



DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION

July 28, 2025

DR. PROSE IVY G. YEPES

President Visayas State University Visca, Baybay, Leyte

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,

LIJUERAJ J. CUADRA

Head, DAEEx and Chairman,

Department Personnel Committee (DPC)

on no

ANNA MARTHA C. MONSANTO

Assistant Professor I and Member, DPC

ROSEMARIE B. GONZAGA Instructor In and Member, DPC

Recommending Approval:

SUZETTE B. LINA

Dean, FAFS

ROTACIO S. GRAVOSO

VP, Academic Affairs and X

Chairman, APB

Approved:

PROSE IVY G. YEPES

President



DEPARTMENT OF AGRICULTURAL **EDUCATION AND EXTENSION**

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VISAYAS STATE UNIVERSITY

College of Agriculture and Food Science

Department of Agricultural Education and Extension

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

	Г		I. INSTRUCTION											
			Subject(s) Taught*						II. RESEARCH &		III. OTHER RELATED	\AD 11	IV. ADMIN.	WLU
NAME OF FACULTY	No. of Sec.	Crs. No.	Descriptive Title	lab/l ec	No. of Hrs.	Unit s	No. of Stud.	WLU	EXTENSION	WLU	ACTIVITIES	WLU	RESPONSIBILITIES	WLO
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		17
	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		
													Overall Total*	33.16
2. Karen Luz P. Yap								Sabb	atical Leave					

													Overall Total*	#REF
3. Anna Martha C. Monsanto	1	AgDe 201	Rural Development, Theories and Approaches	Lec	3	3	10	4.50 -	EXT 110	4.0	Honors, Awards, and Incentives – M	0.1		
	1	AgEx 217	Teaching Farmer Classes in Agric	Lec	3	3	10	4.49 -			Socio Cultural Committee – C	0.2		
	1	AgEx 217e	Teaching Farmer Classes in Agric	Lec	3	3	10	4.50			Cleanliness, Beautification, Maintenance and Physical Facilities Committee – C	0.2		
	1	AgEx 299	Graduate Seminar	Lec	1	1	5	1.49			Curriculum Committee – M	0.1		
	1	AgEx 299e	Graduate Seminar	Lec	1	1	5	1.49			Research Committee – C	0.2		
	1	AgEd 299	Graduate Seminar	Lec	1	1	5	1.49			Extension Committee – C	0.2		
	1	AgEd 299e	Graduate Seminar	Lec	1	1	5	1.49			Academic Personnel Committee – M	0.1		
a a											Instructional Materials Review Committee – M	0.1		
		-									Website and Department News for Obelisk – C	0.2		
											Graduate Admission Committee – M	0.1		
											Enrolment Committee - C	0.2	_	
											Gender and Development Committee – M	0.1		
											Department-Based Guidance / Facilitator	0.25	-	
											Academic Adviser BSA major in AgEx	0.25		
											Extension Coordinator - M	0.3		
												3.3		
							Total	19.45	Total	4.0	Total	2.60		
									en ortande i filme filme i				Overall Total	-
4. Rosemarie B. Gonzaga	1	AgEx 247	Planning and Administration of Extension Programs	Lec	3	3	10	4.49 -	EXT 109	3	Exhibit and Display Committee - M	0.1		-
	1	AgEx 247e	Planning and Administration of Extension Programs	Lec	3	3	10	4.50 <			Extension Committee – M	0.1		-
	1	ADED 211	Advance Educational Psychology	Lec	3	3	5	4.49			Field Practice Committee/OJT - M	0.1		1
	1	ADED 211e	Advance Educational Psychology	Lec	3	3	5	4.50			Gender and Development Committee – M	0.1		1
	1	AgEd 291	Special Topics	Lec	1	1	5	1.49 <			Grievance Committee – M	0.1		

