



# Visayas State University

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## Office of the President

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MEMORANDUM NO. 309

Series of 2015

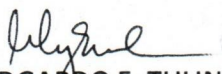
**T O:** Prof. Ma. Aurora Teresita W. Tabada  
Prof. Arthur I. Tambong  
Ms. Mildred Siarez  
Dr. Lotis M. Balala  
Mr. Edilberto Gonzaga  
Mr. Allen Glennie Lambert

**R E:** Workload as VEFI Board

In view of your assignment as members of the VEFI Board, hereunder are your workload units as provided for in the Guidelines in Determining Faculty Workload, Rev. 2012, this shall take effect, January 1, 2016:

<u>Name</u>	<u>Workload Units</u>
Prof. Ma. Aurora Teresita W. Tabada	3
Prof. Arthur I. Tambong	2
Ms. Mildred Siarez	1
Dr. Lotis Balala	1
Mr. Edilberto Gonzaga	1
Mr. Allen Glennie Lambert	1

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

his/her section/unit heads. For example, a department head with 12 workload units shall be given only 8 workload units if he/she has 2 section heads getting 2 units each.

4. Faculty members designated as Assistant Directors shall be given five (5) workload units while Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director. Faculty members designated as Heads of Alumni and Community Affairs, University Review Center, Accreditation Center, Culture and Arts Center, Admissions Office, CHED Zonal Center and other similar offices shall have 5 workload units while those designated as College Secretary (including Secretary of Graduate School) shall earn 3 or 5 units (4 departments and above shall get 5 units).
5. If a faculty member who has already 5-15 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions that have 5-15 units workload each he gets the additional 3 workload units only for a maximum total of 18 workload units.
6. Faculty members given special assignments at REPO, RETDO and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
7. Faculty members designated as managing directors in LSU/ViSCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.
8. Faculty members designated in the following committees/boards/ councils shall earn 1.0 workload points for chairmanship and 0.5 workload points for membership:
  - a. Academic Personnel Board
  - b. Non-Academic Personnel Board
  - c. Finance Committee
  - d. VSU Scholarship Committee
  - e. IGP Board of Management
  - f. Housing Committee
  - g. Curriculum Committee
  - h. Land Use Committee
  - i. PASUC Evaluation
  - j. Performance Evaluation :  
Faculty and/or administrative
  - k. Council of Deans

Membership of faculty in other committees shall earn the following workload units:

Chairman

Member