



**VISAYAS**  
STATE UNIVERSITY

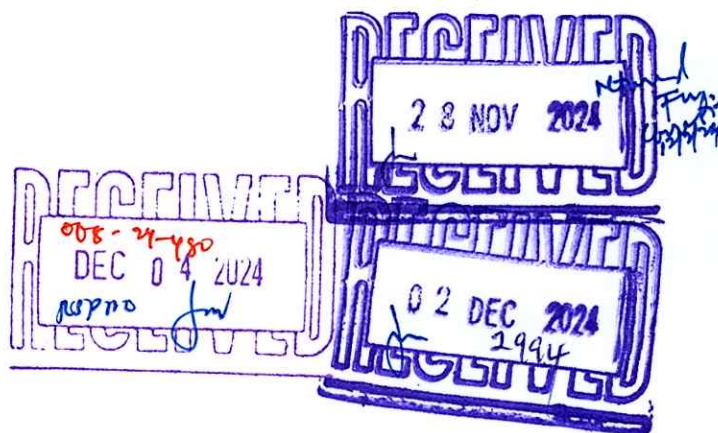


DEPARTMENT OF  
**ARTS, LANGUAGES, &  
LITERATURE**

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

  
**CHERRY N. ROLA**  
Member

  
**RHODORA A. BANDE**  
Member

  
**PAULA NADREA M. PAQUIBULAN**  
Member

  
**J-ANNIE GONZALES-EBIT**  
Member

Recommending Approval:

  
**GLENN G. PAJARES**  
College Dean

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President



**VISAYAS STATE UNIVERSITY**  
College of Arts and Sciences  
Department of Arts, Languages, and Literature



**Projected Faculty Workload**  
**SECOND SEMESTER, 2024-2025**

NAME OF FACULTY	I. INSTRUCTION								II. RESEARCH & EXTENSION	WLU	III. OTHER RELATED ACTIVITIES	WLU	IV. ADMIN. RESPONSIBILITIES	WLU
	Subject(s) Taught													
	No. of Sect	Crs. No.	Descriptive Title	lab/lec	No. of Hrs.	Units	No. of Stud.	WLU						
1. Acoritay, Daisy	3	FLng 11	Foreign Language 1	lec	3	3	154	9.99	✓	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	✓		Chair, Graduate Admissions Committee	0.20		
											Member, Cleanliness, Beautification, Maintenance and Physical Facilities Committee	0.10		
											Council	0.50		
							TOTAL	25.96	✓	3		3.65	Overall Total	31.61
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		
							TOTAL	19.98	✓			0.30	Overall Total	20.28
3. Bande, Rhodora	2	ELSt 109	Introduction to Language, Society and Culture	lec	3	3	74	6.99	✓		Member, Department Personnel Committee	0.10		
	1	LTNG 216	Teaching Speech Communication	lec	3	3	40	3.99	✓		SRC Chair and Member	2.00		
	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		
											Language Editor, ITR	2.00		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	✓		Member, University Academic Council	0.50		
											Coordinator, Cebuano & Waray Literay Arts Sdction (CAC)	1.00		
							TOTAL	21.96	✓			9.10	Overall Total	31.06



4. Bantasan, Jade Barachiel	3	Humn 12n	Reading Visual Arts	lec	3	3	140	15.99		Academic Adviser	1.00	
	3	Humn 13	Phil. Pop Culture	lec	3	3	100	9.99		Committee	0.10	
	1	ELSt 200.1	Language Research 2: Undergraduate Thesis				4	1.50		Dept. Safety and Security Committee	0.10	
										Dept. Information and IT Support	0.20	
										Dept. Extension Committee	0.10	
										Dept. Sports Committee	0.10	
										Dept. Cleanliness, Beautification,	0.20	
								21.98				
								27.48				
										1.80	Over-all Total	23.78
5. Domingo, Precious	5	Comm 11	Purposive Communication	lec	3	3	204	15.99		Academic Adviser	1.00	
	3	Humn 13	Phil. Pop Culture	lec	3	3	100	9.99		Research Committee	0.10	
	1	ELSt 200.1	Language Research 2:				4	1.50		Socio Cultural Committee	0.20	
	1	ELST 111	Language of Non-Literary Text	lec	3	3	35	3.99		DALL Literary and Library Holdings Committee	0.20	
										Support Committee	0.10	
								31.97				
								31.47				
										1.60	Over-all Total	33.07
6. Ebit, J-Annie	2	Humn 11n	Art Appreciation	lec	3	3	140	15.99		Academic Adviser	1.00	
	2	Litr 134	European Literature	lec	3	3	100	6.99		SRC Chair and Member	2.00	
	1	LTNG227	Instructional Materials Development for Special Academic Needs	lec	3	3	5	3.99		GAC Member	2.00	
										Chair of Departments Socio-Cultural Committee	0.20	
										Member, Department Personnel Committee	0.10	
										Dept. Curriculum Committee	0.10	
										University Member of Graduate School Council	0.50	
								18.47				
								26.97				
										6.00	Over-all Total	24.47
7. Gabunada, Ma. Vanessa E.	1	ELSt 1198	Language Research 1: Methodology	lec	3	3	50	3.99	Netspeak and its Influence to the Language Skills of VSU Students (Study Leader)	ABLES Academic Adviser	2.00	9.98
	1	ELDs 199	Undergraduate Seminar	lec	1	1	49	5.99		SRC chair & Member	1.25	10
	1	LTNG 299	Graduate Seminar	lec	1	1	10	1.99		Grad Academic Adviser	1.20	
	1	Elst 200.2	Undergraduate Thesis				3	1.50		GAC Member	0.50	
										Member, Dept. Research Committee	0.10	
										DALL Curriculum Committee	0.20	
										University Academic Council	0.30	
										Graduate School Council	0.30	
										Instructional Materials Review Committee	0.10	
										Language Editor, Science and	2.00	
								8.31				
								14.47				
										7.95	Overall Total	24.51
										6.2		32.40
8. Juanillo, Kay T	1	Comm11	Purposive Communication	lec	3	3	40	3.99		Alumni Communicator	1.00	



