







November 25, 2024

Dr. Prose Ivy G. Yepes University President VSU, Visca, Baybay, Leyte

Thru: Dr. Rotacio S. Gravoso

Vice-President for Academic Affairs & Chair, University Academic Personnel Board

Dear Dr. Yepes:

The Department Personnel Committee requests approval to hire five (5) instructors on PART-TIME status for the second (2) semester, SY 2024-2025,

At present, we have eighteen (18) regular and one (1) affiliate faculty members who will handle the general education (GE), major, and graduate subjects. We need to hire additional teachers to handle the other general education courses.

Attached is the projected faculty workload for the first and second semesters, SY 2024-2025.

We hope for your positive response to this request.

Very truly yours,

MARIA VANESSA E. GABUNADA

Head and Chair, Department Personnel Committee

mewe

CHERRY N. ROLA

Member

RHODORA A. BANDE

Member

PAULA NADREA M PAQUIBULAN

Member

J-ANNIE G

Member

Recommending Approval:

GLENN G. PAJARES

College Dean

**ROTACIO S. GRAVOSO** 

Vice President for Academic Affairs

Approved:

PROSE IVY G. YEPES

President

**DEPARTMENT OF** ARTS, LANGUAGES, & LITERATURE Visayas State University PQWW+C45Baybay City, Leyte Email: dall@vsu.edu.ph Website: www.vsu.edu.ph

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## VISAYAS STATE UNIVERSITY

College of Arts and Sciences Department of Arts, Languages, and Literature



## Projected Faculty Workload / SECOND SEMESTER, 2024-2025

			I. INSTRUCTI	ON									B./ A.B.	
NAME OF FACULTY	No. of Sect	Crs. No.	Descriptive Title	lab/le	No. of Hrs.	Units	No. of Stud.	WLU	II. RESEARCH & EXTENSION	WLU	III. OTHER RELATED ACTIVITIES	WLU	IV. ADMIN. RESPONSIBILIT IES	WLU
1. Acoritay, Daisy	3	FLng 11	Foreign Language 1	lec	3	3	154	9.99	Variants of Waray and Cebuano Language in Selected Towns on Leyte Island	3	Academic Adviser	0.75		
	2.	ELSt 107	English Discourse	lec	3	3	76	6.99	-		SRC Chair and Member	2.00		
	1	FILng 12	Foreign Language 2	lec	3	3	74	3.99	/		Member, Graduate School Council	0.10		
Advising	1	LTNG225	Psycholinguistics		3	3	5	9.99	8		Chair, Graduate Admissions Committee	0.20		
4											Member, Cleanliness, Beautification, Maintenance and Physical Facilities Committee	0.10		
								25.1		0	Council	0.50		
						TO	OTAL	<del>-24.96</del>		31/		3.65	Óverall Total	-31.6
2. Alojado, April Rose V.	5 -	Comm 11	Purposive Communication	lec	3	3	204	15.99			Member of Departments Curriculum Committee	0.10		
	1	Litr 13	Literature of the Philippines	lec	3	3	50	3.99	_		Member of Departments Socio- Cultural Committee	0.10		
											Departments GAD Coordinator	0.10		
						T/	) DTAL	19.98					Overall Total	20.2
3. Bande, Rhodora	2-	ELSt 109	Introduction to Language, Society and Cultue	lec	3	3	74	6.99			Member, Department Personnel Committee	0.10	Overall Total	20.2
	1	LTNG 216	Teaching Speech Communication	lec	3	3	40	3.99	÷		SRC Chair and Member	2.00	11.16	
	1	LTNG 218	Sociolinguistics	lec	3	3	10	4.49			GAC Member	2.00		
	1	LTNG 205	Related Act. In Language	lec	3	3	40	4.99			Academic Adviser	1.50		
								X			Language Editor, ITR	2.00	-	
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	~		Member, University Academic Council	0.50		
								0.40			Coordinator, Cebuano & Waray Literay Arts Sdction (CAC)	1.00		
						TO	TAL	21.96				9.10	Overall Total	31.0

32.

