

Department Personnel Committee, Member (DBt)	√			0.10
Department Curriculum Committee, Member (DBt)	√			0.10
Center Personnel Committee, Member (ARI Center)	√			0.20
<b>TOTAL</b>				<b>1.10</b>

<b>4. Other Assignment Approved by the University</b>				
a. Alumni Communicator	√			1.00
b. GAD Coordinator	√			0.10
c. Alternate dDRC - ARIC	√			0.50
d. Risk Manager	√			0.50
<b>TOTAL</b>				<b>2.10</b>

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

<b>VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)</b>	

SUMMARY OF WORKLOAD		WORKLOAD UNITS
		<b>14.24</b>
I. INSTRUCTION	Actual Teaching	<b>4.25</b>
	Student Advising	<b>2.00</b>
II. RESEARCH		N/A
III. EXTENSION		N/A
IV. PRODUCTION		<b>1.25</b>
V. RELATIVE ACTIVITIES	1. Student Consultation/Counseling	<b>N/A</b>
	2. Coordination of classes	<b>1.10</b>
	3. Committee involvement (maximum = 5.0)	<b>2.10</b>
	4. Other Assignment Approved by the University	<b>N/A</b>
VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)		<b>N/A</b>
<b>OVER-ALL TOTAL</b>		<b>24.94</b>

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

**SARAH JEAN C. SUGANO**  
Name and Signature of Faculty  
Date: 10/12/23

Recommending Approval:

**MA. THERESA P. LORETO**  
Director, Advanced Research and Innovation Center  
Dean, College of Arts and Sciences  
Date: \_\_\_\_\_