



LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
7th LSU Board of Regents Meeting
08 November 2002 * LNU, Tacloban City

Proposed Ammendments of Guidelines in the
Giving of Workload Units to Faculty
Performing Administrative Functions





Board Resolution No. 111, s. 2002

Approving the proposed amendments of Guidelines in the
Giving of Workload Units to Faculty Performing Administrative
Functions.

BOARD ACTION: **APPROVED**
Date : 08 November 2002
ATTACHMENT: M

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

Cc: OVPAA - 
OVPAF - 
CIMD - 
OAE - 

**PROPOSED AMENDMENTS OF GUIDELINES IN THE GIVING OF
WORKLOAD UNITS TO FACULTY PERFORMING
ADMINISTRATIVE FUNCTIONS**

*(As approved by the LSU Board of Regents per
Board Resolution No.111, s. 2002, dated November 8, 2002)*

ADMINISTRATIVE ACTIVITIES

1. Faculty members designated as LSU officials shall be considered full time administrators with the following workload points:

Vice-President	-	15 workload units
Dean of Students/Dean of Graduate School/ Dean of Colleges with 5 or more depts./ Program Directors/University & Board Secretary*/ Executive Officer/ HRMDO	-	12 workload units
Institute/Center Director/Dean of Colleges with 4 depts. or less	-	10 workload units

He/She shall also be required to teach not less than five (5) workload units per semester.

2. Faculty members designated as Department Heads or Principal shall be given 5 -12 workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows:

Department heads	5 or less	-	5 workload units
or Principal:	6 - 10	-	7 workload units
	11 - 15	-	10 workload units
	16 or more	-	12 workload units

3. A Faculty member assigned as Section/Unit Head shall earn 2 workload units (prorated if less than 5 members). A department/institute/center shall have the workload unit of the head/director deducted with whatever total units given to his/her section/unit heads. For example, a department head with 12 workload units shall be given only 8 workload units if he/she has 2 section heads getting 2 units each.
4. Faculty members designated as Assistant Directors shall be given five (5) workload units while Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director. Faculty members designated as Heads of Alumni and Community Affairs, University Review Center, Accreditation Center, Culture and Arts Center, Admissions Office, CHED Zonal Center and other similar offices shall have 5 workload units while those designated as College Secretary (including Secretary of Graduate School) shall earn 3 or 5 units (4 departments and above shall get 5 units).
5. If a faculty member who has already 5-15 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions that have 5-15 units workload each he gets the additional 3 workload units only for a maximum total of 18 workload units.

**counted as one designation based on RA 9158*

6. Faculty members given special assignments at REPO, RETDO and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
7. Faculty members designated as managing directors in LSU/VISCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.
8. Faculty members designated in the following committees/boards/ councils shall earn 1.0 workload points for chairmanship and 0.5 workload points for membership:
 - a. Academic Personnel Board
 - b. Non-Academic Personnel Board
 - c. Finance Committee
 - d. LSU Scholarship Committee
 - e. IGP Board of Management
 - f. Housing Committee
 - g. Curriculum Committee
 - h. Land Use Committee
 - i. PASUC Evaluation
 - j. Performance Evaluation: Faculty & /or Administrative
 - k. Council of Deans

Membership of faculty in other committees shall earn the following workload units:		
for University Committees Chairman	-	0.7 workload unit
Member	-	0.5 workload unit
for College Committees		
Chairman	-	0.5 workload unit
Member	-	0.3 workload unit
for Ad Hoc Committees		
Chairman	-	0.3 workload unit
Member	-	0.2 workload unit
for Department/Unit Committees		
Chairman	-	0.2 workload unit
Member	-	0.1 workload unit

The maximum credit allowed for committee work is 5 units.

