



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM NO. 262



Series of 2003

T O: Prof. Trinidad E. Faelnar

R E: Teaching Workload for 2nd Semester 2003-2004

As per evaluation of your submitted actual workload for the 2nd Semester 2003-2004, you exceeded in the points allotted for coordination of classes inasmuch as the workload for such is 0.02/staff coordinated. As such, your total workload is lower than 21.49. So as to make the workload of DLABS regular faculty more or less uniform and to justify the hiring of additional part-time instructors, you are assigned to teach the 1-2 MWF English 12.

For your guidance and compliance.


PACIENCIA P. MILAN
President 

cc Dr. M.K. Palomar
Dr. E. O. Landerito
Prof. N. F. Canada