



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
HORTICULTURE

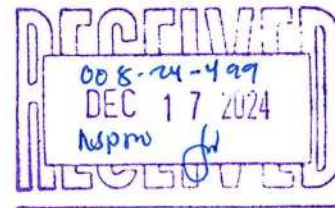
November 25, 2024

Dr. PROSE IVY G. YEPES
President
Visayas State University



THRU: Dr. ROTACIO S. GRAVOSO
Vice President, Academic Affairs

RE: Part-time instructor



Dear Dr. Yepes:

The Department of Horticulture would like to request four (4) Part-Time Instructor (PTI) for 2nd semester SY 2024-2025. The PTI will mainly handle laboratory subjects of BSA Major Horticulture program such as Horticulture 121 (Plant Propagation), Horticulture 22 (General Horticulture), Crop Sci 22 (Practices of Crop production), Horticulture 122 (Floriculture and landscaping) and Agsci 111 (Postharvest handling and Tech.).

The 4 PTIs requested considers the retirement of Prof. Ramos and Villocino as well as the surge of students coming from BSAB and BSDevcom enrolling in CropSci 22 and Hort 22, respectively. The department has already posted the hiring replacement request on HRIS for Prof. Ramos and Villocino. The department is grateful for your support on this matter.

Lastly, the DOH faculty effectivity in handling their academic, research and extension responsibilities considering will greatly be reduced without the additional PTI due to the heavy workload this coming 2nd semester (see attached proposed workload SY 2nd semester 2024-2025). Hoping for your favorable approval to this important request. Thank you.,

Respectfully yours,

Department of Horticulture Personnel Committee:

ALJAY D. VALIDA
Head & Chair

ARSENIO D. RAMOS
Member

MARILOU M. BENITEZ
Member

CATHERINE C. ARRADAZA
Member

ROSARIO A. SALAS
Member

Endorsed:

SUZETTE B. LINA
Dean, CAFS

Recommending Approval:

ROTACIO S. GRAVOSO
VP, Academic Affairs



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FM-VSU-03
V3 06-06-2024
No. DOH-24-3154

2nd Semester 2024-2025 Tentative Schedule

NAME OF FACULTY	I. Instruction								II. RESEARCH & EXTENSION		III. RELATED ACTIVITIES		IV. ADMINISTRATIVE		Total Workload
	No. of Section	Course No.	Descriptive Title	Lec/ lab	Hrs/Week	Units	No. of Stud per section	WLU	Activity	Equiv. Wload	Activity	Equiv. Wload	Activity	Equiv. Wload	
Arradaza, Catherine C.	1	Hort 22	General Horticulture	Lec	2	2	40	2.66 ✓	Fiber Characterization of Selected VSU Tissue Cultured Bamboo Species	3			Head, Tissue Culture Division	2	
	1	Hort306	Physiology & Biochemistry.....	Lec	2	2	10 ✓	2.33 ⁹⁹ _{2.33}	Enhancement of International Relations Between Europe and Asia through Graduate Faculty, Staff and Student Mobilities	3	Academic Adviser	1			
	2	Hort306	Physiology & Biochemistry.....	Lab	3	1	10 ✓	2.50 ⁹⁰ _{2.50}	Horticulture for Environment and Livelihood Promotion - HELP	1	Dept. Based Guidance Facilitator	0.25 ✓			
	1	HORT273	Advanced Tissue Culture	LEC	2	2	40	2.33 ⁹⁹ _{2.33}					Graduate School Secretary		
12hrs	1	HORT273	Advanced Tissue Culture	Lab	3	1	40	2.50 ⁹⁰ _{2.50}			Dept. Based Guidance Facilitator	0.25 ✓			
	1	Hort 200	Undergraduate Thesis				10	5 ^{3 hrs} ₅							
		Hort 200B	OJT								Adviser- VIHOS Organization	0.25			
	1	Hort300	Graduate Thesis			3	5	2							
		Hort400	Graduate Thesis			3	5	2							
SUB-TOTAL								21.44 ✓		7		2.25 ✓			32.69 30.44

