



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**AGRICULTURAL EDUCATION
AND EXTENSION**

July 28, 2025

DR. PROSE IVY G. YEPES

President
Visayas State University
Visca, Baybay, Leyte

JUL 28 2025

Thru: **DR. ROTACIO S. GRAVOSO**
VP for Academic Affairs and Chairman,
Academic Personnel Committee



Dear **Dr. Yepes**:

Greetings!

On behalf of the department I am writing to request 2 part-time instructors for 1st semester AY 2025-2026.

Please see attached the projected workloads for the 1st semester AY 2025-2026 and 2nd semester AY 2025-2026 that support for the hiring of 2 part-time instructors.

We hope for positive response to this matter.

Thank you.

Very truly yours,

LIJUERA J. CUADRA

Head, DAEEx and Chairman,
Department Personnel Committee (DPC)

on 08
ANNA MARTHA C. MONSANTO
Assistant Professor I and Member, DPC

Rosemarie B. Gonzaga
ROSEMARIE B. GONZAGA
Instructor III and Member, DPC

Recommending Approval:

Suzette B. Lina
SUZETTE B. LINA
Dean, FAFS

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
VP, Academic Affairs and
Chairman, APB

Approved:

PROSE IVY G. YEPES
President



**DEPARTMENT OF AGRICULTURAL
EDUCATION AND EXTENSION**

Visayas State University, PQWV+V5F, Baybay City, Leyte
Email: daeex@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1016



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 1
FM-VSU-03
V4 01-23-2025
No.DAEEx-25-123

X Projected _____ Actual Faculty Workload X First _____ Second Semester SY 2025-2026

NAME OF FACULTY	I. INSTRUCTION							WLU	II. RESEARCH & EXTENSION	WLU	III. OTHER RELATED ACTIVITIES	WLU	IV. ADMIN. RESPONSIBILITIES	WLU
	Subject(s) Taught*													
	No. of Sec.	Crs. No.	Descriptive Title	lab/lec	No. of Hrs.	Units	No. of Stud.							
1. Lijueraj J. Cuadra	1	ADED 213	Modern Theories and Principles of Education	Lec	3	3	5	4.49			VSU Alumni Association-University – M	0.5	Department Head	7.0
	1	ADED 213e	Modern Theories and Principles of Education	Lec	3	3	5	4.50			Graduate School Council Committee – M	0.5		
	1	AgEd 311	Education, Ethics and Public Policy	Lec	3	3	5	4.49			University Academic Council Committee – M	0.5		
	1	AgEd 313	Information Management for Teaching and Learning	Lec	3	3	5	4.49			College ExeCom – M	0.3		
	1	AgEd 321	Philosophy and Science of Education	Lec	3	3	5	4.49			Honors, Awards, and Incentives – C	0.2		
											Curriculum Committee – C	0.2		
											Academic Personnel Committee – C	0.2		
											Non-academic Personnel Committee – C	0.2		
											Instructional Materials Review Committee – C	0.2		
											Graduate Admission Committee – C	0.2		
											Grievance Committee – C	0.2		
											Academic Adviser BSA major in AgEx	0.25		
											Graduate Student Adviser	0.25		
							Total	22.46	Total	0.0	Total	3.70	Total	7.0
													Overall Total*	33.16
2. Karen Luz P. Yap	Sabbatical Leave													

26-8

	1	AgEd 291e	Special Topics	Lec	1	1	5	1.49 ✓			Organization Adviser	0.25		
	1	AgEx 121	Social Psychology	Lec	3	3	15	3.99 ✓						
							Total	24.95 ✓	Total	3.0	Total	0.75	Total	0.00
													Overall Total*	28.70 ✓
5. Aiza C. Oracion	1	AgDe 202	Problem and Issues in Agricultural and Rural Development	Lec	3	3	10	4.50 ✓	EXT 110	3	Academic Adviser BSA major in AgEx	0.25		
	1	AgEx 233	Communication in Extension Education	Lec	3	3	10	4.49 ✓			Instructional Materials Review Committee – M	0.1		
	1	AgEx 233e	Communication in Extension Education	Lec	3	3	10	4.50 ✓			Research Committee – M	0.1		
	1	AgEx 291	Special Topics	Lec	1	1	5	1.49 ✓			Colloquium – C	0.2		
	1	AgEx 291e	Special Topics	Lec	1	1	5	1.49 ✓			Gender and Development Committee - C	0.2		
	1	AgEx 141n	Planning and Implementation of Extension Programs	Lec	3	3	15	3.99 ✓			Alumni Committee - C	0.2		
	1	AgEx 199A	Seminar A	Lec	1	1	15	1.33 ✓						
							Total	21.79 ✓	Total	3.0	Total	1.05 ✓	Total	0.00
													Overall Total*	25.84 ✓
6. Daniel A. Catibo	1	AgEd 231e	Agricultural Education for Rural Development	Lec	3	3	5	4.50	EXT 109	3.0	Exhibit and Display Committee – M	0.1		
	1	AgEd 231e	Agricultural Education for Rural Development	Lec	3	3	5	4.50			Website and Department News for Obelisk – M	0.1		
	1	AgEd 241	Non-formal Education in Agriculture	Lec	3	3	10	4.49 ✓			Colloquium Committee – M	0.1		
	1	AgEd 241e	Non-formal Education in Agriculture	Lec	3	3	10	4.50 ✓			Field Practice Committee/OJT - C	0.2		
	1	AgEd 243e	Personnel Administration	Lec	3	3	10	4.50 ✓			Tree Planting Committee - C	0.2		
	1	AgEd 243e	Personnel Administration	Lec	3	3	10	4.50			Organization Adviser	0.25		
	1	AgEd 245	Current Problems & Issues in Educational Admin.	Lec	3	3	5	4.49 ✓			Academic Adviser BSA major in AgEx	0.25		
	1	AgEd 245e	Current Problems & Issues in Educational Admin.	Lec	3	3	5	4.5 ✓						
	1	AgEd 145e	Principles and Methods in Teaching Agriculture	Lec	3	3	10	4.50 3.99						
							Total	40.48	Total	3.0	Total	1.20 ✓	Total	0.00
													Overall Total*	35.17

