

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

February 10, 1997

MEMORANDUM NO. 18
Series of 1997

Copy

T O: All ViSCA Research and Extension Staff with Faculty Ranks
R E: Revised CSR and Faculty Workload Forms

Herewith attached is the revised forms of the Certificate of Service Rendered and Faculty Workload for immediate use by the research and extension staff.

For the Certificate of Service Rendered (CSR), the head of the department where the staff is affiliated shall sign on said form together with his research center/program director.

In the faculty workload form, it shall be prepared by the staff concerned for recommendation by his department chairman, reviewed by ODI, ODRD & ODEX-NFE for faculty members with research and extension workload and finally approved by the Vice President for Academic Affairs.

The Personnel Office should be furnished a copy of the approved faculty workload for personnel related use.

For immediate compliance.

Samuel S. Go
SAMUEL S. GO
President

Republic of the Philippine
VISAYAS STATE COLLEGE OF AGRICULTURE

CERTIFICATE OF SERVICE RENDERED

Name: _____
(Please Print)

On my honor, I hereby certify that I have rendered full-time service to the Visayas State College of Agriculture as _____ for the month of _____, 19____ except on the following dates.

Inclusive Dates	Nature of Leave	Paid(Yes/No)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Verified:

Signature

Dept Head

Center Director

Department

Research Center

Recommending Approval:

Director of Instruction

Director of Research & Dev't

Director of Extension & Non-Formal Ed.

APPROVED/DISAPPROVED;

(a) For Dept./Office Heads/Center Directors

President

(b) For all Other Personnel:

Vice President for Academic Affairs

Republic of the Philippine
VISAYAS STATE COLLEGE OF AGRICULTURE

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Director of Research & Dev't

Director of Extension & Non-Formal Ed.

APPROVED/DISAPPROVED;

(a) For Dept./Office Heads/Center Directors

President

(b) For all Other Personnel:

Vice President for Academic Affairs

(to be accomplished
in four copies)

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Department of _____
____ Semester, 19 ____ -19 ____ Summer _____

FACULTY WORKLOAD

Name: _____
Academic Designation: _____

Employment Status: Substitute
Temporary Permanent

I. INSTRUCTION

Time	Course No.	Description	No. of Hrs./ Week	No. of Students	Nature of Class Meeting Days ^{1/}						Rm	Equivalent Workload ^{2/}
					M	T	W	Th	F	S		

Sub-total ... _____

1/ Use symbols: X for Lecture or recitation; L for laboratory.

2/ Equivalent Workload (WL) to be recommended by the department chairman and approved by the Director of Instruction.

II. RESEARCH (Approved and funded researches excluding student thesis)

Project/ Study No.	Title	Involvement ^{3/}	Duration		Source of Fund	Research w/ honorarium or w/o honorarium ^{4/}	Equivalent Workload ^{2/}
			Start Date	End Date			

Sub-total ... _____

III. EXTENSION AND NON-FORMAL EDUCATION: Enumerate extension activities needing your close supervision or demanding your time during the semester and nature of your involvement.

Project/ Activity	Nature of Involvement	Hrs. spent/wk.	Equivalent Workload ^{2/}

Sub-total ... _____

3/ Indicate whether program coordinator, project leader, or study leader.

4/ Indicate whether research with honorarium or without honorarium.

5/ Workload equivalent for Research and Extension shall be determined by the respective directors.

IV. RELATED ACTIVITIES

1. Undergraduate Theses	Nature of Thesis Students Registered ^{6/}	Hrs. spent/wk.	Equivalent Workload ^{2/}
a) Advicement b) Dept. Chairman ^{7/} c) Statistician d) English Critic			

2. Coordination of Classes Involving Several Sections	No. of Instructor Coordinating w/	Total No. of Student	Equivalent Workload ^{2/}
Course No. Course Title			

Sub-total ... _____

6/ for (a) and (b) only.

7/ Where the thesis is being conducted.

3. Other activities	No. of Students Involved	Approx. No. of Hrs. Spent/Wk.	Equivalent Workload ^{2/}
a) Co-curricular activities			
b) Student counselling			
4. Membership in Committees (specify)			Eqv. WL ^{2/}
5. Involvement in College Projects			
Name of Project	Nature of Involvement		Eqv. WL ^{2/}
6. Other Assignments Approved by the College			Eqv. WL ^{2/}
V. Administrative Responsibilities Approved by the College			
Responsibility	No. of Personnel Under Supervision		Eqv. WL ^{2/}

Sub-total ...

SUMMARY OF WORKLOAD

- I. Instruction
- II. Research
- III. Extension.....
- IV. Related Activities
- 1) Undergraduate Thesis
- 2) Coordination of Classes
- 3) Other activities (involving students)
- 4) Committee membership.....
- 5) College Projects ...
- 6) Other Assignments

GRAND TOTAL WORKLOAD

I CERTIFY upon my honor that the information provided herein are true and correct to the best of my knowledge.

Recommending Approval

Reviewed:

Signature of Faculty Member

Dept. Chairman

Director of Instruction

Director of Research & Dev't.*

Approved:

Office of the VP for Academic Affairs

Director of Extension & Non-Formal Ed.*

* For those with research/extension workload.