26.8

1														
	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
	1000				19 (18)								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 -						
	T													
							Total	21.79	Total	3.0	Total	1.05		0.00
		19 18 19 19 19			MARK								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 231e		Lec	3	3	5 10	4.50 4.49 4				0.1		
	\vdash		Development	-	-	-					for Obelisk – M	0.1		
	1	AgEd 241	Development Non-formal Education in Agriculture	Lec	3	3	10	4.49			for Obelisk – M Colloquium Committee – M	0.1		
	1	AgEd 241 AgEd 241e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture	Lec	3	3	10	4.49 4			for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C	0.1		
	1 1 1	AgEd 241e AgEd 243e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture Personnel Administration	Lec Lec	3 3	3 3	10 10 10	4.49 4			for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C Tree Planting Committee - C	0.1 0.2 0.2		
	1 1 1 1	AgEd 241e AgEd 243e AgEd 243e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture Personnel Administration Personnel Administration Current Problems & Issues in	Lec Lec Lec	3 3 3	3 3 3	10 10 10	4.49 4 4.50 4 4.50 4 4.50 4 4.50 4			for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C Tree Planting Committee - C Organization Adviser Academic Adviser BSA major in	0.1 0.2 0.2 0.25		
	1 1 1 1 1	AgEd 241e AgEd 243e AgEd 243e AgEd 243e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture Personnel Administration Personnel Administration Current Problems & Issues in Educational Admin. Current Problems & Issues in	Lec Lec Lec	3 3 3 3	3 3 3 3	10 10 10 10 5	4.49 4 4.50 4 4.50 4 4.50 4			for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C Tree Planting Committee - C Organization Adviser Academic Adviser BSA major in	0.1 0.2 0.2 0.25		
	1 1 1 1 1 1	AgEd 241e AgEd 243e AgEd 243e AgEd 245e AgEd 245e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture Personnel Administration Personnel Administration Current Problems & Issues in Educational Admin. Current Problems & Issues in Educational Admin. Principles and Methods in Teaching	Lec Lec Lec Lec	3 3 3 3	3 3 3 3	10 10 10 10 5 5	4.49 4 4.50 4 4.50 4 4.50 4 4.50 4			for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C Tree Planting Committee - C Organization Adviser Academic Adviser BSA major in	0.1 0.2 0.2 0.25		
	1 1 1 1 1 1	AgEd 241e AgEd 243e AgEd 243e AgEd 245e AgEd 245e	Development Non-formal Education in Agriculture Non-formal Education in Agriculture Personnel Administration Personnel Administration Current Problems & Issues in Educational Admin. Current Problems & Issues in Educational Admin. Principles and Methods in Teaching	Lec Lec Lec Lec	3 3 3 3	3 3 3 3	10 10 10 10 5 5	4.49 4 4.50 4 4.50 4 4.50 4 4.50 4		3.0	for Obelisk – M Colloquium Committee – M Field Practice Committee/OJT - C Tree Planting Committee - C Organization Adviser Academic Adviser BSA major in	0.1 0.2 0.2 0.25 0.25	Total	ō.0

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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 –	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						
	24	AgSc 113	Mgmt of Extension Program	Lab	3	1	40	5.13						
						1								
		1					Total	24.03	Total	0.0	Total	0.70	The state of the s	0.0
THE STREET OF STREET							E5410/E				医加州里克斯曼特别巴比斯 488的基		Overall Total*	29.47
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				<u> </u>		
	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						
	_	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		-		-		
		1		┼	┼	+	Total	24.04	Total	0.0	Tota	0.1	Total	0.0
	-						Total	31.94	Total	0.0		0.1	Overall Total*	32.04
art-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		+		-		
	1	1		+	+-	+-	+	20.40	Tatal	0.0	Tota	0.1	Total	0.0
	_			-	-		Total	30.10	Total	0.0	Tota	0.	Overall Total*	30.20
	+		1		1	1						1		CHEST
Virgelio C. Dargantes								St	udy Leave					
uliyarni Hiriya													Overall Total*	0.00
							G7	ΓA			-			
May D. Galera	2	AgSc 113	Mgmt of Extension Program	Lec	2	2	80	4.66						
				-	_	THE REAL PROPERTY.	_							

	24	AgSc 113	Mgmt of Extension Program	Lab	3	1	40	5.13							
							Total	9.79	Total	0.0	Tota	0.0] _
													Overall Total*	9.79	
							AFFIL	IATE							
Marejen A. Villaremo	1	AgEx 215e	Rural Social Systems	Lec	3	3	10	4.50	1						
	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 -	/						
														/	1
							Total	17.48	Total	0.0	Tota	0.0		6.0	2
	To the							72,30					Overall Total*	17.40	-
epared By:			Recommending Approval:				Review	ved By:				Appro	ved By:		+
AIRA W. DRAÑO Clerk			LIJUERAJ J. GUAD Dept Head	RA											
l			SUZETTE B. LIN	<u>\</u>					T. PEÑA, JR. xtension & Innovation	V	GLENN G. PAJARES P, Planning and Development		ROTACIO S. GRAVOS VP, Academic Affairs		

^{*} Only Subjects Taught,
*Overall Total = Instruction+Research & Extension+ Other Related Activities + Admin Responsibilities