Bancala, Gloria E.	2 ✓	Hort 121	Plant Propagation and Nursery Mgt.	Lec	2	2	40	4.66 ^{4.66} _{5.32}	NCTP - Solanaceous	3	Academic Adviser	1	Head, DOH Seed System Division	2	
	2 ✓	Hort 121	Plant Propagation and Nursery Mgt.	Lab	3	1	25	5.13 ^{5.13} _{2.73}	Department of Horticulture (VSU R&D Fruit Research)	3	Project Manager Nursery	5			
	1	HORT221	Advanced Plant Propagation and Nursery Mgt.	LEC	2	2	30 ✓	2.33 ⁹⁹ _{2.33}	Horticulture on Environment and Livelihood Promotion	2					
15hrs	1	HORT221	Advanced Plant Propagation and Nursery Mgt.	Lab	3	1	30 ✓	2.50 ⁹⁰ _{2.50}							
		Hort200	Undergraduate Thesis				10	5 ^{3 hrs} ₅							
		Hort300	Graduate Thesis				5								
		Hort400	Graduate Thesis				5								

13hrs	3 ✓	CpSc 22	Practices of Crop Production	Lec	2	2	40	6.66 7.98	value chains to meet evolving market expectations in the Philippines	5					
	1	Hort304	Reproductive Crop Physiology	Lec	2	2	10	2.33 ⁹⁹	Gulayan ng Masa	2	Academic Adviser	1			
	1	Hort304	Reproductive Crop Physiology	Lab	3	1	10	2.56 ⁹⁰	HELP	2					
		Hort200	Undergraduate Thesis				10	5 ^{3M}							
		Hort300	Graduate Thesis				5	2							
		Hort400	Graduate Thesis				5	2							
SUB-TOTAL								24.53		9		1			34.53

22.71

32.21

Replacement of Ramos, Arsenio D.	2 ✓	CpSc 22	Practices of Crop Production	Lab	3	1	40	5.13	HELP	2	Academic Adviser	1	DOH Plantation Crops Division Head	2	
	4 ✓	CpSc 22	Practices of Crop Production	Lec	2	2	40	8.66 10.64	Development of VSU Cacao and Coffee Demo-Learning Farm	3	Alumni Communicator	1			
	1	HORT22	General Horticulture	Lec	2	2	40	2.66							
16hrs	1	Hort 200	Undergraduate Thesis				10	5 ^{3M}							
	1	Hort300	Graduate Thesis				5	2			Extension Communicator	0.25			
	1	Hort400	Graduate Thesis				2	2			Regional Commodity Team Member	1			
											Regional Commodity	1			
SUB-TOTAL								23.45		5		2			40.78

23.45

33.7

Salas, Rosario	1	Hort 22	General Horticulture	Lec	2	2	40	6.66 2.99	VVG.011 - National Cooperative Testing for Vegetable Legumes	3					
	1	Hort 391	Special Topics	Lec	3	3	10	4.49	Liquid Nutrient Formulations for High Value Vegetable Production (Phase 2)	3					
	1	Hort291	Special Topics	Lec	3	3	30	4.49	Strategic Postharvest Research for Innovative and Novel Technologies for Horticulture Industry Development (SPRINT-Hort)	2					
		Hort 200	Undergraduate Thesis				10	5 ^{3M}	Improvement of Production and Post-harvest facility towards GAP or Organic certification	2					
		Hort300	Graduate Thesis				5	2	Horticulture for Environment and	3					

		Hort400	Graduate Thesis				2	2	Strengthening Farmers Associations to increase vegetable production in Silago, Southern, Leyte	2					
SUB-TOTAL								20.97		15					35.97