3 Phil. Pop Culture  0.1 Language Research 2: Undergraduate Thesis  11 Purposive Communication 3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special Academic Needs	lec lec lec lec lec lec	3 3 3 3 3 3 3	3 3	100 4 4 204 100 4 35 0TAL 140 100 5	6.99	2	Committee  Dept. Safety and Security Committee  Dept. Information and IT Support Dept. Extension Committee Dept. Sports Committee Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Support Committee Support Committee	0.10 0.20 0.20 0.10	Over-all Total  Over-all Total	23.78
Undergraduate Thesis  Purposive Communication Phil. Pop Culture 0.1 Language Research 2: Language of Non-Literary Text  Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	OTAL 204 100 4 35 OTAL 140 100	21-94 27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Committee  Dept. Information and IT Support Dept. Extension Committee Dept. Sports Committee Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee  Academic Adviser SRC Chair and Member	0.20 0.10 0.10 0.20 1.80 0.10 0.20 0.20 0.10	Over-all Total	-29.28
Purposive Communication  Phil. Pop Culture  1.1 Language Research 2:  1.1 Language of Non-Literary Text  1.1 Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	OTAL 204 100 4 35 OTAL 140 100	21-94 27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Committee  Dept. Information and IT Support Dept. Extension Committee Dept. Sports Committee Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee  Academic Adviser SRC Chair and Member	0.20 0.10 0.10 0.20 1.80 0.10 0.20 0.20 0.10	Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Dept. Extension Committee Dept. Sports Committee Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.10 0.10 0.20 1.80 0.10 0.10 0.20 0.20 0.10	Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Dept. Extension Committee Dept. Sports Committee Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.10 0.20 1.80 1.00 0.10 0.20 0.20 0.10	Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Dept. Cleanliness, Beautification,  Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee  Academic Adviser SRC Chair and Member	0.20 1.80 1.00 0.10 0.20 0.20 0.10	Over-all Total  Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Academic Adviser Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	1.80 1.00 0.10 0.20 0.20 0.10	Over-all Total  Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	27.48 15.99 9.99 4.50 3.99 31-93 -31.47 -15.99 6.99	2	Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.20 0.10 0.20 0.10	Over-all Total	-29.28
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 3 T 3 3	204 100 4 35 0TAL 140 100	31-93 -31-93 -150 3.99 -31-47 -15.99 6.99	2	Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.20 0.10 0.20 0.10	Over-all Total	
3 Phil. Pop Culture 0.1 Language Research 2: 11 Language of Non-Literary Text  1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3 3	3 3 1 3 3 3	100 4 - 35 35 OTAL 140 100	9,99 4:50 3,99 31-93 -31:47 -15:99 6,99	2	Research Committee Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.10 0.20 0.20 0.10 1.60	Over-all Total	33.07
0.1 Language Research 2:  11 Language of Non-Literary Text  1n Art Appreciation European Literature 1n Instructional Materials Development for Special	lec lec lec	3 3 3	3 T 3 3	35 35 OTAL 140 100	31-97 -31-47 -15.99 6.99	2 - - - -	Socio Cultural Committee DALL Literary and Library Holdings Committee Support Committee Academic Adviser SRC Chair and Member	0.20 0.20 0.10 1.60	Over-all Total	33.0
11 Language of Non-Literary Text  1n Art Appreciation European Literature 17 Instructional Materials Development for Special	lec lec	3 3	T 3 3 3	35 OTAL 140 100	3.99 31-97 -31.47 -15.99 6.99	6.90	DALL Literary and Library Holdings Committee Support Committee  Academic Adviser SRC Chair and Member	0.20 0.10 1.60	Over-all Total	33.0
1n Art Appreciation European Literature Instructional Materials Development for Special	lec lec	3 3	T 3 3 3	OTAL 140 100	31-97 -31.47 -15.99 6.99	6-99	Holdings Committee Support Committee  Academic Adviser  SRC Chair and Member	0.10 1.60 1.00	Over-all Total	33.0
1n Art Appreciation European Literature 17 Instructional Materials Development for Special	lec	3	3	140 100	-31.47 -15.99 6.99	6.99	Support Committee  Academic Adviser  SRC Chair and Member	0.10 1.60 1.00	Over-all Total	33.0
European Literature Instructional Materials Development for Special	lec	3	3	140 100	-31.47 -15.99 6.99	6.99	Academic Adviser SRC Chair and Member	1.60	Over-all Total	33.0
European Literature Instructional Materials Development for Special	lec	3	3	140 100	-31.47 -15.99 6.99	6.99	SRC Chair and Member	1.00		33.0
European Literature Instructional Materials Development for Special	lec	3	3	140 100	<del>-15.99</del> 6.99	6.99	SRC Chair and Member	1.00		33.07
European Literature Instructional Materials Development for Special	lec	3	3	100	6.99		SRC Chair and Member			
7 Instructional Materials Development for Special		_			3.99	4-49		2.00		
Development for Special	lec			J	-0.55	7-11	Control of the Control of Control			
			-				GAC Member		1	
Academic Needs	+		<del> </del>				OAC Member	2.00		
							Chair of Departments Socio-Cultura			
		1					Committee	0.20	1 1	
		+	+				Member, Department Personnel	0.20	-	
1			1				Committee	0.10		
		+					Dept. Curriculum Committee	0.10		
**************************************		-	-				University Member of Graduate School	0.10		
						3	Council	0.50		
						_				
				<u> </u>	18-47		Member of Dept. Sports Committee	0.10		24.4
			T	DTAL	26.97	•		6.00	Over-all Total	-32.97
98 Language Research 1: Methodology	lec	3	3	50	3.99	Netspeak and its	ABLES Academic Adviser	- 3500	Dept. Head	9.98
99 Undergraduate Seminar	lec	1/	1 -	49	L-3.33	Influence to the Language Skills of	SRc chair & Member	1,25		10
99 Graduate Seminar	lec	1/	1 -	10	1:400	VSU Students (Study	Grad Academic Adviser	1.20		-
.2 Undegraduate Thesis	<del> </del>	+-	<del>                                     </del>	3	1.50		GAC Member	0.50		
Diacgiadance mosts	<del> </del>	+		<u> </u>	1.00	-	Member, Dept.Research Committee	0.10		
		+	-							
							DALL Curriculum Committee	0.20		
							University Academic Council	0.30		
							Graduate School Council	0.30		
		T					Instructional Materials Review			
i							Committee	0.10		
					8.31		Language Editor, Science and	2.00		24.5
		1	T	TAL	-14.47	. –		7.95	Overall Total	24.5 -32.40
		<b></b>			- country			6.2	A CONTRACTOR OF THE STATE OF TH	
	-		2	40	3 00		Alumni Communicates			
		1 Purnosive Communication	1 Purposive Communication loc 3	1 Purposive Communication	TOTAL  1 Purposive Communication loc 3 3 40	1 Purposive Communication	1 Purposive Communication	University Academic Council Graduate School Council Instructional Materials Review Committee Language Editor, Science and TOTAL -14:47	University Academic Council 0.30 Graduate School Council 0.30 Instructional Materials Review Committee 0.10 Language Editor, Science and 2.00 TOTAL 14.47  Purposive Communication 100 3 3 4 40 3 99 5	University Academic Council 0.30  Graduate School Council 0.30  Instructional Materials Review Committee 0.10  Language Editor, Science and 2.00  TOTAL 14.47  Purposive Communication