30.97

7. Instructor I	1	AgEx 195	Facilitation Skills and Training Management	Lec	2	2	15	2.66			Socio Cultural Committee – M	0.1		
	1	AgEx 195	Facilitation Skills and Training Management	Lab	3	1	15	2.73			Exhibit and Display Committee – C	0.2		
	1	AgEx 131	Community Needs Assessment and Community Organizing	Lec	2	2	15	2.66			Website and Department News for Obelisk – M	0.1		
	1	AgEx 131	Community Needs Assessment and Community Organizing	Lab	3	1	15	2.73			Colloquium Committee – M	0.1		
	1	AgEx 197	Methods of Agricultural Research	Lab	3	1	15	2.73			Alumni Committee - M	0.1		
	1	AgEx 153	Community Resource Management	Lab	3	1	15	2.73			Tree Planting Committee - M	0.1		
	1	AgSc 113	Mgmt of Extension Program	Lec	2	2	40	2.66						
	2	AgSc 113	Mgmt of Extension Program	Lab	3	1	40	5.13						
							Total	24.03		Total	0.0		Total	0.70
													Overall Total*	0.0
Part-time Instructor	1	ADED 222	Social Science Research	Lec	3	3	10	4.50			Exhibit and Display Committee – M	0.1		
	1	AgEx 197	Methods of Agricultural Research	Lec	2	2	15	2.66						
	1	AgEx 197	Methods of Agricultural Research	Lab	3	1	15	2.73						
	1	AgEx 195	Facilitation Skills and Training Management	Lab	3	1	15	2.73						
	1	DeEd 141	Community Resource Management	Lab	3	1	15	2.73						
	3	AgSc 113	Mgmt of Extension Program	Lec	2	2	120	6.66						
	4	AgSc 113	Mgmt of Extension Program	Lab	3	1	80	9.93						
							Total	31.94		Total	0.0		Total	0.1
													Overall Total*	32.04
Part-time Instructor	1	AgEx 153	Community Resource Management	Lec	2	2	15	2.66			Exhibit and Display Committee – M	0.1		
	1	AgEx 153	Community Resource Management	Lab	3	1	15	2.73						
	1	DeEd 141	Community Resource Management	Lec	2	2	15	2.66						
	1	DeEd 141	Community Resource Management	Lab	3	1	15	2.73						
	1	AgEx 131	Community Needs Assessment and Community Organizing	Lab	3	1	15	2.73						
	3	AgSc 113	Mgmt of Extension Program	Lec	2	2	120	6.66						
	4	AgSc 113	Mgmt of Extension Program	Lab	3	1	80	9.93						
							Total	30.10		Total	0.0		Total	0.1
													Overall Total*	30.20
Virgilio C. Dargantes	Study Leave													
													Overall Total*	0.00
GTA														
May D. Galera	2	AgSc 113	Mgmt of Extension Program	Lec	2	2	80	4.66						

	2	AgSc 113	Mgmt of Extension Program	Lab	3	1	40	5.13						
							Total	9.79	Total	0.0	Total	0.0		
												Overall Total*	9.79	
AFFILIATE														
Marejen A. Villaremo	1	AgEx 215e	Rural Social Systems	Lec	3	3	10	4.50						
	1	AgEx 215	Rural Social Systems	Lec	3	3	10	4.49						
	1	AgEx 122	Technical Writing and Manuscript Preparation	Lec	3	3	15	3.99						
	1	AgEx 199C	Colloquium	Lec	3	3	15	4.50	3.99					
	1	AgSc 113	Mgmt of Extension Program	Lec	2	2	40	2.66						
	1	AgSc 113	Mgmt of Extension Program	Lab	3	1	20	2.73						
							Total	17.48	Total	0.0	Total	0.0	Total	0.0
								22.36				Overall Total*	22.36	

Prepared By:


AIRA M. ORANO
Clerk

Recommending Approval:


LIJUELAJ J. CUADRA
Dept Head

SUZETTE B. LINA
Dean, FAFS

Reviewed By:

SANTIAGO T. PEÑA, JR.
VP, Research, Extension & Innovation

GLENN G. PAJARES
VP, Planning and Development

Approved By:

ROTACIO S. GRAVOSO
VP, Academic Affairs

* Only Subjects Taught,

*Overall Total = Instruction+Research & Extension+ Other Related Activities + Admin Responsibilities