18.64

33.64

Troyo, Roden D.	3 ✓	Hort122	Floriculture and Landscape Gardening	Lec	2	2	40	6.66 7.98	Horticulture for Environment and Livelihood Promotion	2	Committee involvement	2	Convention Center Project Manager	5	
	1	Hort122	Floriculture and Landscape Gardening	Lab	2 ³	2 ¹	25	2.73 ✓			University Project Involvement	5	Landscape and Ground Management	5	
	1	Hort222	Advance Ornamental Horticulture	Lec	2	2	30	2.32 99			Manager Ornamental project				
14 Hrs	1	Hort222	Advance Ornamental Horticulture	Lab	3	1	30	2.73 90							
		Hort 200	Undergraduate Thesis				10	5 300							
		Hort300	Graduate Thesis				5	2							
SUB-TOTAL								14.38		62		7		10	37.98

20.28

39.28

Valida, Aljay B.	3 ✓	Hort111	Postharvest Technology of Perishable Crops	Lec	2	2	40	6.66 7.98	Horticulture for Environment and Livelihood Promotion - Subject Matter Specialist	1					
	2 ✓	Hort111	Postharvest Technology of Perishable Crops	Lab	3	1	25	5.13	Postharvest Systems Improvement of selected Horticulture Value Chains	3					
	1	Hort212	Advanced Postharvest Technology of Perishable Crops	lab	3	1	30	2.56 90							
	1	Hort212	Advanced Postharvest Technology of Perishable Crops	lec	2	2	30	2.32 99							
15Hrs		Hort200	Undergraduate Thesis				10	5 300							
		Hort 300					5								
SUB-TOTAL								22.69		4					26.69

20.68

24.68

Erro, Vincent C.	1	CpSC 22	Practices of Crop Production	Lab	3	1	25	2.73 ✓								
	1	Hort 22	General Horticulture	lab	3	1	25	2.73 -								-4.73
SUB-TOTAL								5.46 ✓								5.46 ✓
Morales, Jina																
	1	CpSC 22	Practices of Crop Production	Lab	3	1	25	2.73 ✓								
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73 ✓								
SUB-TOTAL								4.73 ✓								4.73 ✓
Part-Time																
1. (Part Time-faculty)																
	1	Hort 121	Plant Propagation and Nursery Mgt.	Lab	3	1	25	2.73 ✓								
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73 ✓								
	7 ✓	AgSci 111	Postharvest Handling and Seed Technology	Lab	3	1	25	0.66 ✓	17.13							
	4 ✓	Cropsci 22	Practices of Crop Production	Lab	3	1	25	10.92 ✓	9.93							
SUB-TOTAL								25.94	32.52							25.94
2. (Part Time-faculty)																
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73 ✓								
	2 ✓	Hort 122	Floriculture and Landscape Gardening	Lab	3	1	25	5.46 ✓	13							
	6 ✓	AgSci	Postharvest Handling and Seed Technology	Lab	3	1	25	0.66 ✓	14.73							
	4 ✓	Cropsci 22	Practices of Crop Production	Lab	3	1	25	10.92 ✓	9.93							
SUB-TOTAL	27							27.3	32.52							27.3
3. Regular Faculty																
Marilyn M. Belarmino	1	HORT22	General Horticulture	Lec	2	2	40	2.66 ✓								
Marilyn M. Belarmino	2 ✓	CpSc 22	Practices of Crop Production	Lec	2	2	40	5.32 ✓	4.66							
	1	HORT209	Crop Seed Physiology	Lec	2	2	30	2.33 ✓	79							
	1	HORT209	Crop Seed Physiology	Lab	3	1	30	2.56 ✓	96							
	1	HORT200	Undergraduate Thesis				10	5	3.00							
		HORT300	Masteral Thesis				5	2								
		HORT400	Dissertation				2	2								
SUB-TOTAL								19.21	20.21							30.21

Prepared By:

MIKKO ZILLAH D. ROSELLO
DOH-DDRC

Noted By:

