.

Bachelor of Arts in Political Science

Level II

April 15-19, 2026



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. 2343B

Series of 2026

TO: **DR. EIMER M. ESTILLOSO**

SUBJECT: **Designation as DEAN of the GRADUATE SCHOOL (GS)**

DATE: **Tuesday, 24 February 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the college/institute 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 **DEAN of the GRADUATE SCHOOL (GS)** in addition to your plantilla position, subject to the performance evaluation as set in the *OPCR* and subject further to the confirmation of the *Board of Regents*.

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

1. Provide leadership in the preparation, implementation, development and evaluation of graduate curricular programs;
2. Recommend to the **President** the designation and termination of regular or part time graduate faculty;
3. Allocate Graduate School budget utilization;
4. Submit annual and other periodic reports, among others;
5. Exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as may be provided by law;
6. Plan and recommend the procurement of the needed facilities of the unit;
7. Submit the College for Quality Assessment (e.g. accreditation, I.S.O, and others.)
8. Submit College Annual Development Plan and *OPCR*;
9. Monitor admission, registration, schedule of classes, classroom assignments, and academic status of graduate students;
10. Require each course professor to submit/revise, as needed, the course syllabus through the respective program coordinator;
11. Assist the colleges in the conduct of needs assessment for graduate education of the sectors being served;
12. Assist in the planning and conduct of in-service training program for the graduate faculty;
13. Strengthen the linkages of Graduate School with its alumni, other graduate schools, agencies and communities needing graduate assistance;
14. Spearhead the conduct of Research, Extension and Production projects;
15. Conduct periodic faculty performance evaluation in coordination with the HRMDO;
16. Conduct periodic class observations of faculty teaching in coordination with the respective program heads;
17. Cascade information to the all Units of the University;
18. Attend to various programs and meetings related to work assignment and