	1	Humn 11	Art Appreciation	lec	3	3	40	3.99	✓		Academic Adviser	0.75		
	1	Humn 12n	Reading Visual Arts	lec	3	3	40	3.99	✓		SRC Chair & Member	1.25		
	3	Humn 13n	Great Books	lec	3	3	120	9.99	✓		Adviser, ABELS Student Society	0.25		
											Member, Dept. Socio-Cultural Committee	0.10		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	✓		Member, Department Information Committee	0.10		26.91
							TOTAL	23.46	✓				Over-all Total	24.46
												3.45	✓	
9. 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		
											University Academic Council	0.30		
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	✓		Member, Dept. Instructional Materials Review Committee	0.10		
							TOTAL	23.96	✓				Overall Total	28.51
												4.55	✓	
10. Martinez, Seregina Ruth L.	3	Comm 11	Purposive Communication	lec	3	3	40	9.99	✓					
	1	ELSt 105	English Syntax	lec	3	3	40	3.99	✓					
	1	LTNG216	Teaching Speech Communication	lec	3	3	45	4.49	✓					
							TOTAL	18.47	✓				Overall Total	18.47
11. Padilla, Corazon A.	3	Comm 11	Purposive Communication	lec	3	3	120	9.99	✓		Academic Adviser	0.50		5.00
	2	ELPr 131	Language Policies and Programs	lec	3	3	80	6.99	✓		SRC Chair & Member	1.50		Chief of Staff - 12-
Advising	1	Elst 200.2	Undegraduate Thesis				3	1.50	✓		Language Editor, Pool of Technical Reviewers for the University	1.00		
							TOTAL	18.48	✓		ISO Quality Assurance Coordinator	1.00		
											ACRO	1.00		
											Centennial Book Writer: Alumni	1.00		
											Theatre Section Coordinator in the Performing Arts Department, CAC	1.00		


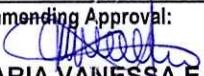


[illegible]



	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		
							TOTAL	20.47	✓		Univ. Academic Council	0.2		
												3.70	Overall Total	24.17 ✓
16. Villas, Michael Carlo C.	2	Litr 135	Creative Writing	lec	3	3	74	6.99	✓	Component Leader: 1. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices	3	SRC Chair & Member	1.50	—
	1	LTNG211	Teaching Literature	lec	3	3	10	4.49	✓			Academic Adviser	0.75	—
	1	ENGL229	Western Literary Works	lec	3	3	10	4.49	✓			Adviser, Baybay Writers Collective	0.25	—
	1	EIng 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	
							TOTAL	20.96	✓			Graduate Admissions Committee	0.1	
								21.46				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 27.76

PART-TIME													
1. PT1	7	Humn 11	Art Appreciation	lec	3	3	350	21.99	✓				
	1	Comm 11	Purposive Communication	lec	3	3	50	3.99	✓				
							TOTAL	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	✓				
							TOTAL	25.98	✓			Overall total	25.98
3. PT 3	7	Humn 11	Art Appreciation	lec	3	3	350	21.99	✓				
	1	Comm 11	Purposive Communication	lec	3	3	50	3.99	✓				
							TOTAL	25.98	✓			Overall total	25.98
4. PT 4	8	Humn 11	Art Appreciation	lec	3	3	400	24.99	✓				
							TOTAL	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	✓						
							TOTAL	28.98	✓					Overall total	28.98
<b>AFFILIATES</b>															
1. Salvador Catre, Jr.	4	Fling 12	Foreign Language 2	lec	3	3	200	12.99	✓						
							TOTAL	12.99						Overall total	12.99
<b>ON STUDY LEAVE</b>															
1. Mary Grace P. Enaya															
2. Gernah May Y. Santianes															
 <b>MA. ISALIE A. NOTARTE</b> Admin. Aide VI				Recommending Approval:  <b>MARIA VANESSA E. GABUNADA</b> Department Head				Reviewed By: NA VP, Researc, Extension & Innovation				Approved By: <b>ROTACIO S. GRAVOSO</b> VP, Academic Affairs			

(Note: Use extra sheets if necessary)