				T 12-	,	3	40	3.99			Academic Adviser	Γ		Τ
. , 1		Humn 11	Art Appreciation	lec	3	3	40	3.99			Academic Adviser	0.75		
1	١	Humn 12n	Reading Visual Arts	lec	3	3	40	3.99 ~			SRC Chair & Member	1.25		
3	3/	Humn 13n	Great Books	lec	3	3	120	9.99 -			Adviser, ABELS Student Soiciety	0.25		
											Member, Dept.Socio-Cultural Committee	0.10		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	1		Member, Department Information Committee	0.10		26.91
							TOTAL	23.46	1			3.45	Over-all Total	24.46
Lubrio, Sheena Mae	1	ELSt 102	Theories of Language and Language Acquisition	lec	3	3	50	3.99	-		Academic Adviser	0.75		
	3 -	Comm11	Purposive Communication	lec	3	3	120	9.99	/		SRC Chair & Member	1.75		
	1	Litr 132	Children's Literature	lec	3	3	40	3.99	/		GAC chair & member	1.25		
	1	LTNG214	Teaching Reading	lec	3	3	40	4.49	/		Graduate School Council	0.20		
											Graduate Admissions Committee	0.10		
											Department Information Committee	0.10		
7-											University Academic Council	0.30		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	-		Member, Dept. Instructional Materials Review Committee	0.10		
							TAL	23.96	1				Overall Total	28.51
Į.	/	-/					IAA	77				4.55	1	
). Martinez, Seregina Ruth	34	Comm 11	Purposive Communication	lec	3	3 (	190	9.99	1					
	1	ELSt 105	English Syntax	lec	3	3	40	3.99	/					
	1	LTNG216	Teaching Speech Communication	lec	3	3	45	4.49	/					
	-					TO	DTAL	18.47					Overall Total	18.47
I. Padilla, Corazon A.	3 -	Comm 11	Purposive Communication	lec	3	3	120	9.99	-		Academie Adviser	0.50	ACRO Head	5.00
	2/	ELPr 131	Language Policies and Programs	lec	3	3	80	6.99	/	-	SRC Chair & Member		· Chie	Any -
Advising	-	Elst 200.2	Undegraduate Thesis				3				Language Editor, Pool of Technical Reviewers for the University	1.00	<b>V</b>	<del> 0</del>
							TOTAL	18.48			ISO Quality Assurance Coordinator: ACRO	1.00		
											Centennial Book Writer: Alumni -	1.00		
											Performing Arts Department, CAC	1.00	The second secon	

