



### INDIVIDUAL FACULTY WORKLOAD

1st Semester A.Y. 2023-2024

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

#### 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**	
4:00 - 5:30	ScSc11n	Understanding the Self	3	3	39		X			X			3.39	
8:00 - 11:00	DSOC 208	Qualitative Research Methods for Social Science	3	3	2			X					4.49	
9:00 - 12:00	DSOC 232 (Lec)	GIS for Social Sciences	3	3	1				X				4.49	
1:00 - 4:00	DSOC 232 (Lab)	GIS for Social Sciences	3	3	1				L				4.49	
TOTAL														16.86

#### 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				✓		0.5
Bryan Garay					✓	0.25
Kathleen Joy Devras					✓	0.25
Cecil Ugay				✓		0.5
Lhilac Aton				✓		0.5
Kurt Adaptar					✓	0.25
					✓	0.25
TOTAL						2.5

##### B.2 Graduate

Names	Adviser	GAC Chairperson	GAC Member	SRC Chairperson	SRC 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	4.0
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
<b>TOTAL</b>						<b>10.0</b>

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	Study Leader	2022	2023	Without	Without	3.0
COLLABDev Project	Component Leader	2022	2023	Without	Without	3.0
MAGPANGUAPA	Project Leader			Without	Without	4.0
LRLGU	Component Leader	2023	2023	Without	Without	3.0
<b>TOTAL</b>						<b>12.0</b>

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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
<b>TOTAL</b>						<b>0</b>

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**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)					
Work Immersion Supervisor for Senior High School HUMSS					
B. As Academic Adviser (Provide list of students as a separate sheet) (0.25/yr level)					
C. As DBGF, Dormitory Adviser, Organization Adviser				50	.5
D. As Course Professor/ Instructor (min. of 2 hrs/wk=1 WLU)					
Day	Time				
<b>TOTAL</b>					<b>0.5</b>



2. Coordination of Classes (for subjects taught by more than two (2) faculty)		
Subjects (Course No. & Descriptive Title)	No. of Faculty	WLU
		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			0.5
Sociocultural Affairs Committee	M			0.1
<b>Total</b>				<b>0.9</b>

4. Other Assignment Approved by the University				
a. Member of VSU Water Resources Management Committee			✓	0.5
b.				
				<b>0.5</b>

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

SUMMARY OF WORKLOAD		WORKLOAD UNITS
I. INSTRUCTION	Actual Teaching	16.86
	Student Advising	3.0
II. RESEARCH		10.0
III. EXTENSION		12.0
IV. PRODUCTION		0
V. RELATIVE ACTIVITIES	1. Student Consultation/Counseling	0.5
	2. Coordination of classes	0
	3. Committee involvement (maximum = 5.0)	0.9
	4. Other Assignment Approved by the University	0.5
VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)		2.0
<b>OVER-ALL TOTAL</b>		<b>45.76</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

**MERRY JEAN A. CAPARAS**

Name and Signature of Faculty

Date: 7 September 2023

Recommending Approval:

**LILIAN B. NUÑEZ**

Director, ISRDS

Date: Sept. 6, 2023

**MOISES NEIL V. SERIÑO**

College Dean

Date: \_\_\_\_\_

**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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**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: \_\_\_\_\_

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

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