



### INDIVIDUAL FACULTY WORKLOAD

2nd Semester A.Y. 2022-2023

| NAME OF FACULTY  | ACADEMIC DESIGNATION | EMPLOYMENT STATUS |
|------------------|----------------------|-------------------|
| CHARLIE S. ANDAN | Instructor 1         | Permanent         |

| I. INSTRUCTION     |            |  |             |             |               |   |   |   |    |   |   |              |             |
|--------------------|------------|--|-------------|-------------|---------------|---|---|---|----|---|---|--------------|-------------|
| A. ACTUAL TEACHING |            |  |             |             |               | Class Days<br>(X – Lecture; L - Laboratory) |   |   |    |   |   |              |             |
| Time               | Course No. | Descriptive Title                            | No. of Hrs. | Units/ Subj | No. of Stud's | M   | T | W | TH | F | S | RM           | WLU**       |
| 09:00-10:00        | Mete 151   | WEATHER ANALYSIS AND FORECASTING PRACTICUM I | 2           | 2           | 8             | X   |   |   | X  |   |   | EB-102Anx    | 2.66        |
| 11:30-14:30        | Mete 151   | WEATHER ANALYSIS AND FORECASTING PRACTICUM I | 3           | 1           | 8             |   |   |   |    | L |   | EB-104Anx    | 2.73        |
|                    |            |  |             |             |               |   |   |   |    |   |   | <b>TOTAL</b> | <b>5.39</b> |

**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      |
|---|---------|-----------------|------------|-----------------|------------|----------|
| OJT Manuscript: 1. Mr. Curesma, Joshua 2. Gumaod, Jade  | √       |                 |            |                 |            | 1.5      |
| Research Manuscript as requirement for graduation: 1. Arnie Marisse Dalagan, 2. Ever John Tenio, 3. Meagan Kaye Yap | √       |                 |            |                 |            | 1.5      |
| <b>TOTAL</b>  |         |                 |            |                 |            | <b>3</b> |

#### B.2 Graduate (Not Applicable)

| Names | Adviser | GAC Chairperson | GAC Member | SRC Chairperson | SRC Member | WLU |
|-------|---------|-----------------|------------|-----------------|------------|-----|
|       |         |                 |            |                 |            |     |

### II. RESEARCH

| Title of the Project/Study | Involvement | Date Started | End Date | Research Assistant | Honorarium | WLU      |
|----------------------------|-------------|--------------|----------|--------------------|------------|----------|
|                            |             |              |          | (w /wo)            | (w /wo)    |          |
|                            |             |              |          |                    |            |          |
| <b>TOTAL</b>               |             |              |          |                    |            | <b>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 (w /wo) | Honorarium (w /wo) | WLU |
|-------------------------------|-------------|--------------|----------|----------------------------|--------------------|-----|
|                               |             |              |          |                            |                    |     |
|                               |             |              |          |                            |                    |     |
| TOTAL                         |             |              |          |                            |                    | 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 (w /wo) | WLU |
|-------------------------------|-------------|--------------|----------|-------------------------------------|--------------------|-----|
|                               |             |              |          |                                     |                    |     |
|                               |             |              |          |                                     |                    |     |
| TOTAL                         |             |              |          |                                     |                    | 0   |

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) |      |  |  | 10              | 2    |
| B. As Academic Adviser (Provide list of students as a separate sheet) (0.25/yr level)- see document submitted to the University Registrar                   |      |  |  |                 | 0.25 |
| C. As DBGF, Dormitory Adviser, Organization Adviser   |      |  |  |                 |      |
| D. As Course Professor/ Instructor (min. of 2 hrs/wk=1 WLU)   |      |  |  |                 |      |
| Day   | Time |  |  |                 |      |
| TOTAL   |      |  |  |                 | 2.25 |

**2. Coordination of Classes (for subjects taught by more than two (2) faculty)**

| Subjects (Course No. & Descriptive Title) | No. of Faculty | WLU |
|---|----------------|-----|
|   |                |     |

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) | Dept | College | University | WLU |
|--|------|---------|------------|-----|
| College Personnel Com.   |      | 0.3     |            | 0.3 |
| College Instruction & Curriculum Com.                                      |      | 0.3     |            | 0.3 |
| College Research, Extension, & Innovation (RDEI) Com.                      |      | 0.3     |            | 0.3 |
| Dept. Instructional Materials Review Com (DIMRC)                           | 0.1  |         |            | 0.1 |
| Dept. On-the-Job Training Advisory Com.                                    | 0.1  |         |            | 0.1 |
| Dept. Gender & Development Com.  | 0.1  |         |            | 0.1 |
| Dept. Research, Extension Com.   | 0.2  |         |            | 0.2 |
| Dept. Instruction & Curriculum Com.  | 0.2  |         |            | 0.2 |
| Dept. Internship Program Coordinator                                       | 0.2  |         |            | 0.2 |
| Dept. Media Com.   | 0.1  |         |            | 0.1 |
| Dept. Personnel Com.   | 0.2  |         |            | 0.2 |
|  |      |         | TOTAL      | 2.1 |

**4. Other Assignment Approved by the University**

|  |   |
|--|---|
| a. TWG - RDI Commodity: Climate Change, DRMM & Resilience (OP Memo # 480, s. 2022) | 1 |
| b.   |   |
|  |   |

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

|  |          |
|--|----------|
| <b>VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)</b>   |          |
| Department Head (6-10 resident staff; source: <i>GUIDELINES FOR DETERMINING FACULTY WORKLOAD Revised, March 2016</i> ) | <b>7</b> |

| <b>SUMMARY OF WORKLOAD</b>                             |   | <b>WORKLOAD UNITS</b> |
|--|---|-----------------------|
| <b>I. INSTRUCTION</b>                                  | Actual Teaching                                   | 5.39                  |
|  | Student Advising                                  | 3                     |
| <b>II. RESEARCH</b>                                    |   |                       |
| <b>III. EXTENSION</b>                                  |   |                       |
| <b>IV. PRODUCTION</b>                                  |   |                       |
| <b>V. RELATIVE ACTIVITIES</b>                          | 1. Student Consultation/Counselling               | 2.25                  |
|  | 2. Coordination of classes                        |                       |
|  | 3. Committee involvement ( <i>maximum = 5.0</i> ) | 2.1                   |
|  | 4. Other Assignment Approved by the University    | 1                     |
| <b>VI. ADMINISTRATIVE DESIGNATION (maximum WLU=18)</b> |   | <b>7</b>              |
| <b>OVER-ALL TOTAL</b>                                  |   | <b>20.74</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*

**CHARLIE S. ANDAN**

*Name and Signature of Faculty*

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

*Recommending Approval:*

**CHARLIE S. ANDAN**

*Head, DMet*

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

**JANNET C. BENCURE**

*Dean, CET*

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

\* \_\_\_\_\_

*Director for Academic Affairs*

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

\* \_\_\_\_\_

*Chancellor*

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

*Reviewed by:*

**MARIA JULIET C. CENIZA**

*Vice President for Research, Extension and Innovation*

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

N.A.

**DELBERTO O. FERRAREN**

*Vice President for Planning, Resource Generation and Auxiliary Services*

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

Approved:

**BEATRIZ S. BELONIAS**

*Vice President for Academic Affairs*

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