ALJAY D. VALIDA
Head, Department of Horticulture

2nd Semester 2024-2025 Tentative Schedule

NAME OF FACULTY	I. Instruction								II. RESEARCH & EXTENSION	III. RELATED ACTIVITIES	IV. ADMINISTRATIVE		Total Workload		
	No. of Section	Course No.	Descriptive Title	Lec/ lab	Hrs/Week	Units	No. of Stud per section	WLU	Activity	Equiv. Wload	Activity	Equiv. Wload	Activity	Equiv. Wload	
Arradaza, Catherine C.	1	Hort 22	General Horticulture	Lec	2	2	40	2.66	Fiber Characterization of Selected VSU Tissue Cultured Bamboo Species	3			Head, Tissue Culture Division	2	
	1	Hort306	Physiology & Biochemistry.....	Lec	2	2	10	2.33	Enhancement of International Relations Between Europe and Asia through Graduate Faculty, Staff and Student Mobilities	3	Academic Adviser	1			
	2	Hort306	Physiology & Biochemistry.....	Lab	3	1	10	2.56	Horticulture for Environment and Livelihood Promotion - HELP	1	Dept. Based Guidance Facilitator	0.25			
	1	HORT273	Advanced Tissue Culture	LEC	2	2	40	2.33					Graduate School Secretary		
12hrs	1	HORT273	Advanced Tissue Culture	Lab	3	1	40	2.56			Dept. Based Guidance Facilitator	0.25			
	1	Hort 200	Undergraduate Thesis				10	5							
		Hort 200B	OJT								Adviser- VIHOS Organization	0.25			
	1	Hort300	Graduate Thesis			3	5	2							
		Hort400	Graduate Thesis			3	5	2							
SUB-TOTAL								21.44		7		2			30.44

Bancale, Gloria E.	2	Hort 121	Plant Propagation and Nursery Mgt.	Lec	2	2	40	5.32	NCTP - Solanaceous	3	Academic Adviser	1	Head, DOH Seed System Division	2	
	2	Hort 121	Plant Propagation and Nursery Mgt.	Lab	3	1	25	2.73	Department of Horticulture (VSU R&D Fruit Research)	3	Project Manager Nursery	5			
	1	HORT221	Advanced Plant Propagation and Nursery Mgt.	LEC	2	1	30	2.33	Horticulture on Environment and Livelihood Promotion	2					
15hrs	1	HORT221	Advanced Plant Propagation and Nursery Mgt.	Lab	3	1	30	2.56							
		Hort200	Undergraduate Thesis				10	5							
		Hort300	Graduate Thesis				5								
		Hort400	Graduate Thesis				5								

13hrs	3	CpSc 22	Practices of Crop Production	Lec	2	2	40	7.98	value chains to meet evolving market expectations in the Philippines	5					
	1	Hort304	Reproductive Crop Physiology	Lec	2		10	2.33	Gulayan ng Masa	2	Academic Adviser	1			
	1	Hort304	Reproductive Crop Physiology	Lab	3	1	10	2.56	HELP	2					
		Hort200	Undergraduate Thesis				10	5							
		Hort300	Graduate Thesis				5	2							
		Hort400	Graduate Thesis				5	2							
SUB-TOTAL								24.53		9		1			34.53

Replacement of Ramos, Arsenio D.	2	CpSc 22	Practices of Crop Production	Lab	3	1	40	5.12	HELP	2	Academic Adviser	2	DOH Plantation Crops Division Head	2	
	4	CpSc 22	Practices of Crop Production	Lec	2	2	40	10.64	Development of VSU Cacao and Coffee Demo-Learning Farm	3	Alumni Communicator	0.5			
	1	HORT22	General Horticulture	Lec	2	2	40	2.66							
16hrs	1	Hort 200	Undergraduate Thesis				10	5							
	1	Hort300	Graduate Thesis				5	2			Extension Communicator	0.25			
	1	Hort400	Graduate Thesis				2	2			Regional Commodity Team Member	1			
											Regional Commodity	1			
SUB-TOTAL								27.42		5		6.3		2	40.72

