



INDIVIDUAL FACULTY WORKLOAD

2nd Semester A.Y. 2022 - 2023



NAME OF FACULTY	ACADEMIC DESIGNATION	EMPLOYMENT STATUS
MERRY JEAN CAPARAS	INSTRUCTOR 1	TEMPORARY

I. INSTRUCTION

A. ACTUAL TEACHING

						Class Days (X – Lecture; L - Laboratory)								
A. ACTUAL TEACHING														
Time	Course No.	Descriptive Title	No. of Hrs.	Units/ Subj	No. of Stud's	M	T	W	TH	F	S	RM	WLU**	
2:00 - 5:00	ScSc13n	The Contemporary World	3	3	39	X							3.99 ✓	
9:00 - 12:00	DSOC 241	Gender Work and Food in the Societies	3	3	2					X			3.50 ✓	
TOTAL													7.49	

B. STUDENT ADVISING (Thesis/Special Problem/Case Study, Engineering Project, Practice Teaching, On-the Job Training as requirement for graduation. Mark **check** if adviser, chairman or member. (Attach separate sheet if necessary).

B.1 Undergraduate

Names	Adviser	GAC Chairperson	GAC Member	SRC Chairperson	SRC Member	WLU
Apple May Magdayo				✓		0.25
Jane Denise Razo				✓		0.25
Bryan Garay					✓	0.25
Kathleen Joy Devras				✓		0.25
Cleo Marie Pacot					✓	0.25
TOTAL						1.25 ✓

B.2 Graduate

Names	Adviser	GAC Chairperson	GAC Member	SRC Chairperson	SRC Member	WLU
Alaina Larrazabal			✓			0.50
Apple Labides			✓			0.50
TOTAL						1.0

II. RESEARCH

Title of the Project/Study	Involvement	Date Started	End Date	Research Assistant (with/without)	Honorarium (with/without)	WLU
TOTAL						0

Note: List only those with official appointment from the University President.

III. EXTENSION						
Title of the Project/Activity	Involvement	Date Started	End Date	Research/ Extension Assistant (with/without)	Honorarium (with/ without)	WLU
BIDANI Program	Project Study Leader	2023 ⁴	2023	Without	Without	3.0
COLLABDev Project	Component Leader	2023 ⁴	2023	Without	Without	3.0
MAGPANGUAPA	Project Leader			Without	Without	4.0
LRLGU	Component Leader	2023	2023	Without	Without	3.0
TOTAL						12.0

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IV. PRODUCTION (IGP and other university projects)						
Title of the Project/Activity	Involvement	Date Started	End Date	Production Assistant (with/without)	Honorarium (with/ without)	WLU
TOTAL						0

Note: List only those with official appointment from the University President.

V. RELATED ACTIVITIES			No. of Students	WLU
1. Student Consultation/Counseling				
A. As Department Head where Thesis/Special Problem/Case Study, Engineering Project, Practice Teaching, On-the Job Training conducted (0.2/student, max.3.0)				
B. As Academic Adviser (Provide list of students as a separate sheet) (0.25/yr level)				
C. As DBGF, Dormitory Adviser, Organization Adviser				
D. As Course Professor/ Instructor (min. of 2 hrs/wk=1 WLU)				
Day	Time			
E. Work Immersion Supervisor for Senior High School HUMSS			2	0.4
TOTAL				0.4

2. Coordination of Classes (for subjects taught by more than two (2) faculty)			No. of Faculty	WLU
Subjects (Course No. & Descriptive Title)				
				0

Note: Only for subjects with 3 or more sections handled by 3 or more teachers

3. Committee Involvement (C – Chairperson; M – Member) (Maximum WLU = 5.0)	Department	College	University	WLU
Personnel, Graduate Admission and Curriculum Development Committee	M			0.1
Project Development and Ethics Committee	M			0.1
Instructional Materials and Review Committee	M			0.1
Publication and Exhibits Committee	C			0.2
Sociocultural Affairs Committee	M			0.1
Total				0.6

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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4. Other Assignment Approved by the University				
a.				
b.				
				0

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VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)	
Program Coordinator Master in Land Administration Management (MLAM)	1.0
Institute Secretary	1.0
Total	2.0

SUMMARY OF WORKLOAD		WORKLOAD UNITS
I. INSTRUCTION	Actual Teaching	7.88 ⁴⁹⁸
	Student Advising	3.00 ^{2.58}
II. RESEARCH		0
III. EXTENSION		12.0
IV. PRODUCTION		0
V. RELATIVE ACTIVITIES	1. Student Consultation/Counseling	0.4
	2. Coordination of classes	
	3. Committee involvement (maximum = 5.0)	0.9 ⁴⁶
	4. Other Assignment Approved by the University	
VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)		2.0
OVER-ALL TOTAL		27.18²⁴⁷⁴

I certify in my honor that the information provided therein are true and correct to the best of my knowledge.

*Will be submitted to OVPAA in three copies. All WLU are taken from the Guidelines in Determining Faculty Workload.

**WLU – Workload Unit

MERRY JEAN A. CAPARAS

Name and Signature of Faculty

Date: 3/16/2023

Recommending Approval:

LILIAN B. NUÑEZ

Director, ISRDS

Date: 3/16/2023

MOISES NEIL V. SERIÑO

College Dean

Date: 3/24/23

MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation

Date: _____

DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation and Auxiliary Services

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

*For Component Colleges add the DAA and Chancellors under recommending approval

*For signatories heading two offices, indicate the two positions below the signature to be accomplished in 3 copies

Distribution of copies: 1-OVPAA, 1-Department and 1-Faculty

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