9. Faculty members designated as College-8ased Guidance Facilitators (CBGF) and/or Department- Based Guidance Facilitator (DBGF) shall earn 1.0 workload unit.
10. A faculty member designated as dormitory adviser shall earn the following workload units:

Halls^{1/} (Sampaguita, Mahogany, Ilang-ilang, Zea Mays -1.5 workload units)

Dorms^{2/} (Waling-waling, Sunflower, Molave, Mulberry, Mabolo, Mariposa, Calachuchi, Everlasting) -1.0 workload unit

Cottages^{3/} (all other dormitories in the campus) - 0.50 workload unit

^{1/} 100 occupants and above

^{2/} 70- 99 occupants

^{3/} 69 occupants and below

Certified True and Correct:


DANIEL M. TUDTUD, JR.
 University/Board Secretary



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521
Philippines

Office of the President

8 November 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "Proposed Amendments of Guidelines in the Giving of Workload Units to Faculty Performing Administrative Functions". This proposal has been deliberated and approved by the Administrative Council.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 8 November 2002

PROPOSED AMENDMENTS OF GUIDELINES IN THE GIVING OF WORKLOAD UNITS TO FACULTY PERFORMING ADMINISTRATIVE FUNCTIONS

Rationale

In the light of the institution's conversion into Leyte State University (LSU), the change in the organizational structure is inevitable. The change has increased and expanded the number of units of the university and concomitantly responsibilities and jurisdiction of faculty members especially those holding administrative positions. The present workload points of faculty members with designated administrative positions performing duties such as Vice President, Director, Dean and other university officials who are considered full-time administrators earn 10 workload units. Considering that such designation carries with it full-time service rendered for the position, it is necessary to increase the workload unit inasmuch as the total aggregate workload is now 20-23. Each administrator is also required to teach not less than 5 workload units per semester. In fact, this proposed additional workload points are within and in accordance with the policies approved by the Civil Service Commission, Department of Budget and Management and Board of then Board of Trustees. Hence, these proposed amendments.

(Existing)

GUIDELINES FOR DETERMINING FACULTY WORKLOAD

GENERAL PROVISIONS

The minimum faculty workload shall be 15 units and the maximum shall be 23. Out of the 15 minimum workload units, at least 5 shall come from actual teaching.

In excess of the 23 maximum workload units, an instructor may be entitled to additional compensation in accordance with the policies approved by the Board of Trustees for a maximum of 6 units, provided that workload units for activities for which an instructor already receives an honorarium or extra compensation shall not be included in the computation of excess workload, provided further that only workload units for actual teaching, research, extension and student thesis advising shall be considered for honorarium purposes.

IV. ADMINISTRATIVE ACTIVITIES

1. Faculty members designated as Vice-President or Program Directors and other college officials performing equivalent duties and responsibilities such as HRMDO Director, OSA Director, Executive Officer and College/Board Secretary shall be considered full-time administrators with **10** workload units equivalent. He/She shall also be required to teach not less than five (5) workload units per semester.
2. Faculty members designated as Department Heads or Principal shall be given **3 - 10** workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows.

Department heads	5 or less	- 3 workload units
or principal:	6 - 10	- 5 workload units
	11 - 15	- 7 workload units
	16 or more	- 10 workload units
3. A Faculty member assigned as Section/Unit Head shall earn **2** work-load units (prorated if less than 5 members).

(Proposed)

GUIDELINES FOR DETERMINING FACULTY WORKLOAD

GENERAL PROVISIONS

The faculty workload shall be an aggregate of 20-23 workload units. In excess of the 23 units, an instructor may be entitled to additional compensation in accordance with the policies approved by the Department of Budget and Management and the Board of Regents, provided that workload units for activities for which an instructor already receives an honorarium or extra compensation shall not be included in the computation of excess workload, provided further that only workload units for actual teaching, research, extension and student thesis advising shall be considered for honorarium purposes.

IV. ADMINISTRATIVE ACTIVITIES

1. Faculty members designated as LSU officials shall be considered full time administrators with the following workload points:

Vice-President	- 15 workload units
Dean of Students/Dean of Graduate School/ Dean of Colleges with 5 or more depts./ Program Directors/University & Board Secretary*/ Executive Officer/ HRMDO Institute/Center Director/Dean of Colleges with 4 depts. or less	- 12 workload units
He/She shall also be required to teach not less than five (5) workload units per semester.	- 10 workload units
2. Faculty members designated as Department Heads or Principal shall be given **5 - 12** workload units depending on the number of resident staff members (teaching, research, clerical, technicians) as follows.