Salas, Rosario	1	Hort 22	General Horticulture	Lec	2	2	40	2.99	VVG.011 – National Cooperative Testing for Vegetable Legumes	3					
	1	Hort 391	Special Topics	Lec	3	3	10	4.49	Liquid Nutrient Formulations for High Value Vegetable Production (Phase 2)	3					
	1	Hort291	Special Topics	Lec	3	3	30	4.49	Strategic Postharvest Research for Innovative and Novel Technologies for Horticulture Industry Development (SPRINT-Hort)	2					
		Hort 200	Undergraduate Thesis				10	5	Improvement of Production and Post-harvest facility towards GAP or Organic certification	2					
		Hort300	Graduate Thesis				5	2	Horticulture for Environment and	3					

Replacement of Villocino, Santos B.	2	CpSC 22	Practices of Crop Production	Lec	2	2	40	5.32	Horticulture for Environment and Livelihood Promotion	2	DOH Curriculum/Instructional Committee	0.1			
	3	Hort199B	Undergraduate Thesis Seminar B	Lec	1	1	40	3.99			DOH Academic & non Academic Committee	0.2			
	4	AgSci 111	Postharvest handling and Seed technology	lec	2	2	30	5.32			DOH Awards Committee	0.1			
	1	Hort 299	Graduate Seminar	lec	3	3	30	4.49			DOH Research Committee	0.1			
15 Hrs		Hort200	Undergraduate Thesis				10	5			DOH Instruction Committee	0.1			
		Hort300	Graduate Thesis				5	2			VSU Flower and Garden Show	0.7			
											OJT Coordinator	5			
SUB-TOTAL								26.12		2		6.3			34.42

Erro, Vincient C.	1	CpSC 22	Practices of Crop Production	Lab	3	1	25	2.73							
	1	Hort 22	General Horticulture	lab				2.73							4.73
SUB-TOTAL								5.46							5.46
Morales, Jina															
	1	CpSC 22	Practices of Crop Production	Lab	3	1	25	2.73							
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73							4.73
SUB-TOTAL								4.73							
Part-Time															
1. (Part Time-faculty)															
	1	Hort 121	Plant Propagation and Nursery Mgt.	Lab	3	1	25	2.73							
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73							
	7	AgSci 111	Postharvest Handling and Seed Technology	Lab	3	1	25	9.56							
	4	Cropsci 22	Practices of Crop Production	Lab	3	1	25	10.92							
SUB-TOTAL								25.94							25.94
2. (Part Time-faculty)															
	1	Hort 22	General Horticulture	Lab	3	1	25	2.73							
	2	Hort 122	Floriculture and Landscape Gardening	Lab	3	1	25	5.46							
	6	AgSci	Postharvest Handling and Seed Technology	Lab	2	1	25	8.19							
	4	Cropsci 22	Practices of Crop Production	Lab	2	2	25	10.92							
SUB-TOTAL	27							27.3							27.3
3. Regular Faculty															
Marilyn M. Belarmino	1	HORT22	General Horticulture	Lec	2	2	40	2.66							
Marilyn M. Belarmino	2	CpSc 22	Practices of Crop Production	Lec	2	2	40	5.32							
	1	HORT209	Crop Seed Physiology	Lec	2	2	30	2.33							
	1	HORT209	Crop Seed Physiology	Lab	3	1	30	2.56							
	1	HORT200	Undergraduate Thesis				10	5							
		HORT300	Masteral Thesis				5	2							
		HORT400	Dissertation				2	2							
SUB-TOTAL								19.21					11		30.21

Prepared By:

MIKKO ZILLAH D. ROSELLO
DOR-DDRC

Noted By:

ALJAY D. VALIDA
Head, Department of Horticulture