



August 28, 2018

OVPI Memo Circular No. **35**
Series of 2018

T O: COLLEGE DEANS, DIRECTORS, DEPARTMENT HEADS AND FACULTY

RE: SUBMISSION OF INDIVIDUAL FACULTY WORKLOAD for FIRST SEMESTER, SY 2018-2019

The deadline set by CHED for SUCs to submit data for their online HEMIS database is September 30, 2018. The data that we will submit will be CHED's basis for the normative financing of the university. Thus, all faculty members must submit their **Individual Faculty Workload (IFW) for First Semester SY 2018-2019** in two copies using the attached revised form **directly to OVPI on or before September 21** because we will still have to encode the data in the database. For those with RDE involvement, we will be the one to forward them to OVPRE. To facilitate approval of the IFW, please include only RDE functions that are approved and recorded at OVPRE and that you have been issued official appointments by the Office of the President. Electronic copy of the said form can be secured from our office c/o Lorna B. Abamo.

Please be guided accordingly.


BEATRIZ S. BELONIAS
Vice President for Instruction



Logo of the
Department

Visayas State University
College of Arts & Sciences
Department of _____
Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL FACULTY WORKLOAD (IFW)*

___First Sem ___Second Sem SY ____

NAME OF FACULTY						ACADEMIC DESIGNATION				EMPLOYMENT STATUS			
I. INSTRUCTION													
A. ACTUAL TEACHING													
						Class Days							
Time	Crs.No.	Descriptive Title	No. of Hrs.	Units/ Subj	No. of Stud's	M	T	W	Th	F	Sat/ Sun	Rm	WLU**
Total													0
B.STUDENT ADVISING (Thesis/Special Problem/Case Study/Student Teaching, On-the Job Training as requirement for graduation. Mark <i>check</i> if adviser, chairman or member. (Attach separate Sheet if necessary).													
	Names				Adviser	GAC Chair	GAC Mbr	SRC Chair	SRC Mbr	WLU			
Graduate													
Undergrad													
Total													0
II. RESEARCH													
Title of the Project/Study				Involve ment	Date Started	End Date	Research Assistant (with/without)		Honorarium (with/with out)		WLU		
Total													0
III. EXTENSION													
Name of Project/Activity				Involvement	Date Started	End Date	w/honorarium	wo/honorarium	WLU				
Total													0
IV. RELATED ACTIVITIES													
1. Other Services Needing Close supervision of an adviser												No. of Students	WLU
A. As Department Head where Thesis, Case Study, Special Problem is conducted													
B. Statistician													
C. English Critic													
Total													0
2. Coordination of Classes (for subjects taught by more than two(2) faculty)													
Subjects (Course No. & Descriptive Title)												No. of Faculty	WLU
Total													0
3. Other activities involving students													
A. Co-curricular activities													
B. Student counseling													
Total													0
4. Committee involvement (C- chairman ; M - member)(maximum wlu = 5)							Dept	Col	Univ	WLU			
Total													0

