



INDIVIDUAL FACULTY WORKLOAD

2nd Semester A.Y. 2023 - 2024

NAME OF FACULTY	ACADEMIC POSITION	EMPLOYMENT STATUS
MERRY JEAN CAPARAS	INSTRUCTOR I	PERMANENT

I. INSTRUCTION												
A. ACTUAL TEACHING						Class Days (X – Lecture; L – Laboratory)						
Time	Course No.	Descriptive Title	No. of Hrs.	Units/ Subj	No. of Stud's	M	T	W	TH	F	S	WLU* *
7:00 - 8:30 AM	ScSc 13n	The Contempora ry World	3	3	40	X			X			3.99
11:30 AM - 1:00 PM	Soci11	Society and Culture (With Family Planning)	3	3	30		X			X		3.99
2:00 - 5:00 PM	DSOC 221	Sociology of Agriculture	3	3	1					X		3.50
TOTAL												11.48

*put superscript – "T" if team-taught

*put footnote below the table indicating how many teachers are team teaching the course

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	SRC Chairperson	SRC Member	WLU
Cecil Ugay		✓		0.25
Lhilac Aton		✓		0.25
Kurt Adaptar			✓	0.25
TOTAL				0.75

B.2 Graduate

Names	Adviser	GAC Chairperson	GAC Member	WLU
Alaina Larrazabal			✓	0.50
TOTAL				0.50



II. RESEARCH						
Title of the Project/Study	Involvement	Date Started	End Date	Research Assistant (with/without)	Honorarium (with/without)	WLU
Assessment of the Management and Disposal of Single-use Absorbent Hygienic Products in Baybay City and Its Impact on Water Resources	Project Leader	July 1, 2023	-	with	without	3.5
Colonial Urban Planning: The Retreat and Return Cycle of Coastal Slums Dwellers in the Philippines	Study Leader	July 1, 2023	-	without	without	3.0
Motion and Emotion: The Memory of Home and Disaster. The case of Kantagnos Baybay City Landslide	Study Leader	July 1, 2023	-	without	without	3.0
TOTAL						9.5

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	Component Leader	2022	May 2024	Without	Without	3.0
COLLABDev Project	Component Leader	2022	May 2024	Without	Without	3.0
MAGPANGUAPA	Project Leader	2022	May 2024	Without	Without	4.0
LRLGU	Component Leader	2023	May 2024	Without	Without	3.0
TOTAL						13.0

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

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
N/A						
TOTAL						

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

V. RELATED ACTIVITIES		
1. Student Consultation/Counselling	No. of Students	WLU
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)	56	0.5
C. As DBGF, Dormitory Adviser, Organization Adviser		

D. As Course Professor/ Instructor (min. of 2 hrs/wk= max.1 WLU)				
Day	Time			
			TOTAL	0.50

2. Coordination of Classes (max.- 2wlu)		
Subjects (Course No. & Descriptive Title)	No. of Faculty	WLU
N/A		

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

4. Other Assignments Approved by the University				
a. Member of VSU Water Resources Management Committee			✓	0.5
Total				0.5

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


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	11.48
	Student Advising	1.25
II. RESEARCH		9.5
III. EXTENSION		13.0
IV. PRODUCTION		-
V. RELATIVE ACTIVITIES	1. Student Consultation/Counseling	0.5
	2. Coordination of classes (maximum = 2.0)	-
	3. Committee involvement (maximum = 5.0)	0.6
	4. Other Assignment Approved by the University	0.5
VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)		2.0
OVER-ALL TOTAL		38.83

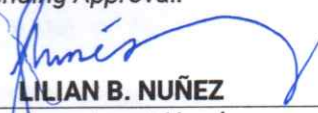
I certify in my honor that the information provided therein are true and correct to the best of my knowledge.

***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: 6 Feb. 2024

Recommending Approval:


LILIAN B. NUÑEZ
Department Head
Date: 2-6-24

MOISES NEIL V. SERIÑO
College Dean
Date: _____

Reviewed by:

DENNIS P. PEQUE
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
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