Department heads	5 or less	- 5 workload units
or Principal:	6 - 10	- 7 workload units
	11 - 15	- 10 workload units
	16 or more	- 12 workload units

* counted as one designation based on RA 9158

4. Faculty members designated as Assistant Directors shall be given 5 workload units while those Program or Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director.
5. If a faculty member who has already 10 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions, he gets the additional 2 workload units only for a maximum total of 12 workload units.
6. Faculty members given special assignments at ODRD, ODEx and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
7. Faculty members designated as managing directors in ViSCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.
8. Faculty members designated in the following committees/boards/ councils shall earn 0.7 workload points for chairmanship and 0.5 work-load points for membership:
 - a. Academic Personnel Board
 - b. Non-Academic Personnel Board
 - c. Finance Committee
 - d. ViSCA Scholarship Committee
 - e. IGP Board of Management
 - f. Housing Committee
 - g. Curriculum Committee
 - h. Land Use Committee
 - i. PASUC Evaluation
 - j. Performance Evaluation: Faculty and/or Administrative

3. A Faculty member assigned as Section/Unit Head shall earn 2 workload units (prorated if less than 5 members). A department/institute/center shall have the workload unit of the head/director deducted with whatever total units given to his/her section/unit heads. For example, a department head with 12 workload units shall be given only 8 workload units if he/she has 2 section heads getting 2 units each.
4. Faculty members designated as Assistant Directors shall be given five (5) workload units while Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director. Faculty members designated as Heads of Alumni and Community Affairs, University Review Center, Accreditation Center, Culture and Arts Center, Admissions Office, CHED Zonal Center and other similar offices shall have 5 workload units while those designated as College Secretary (including Secretary of Graduate School) shall earn 3 or 5 units (4 departments and above shall get 5 units).
5. If a faculty member who has already 5-15 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions that have 5-15 units workload each he gets the additional 3 workload units only for a maximum total of 18 workload units.
6. Faculty members given special assignments at REPO, RETDO and other offices shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
7. Faculty members designated as managing directors in LSU/ViSCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 work-load units.
8. Faculty members designated in the following committees/boards/ councils shall earn 1.0 workload points for chairmanship and 0.5 workload points for membership:

<ol style="list-style-type: none">a. Academic Personnel Boardb. Non-Academic Personnel Boardc. Finance Committeed. LSU Scholarship Committeee. IGP Board of Managementf. Housing Committeeg. Curriculum Committee	<ol style="list-style-type: none">h. Land Use Committeei. PASUC Evaluationj. Performance Evaluation: Faculty and/or Administrativek. Council of Deans
---	--

Membership of faculty in standing committees shall earn the following workload units:

for College Committees	Chairman -	0.5 workload unit
	Member -	0.3 workload unit
for Ad Hoc Committees	Chairman -	0.3 workload unit
	Member -	0.2 workload unit
for Department/Unit Committees	Chairman -	0.2 workload unit
	Member -	0.1 workload unit

The maximum credit allowed for committee work is **3** units.

9. Faculty members designated as Department-based Guidance Facilitators (DBGF) shall earn **3.0** workload units.

Membership of faculty in other committees shall earn the following workload units:

for University Committees	Chairman -	0.7 workload unit
	Member -	0.5 workload unit
for College Committees	Chairman -	0.5 workload unit
	Member -	0.3 workload unit
for Ad Hoc Committees	Chairman -	0.3 workload unit
	Member -	0.2 workload unit
for Department/Unit Committees	Chairman -	0.2 workload unit
	Member -	0.1 workload unit

The maximum credit allowed for committee work is **5** units.

9. Faculty members designated as College-Based Guidance Facilitators (CBGF) and/or Department- Based Guidance Facilitator (DBGF) shall earn **1.0** workload unit.

10. A faculty member designated as dormitory adviser shall earn the following workload units:

Halls ^{1/} (Sampaguita, Mahogany, Ilang-ilang, Zea Mays – **1.5** workload units)

Dorms ^{2/} (Waling-waling, Sunflower, Molave, Mulberry, Mabolo, Mariposa, Calachuchi, Everlasting) - **1.0** workload unit

Cottages ^{3/} (all other dormitories in the campus) - **0.50** workload unit

^{1/} 100 occupants and above

^{2/} 70 – 99 occupants

^{3/} 69 occupants and below