- University Events

- University Events

- You lover forch thing to ? 7

2nd sem 2022-2023.xls

- You lover forch thing to ? 7

											Editor in chief, Alumni Coffee table book: "VSU Alumni: Stories of Hope and	1.00		Ĺ	
											Member, Dept.Cleanliness,   Beautification, Maintenance and	0.10			
											Member, DLABS Literary and Library Holdings Committee	0.10			
											Member, Dept.DLABS Information— Committee	-0.10			
											TESOL Program Committee	-0.10	-	12-	
							6	7	"		(4	40	Overall Total	31.80	1
12. Padilla, Joseph E.	3	Comm 11	Purposive Communication	lec	3	3 (	-40	18.99 29.94			SRC Chair & Member	1.50			
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50			Extension Committee	0.10			
***************************************				T					(**************************************		Cleanliness, Beautification,	1			1
											Maintenance and Physical	0.10			/
		1	1			1	T				Department Safety/Security and		-	7	10
						1		17.4	1		Crisis Management Committee	0.10			10
		·	***************************************			1	<del></del>	-70-40			Ushering/Reception Committee	0.50	Control of the contro	\	L D
				<b> </b>		Т	OTAL	25:44			g say		O√erall Total	-27.74	-
13. Paquibulan, Paula							T				SRC Chair & Member				
Nadrea	1	Comm 11	Purposive Communication	lec	3	3	40	3.99	-			1.50			
vaurea	1	Litr 135	Creative Writing	lec	3	3	50	3.99			Academic Adviser	1.00			
temporario de la composição de la co	1	Litr 132	Children's Literature	lec	3	3	50	3.99	/			1.00			
	2 -	ELSt 103	History of the English	lec	3	3	95	6.99			Member, DLABS Literary and Library	040			
*****			Language	<del> </del>	-	T	OTAL	18.96			Holdings Committee	0.10			
				<u> </u>		<u> </u>		10.00			Department Information Committee	0.10			1
												2.7	Overall Total	21.66	1
14. Parmis, Annie P.	1	ELDs 127	Introduction to Antropological	lec	3	3	49		Affiliate Broadcaster, DYDC	3	SRC Chair & Member	1.50			
	1	ELDs 122	Psychology of Language	lec	3	3	61	3.99		U.	Graduate Adviser	3.00	_		l
	1	LTNG207 -	Introductory Linguistics	lec	2 /	2 /	10	-4:49	2.99		Academic Adviser	1.75			
)	1	LTNG 225	Psycholinguistics	lec	3	3	10	4.49	/		Graduate Admission Comm.	0.20			
									***************************************		Chair, DLABS Literary And Library Holdings Committee	0.20			
Advising	1	Elst 200.2	Undegraduate Thesis				2	1.00	(		Graduate School Council	0.20			
							TOTAL	17.96	16-46		University Academic Council	0.50			
													Overall Total	-28.34	2
			10	<del> </del>	-	-						7.35	-		1
15. Rola, Cherry N.	32	ELSt 112	Computer Mediated Communication	lec	3	3	100	9.99			SRC Chair & Member	200	/		l l

