

OFFICE OF THE VICE PERIODENT FOR INSTRUCTION

1/F Administration Building Visca, Baybay City, Leyte PHILIPPINES Phone/Fax: +63 053 563 7106

Email: ovpaa@vsu.edu.ph Website: www.vsu.edu.ph

August 28, 2018

OVPI Memo Circular No. <u>35</u> Series of 2018

TO: 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

sustainable communities and environment.



Visayas	State	University	y
College of	Arts	& Science	S

Department ofVisca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL FACULTY WORKLOAD (IFW)* SY ____ ___First Sem ____Second Sem

NAME OF FACULTY			ACADEMIC DESIGNATION				N	EMPLOYMENT STATUS					
I. INSTRUC		NC.						Class	Davis				
A. ACTUA	LIEACHII	NG I	No. of	Units/	No. of			Class	Days		Cat/		
Time	Crs.No.	Descriptive Title	Hrs.	Subj	Stud's	M	T	W	Th	F	Sat/ Sun	Rm	WLU**
											Total		0
		NG (Thesis/Special Problem/Cashairman or member. (Attach sej				the Job	Train	ing as	s requ	ireme	ent for	gradu	ation.
	Names				Advis	GAC Chair GAC		GAC	Mbr	SRC Chair	SRC Mbr	WLU	
Graduate													
Undergrad											Total		0
II. RESEAI	RCH										Total		0
Title of the Project/Study			Involve ment	Date Started	End Date	Research Assistant (with/without)		Honorarium (with/with out)			WLU		
III. EXTEN	SION										Total		0
Name of Project/Activity		Involv	ement	Date Started		End Date w/hon				WLU			
IV. RELAT	ED ACTIV	TTIES									Total		0
											No.	of	
1. Other Services Needing Close supervision of an adviser											Stud		WLU
	. As Departi Statistician	ment Head where Thesis, Case S	study, Spec	ial Proble	m is condu	cted							
	. English Cri												
2. Coordina	tion of Clas	ses (for subjects taught by me	ore then to	vo(2) foo	ulty)								0
2. Coordination of Classes (for subjects taught by more than two(2) faculty) Subjects (Course No. & Descriptive Title)									No.				
											Faci	шу	WLU
2 Oth	initias in .	Line of Junto											0
	Co-curricula	ving students											
	Student cour												
4 Committ	ao involve	ant (C. ahairmen : M)(:	1						1	**		0
4. Committee involvement (C- chairman; M - member)(maximun			n wlu = 5)		De	ept	C	ol	Ur	iv	WLU	
							_						
													0

F. W. Land J. Davids J. Landson	
5. University Project Involvement	
A. Income Generating Project (IGP; maximum wlu = 10)	
B. Other Projects (Not IGP)	
	0
6. Other Assignment approved by the University	
а.	
	0
V. ADMINISTRATIVE RESPONSIBILITIES (maximum wlu = 18)	
	0

SUMMARY OF WORKLOAD		
I. INSTRUCTION:	Actual Teaching	0
	Student Advising	0
II. RESEARCH		
III. EXTENSION		0
IV. RELATED	1. Other Services Needing Close supervision of an adviser	0
ACTIVITIES	2. Coordination of Classes	0
	3. Other activities involving students	0
	4. Committee involvement ((maximum wlu = 5)	0
	5. University Project Involvement	0
	6. Other Assignment approved by the University	0
V. ADMINISTRATIVE RESPONSIBILITIES (maximum wlu = 18)		0
	OVER ALL TOTAL	0

I certify on my honor that the information provided therein are true and correct to the best of my knowledge.

**WLU - workload unit

Recommen	nding Approval:	Name & Signature of Faculty	-
	Department Head	College Dean	

Reviewed By:

OTHELLO B. CAPUNO

Vice President for Research & Extension

DILBERTO O. FERRAREN

Vice President for Planning Resource Generation & External Affairs

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

^{*} Will be submitted to OVPI in two copies. All WLU are taken from the Guidelines in Determining Faculty Workload.