	1	LTNG223	English for Specific Purposes	lec	3	3	40	4.49			Academic-Adviser	1.00		
	1	LTNG218	Sociolinguistics	lec	3	3	50	4.49	/		Graduate School Council	0.3		
											Dept. Personnel Committee	0.1		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50			Dept. Instructional Materials Committee	0.1		560
							TOTAL	20.47			Univ. Academic Council	0.2		
		,										3.70	Overall Total	<b>2</b> 4.17
16. Villas, Michael Carlo C.	2	Litr 135	Creative Writing	lec	3	3	74	6.99	Component Leader:1.Saving Minamanwa: An Initiative to	3	SRC Chair & Member	1.50	-	
	1	LTNG211	Teaching Literature	lec	3	3	10	4.49	Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and		Academic Adviser	0.75	-	
	1	ENGL229	Western Literary Works	lec	3	3	10	4-3199	Practices		Adviser, Baybay Writers Collective	0.25	-	
	1	Elng 122	Creative Writing	lec	3	3	50	3.99	/		Department Instructional Materials Review Committee	0.1		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50			Member, Dept.Research Committee	0.1		
						T	OTAL	20.96			Graduate Admissions Committee	0.1	7,000	
								21-41	•		Graduate School Council	0.2		
											Dept. Instructional Materials Review Committee	0.1		
											Special Committee on AB Literature Program	0.2	/	
										3		3.30	Overall total	27.26

						F	ART-TI	ME			
1. PT1	7/	Humn 11	Art Appreciation	lec	3	3	350	21.99	-		
	1	Comm 11	Purposive Communication	lec	3	3	50	3.99	*		
						T	OTAL	25.98	/	Overall total	25.98
2. PT 2	7 -	Humn 11	Art Appreciation	lec	3	3	350	21.99	_		
	1	Comm 11	Purposive Communication	lec	3	3	50	3.99	-		
4			-	<b></b>		T	OTAL	25.98		Overall total	25.98
3. PT 3	7-	Humn 11	Art Appreciation	lec	3	3	350	21.99	-		
1	1	Comm 11	Purposive Communication	lec	3	3	50	3.99	1		
		,					TOTAL	25.98	/	Overall total	25.98
4. PT 4	8	Humn 11	Art Appreciation	lec	3	3	400	24.99	-		
*****						T	OTAL	24.99		Over all total	24.99
5. PT 5	8	Humn 11	Art Appreciation	lec	3	3	400	24.99			

	1	Humn 15	Great Books	lec	3	3	50	3.99				
•	-			-		TO	OTAL	28.98			Overall total	28.98
						A	FFILIA	TES				
1. Salvador Catre, Jr.	4 '	Fing 12	Foreign Language 2	lec	3	3	200	12.99	-			
						TO	DTAL	12.99		***	Overall total	129
ON STUDY LEAVE												
1. Mary Grace P. Enaya										1		
2. Gernah May Y. Santianes												
1 days			Recommending Approval:				Reviewe	d By:		Approved By:		
MA. ISALIE A. NOTARTE	_		MARIA VANESSA		BUNA	DA_	<u>NA</u>			ROTACIO S. GRA		
Admin. Aide VI			Department H	ead			VP, Rese	earc, Exten	sion &Innovation	VP, Academic Affa	nirs X	

(Note:Use extra sheets if necessary)