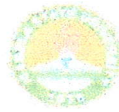




UNIVERSITY FOR PEOPLE, NATURE,
ENTREPRENEURSHIP AND INNOVATION

FACULTY WORKLOAD GUIDELINES 2024

AND ITS IMPLEMENTING
RULES AND REGULATIONS
(IRR)



OFFICE OF THE BOARD OF REGENTS

EXCERPTS FROM THE MINUTES OF THE 237TH REGULAR MEETING OF THE BOARD OF REGENTS OF ISABELA STATE UNIVERSITY HELD ON 19 JANUARY 2024 AT CHED OFFICE EXECUTIVE LOUNGE, CHED, DILIMAN, QUEZON CITY AND VIA VIDEO CONFERENCE

Present:

CHAIRPERSON MARITA R. CANAPI, EdD **VICE CHAIR RICMAR P. AQUINO, PhD**
 Commissioner, Commission on Higher Education President, Isabela State University

Members:

HON. FRANCIS G. ESCUDERO Chair, Senate CHTVE Represented by: REGENT RAYMOND P. TAN	REGENT DIONISIO C. LEDRES, JR. Regional Director, NEDA R-02
REGENT VIRGINIA G. BILGERA, PhD Regional Director, DOST R-02	REGENT MARY ROSE G. AQUINO, PhD Regional Director, DA-RFO II
REGENT HILDA A. MANZOLIM, PhD President, Faculty Federation of ISU, Inc.	REGENT JERVIC V. MACAPALLAG President, Supreme Student Council
REGENT RAMON D. VELASCO, PhD President, ISU Alumni Federation.	REGENT JANIS RAE S. ESCAÑO Private Sector Representative

IV. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Resolution No. 04, s. 2024

APPROVING the proposed revision of the Faculty Workload Guidelines.

APPROVED

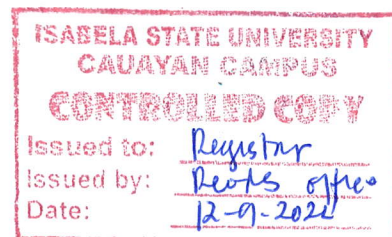
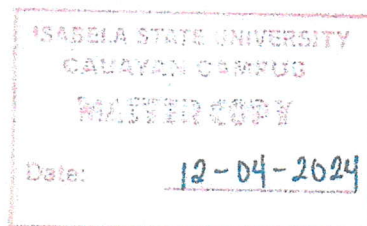
CERTIFIED CORRECT:

ATTESTED BY:

ALEXANDER F. RITUA, MSc
Board Secretary V

RICMAR P. AQUINO, Ph.D.
Vice Chairperson, ISU Board of Regents &
President, Isabela State University

ISUE-PR-Com-013;
01/09/2013



Prof. HILDA A. MANZOLIM, Ph.D.
Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEL P. DAYAWON, Ph.D.
ADELA S. REYNO, DPA



Revised Faculty Workload Guidelines 2024

Rationale

With the new BOR-approved vision as a leading research university in the ASEAN Region, ISU is endeavoring to strengthen its platform by providing opportunities for faculty to enhance their prolificacy to do research.

Towards this end, the conduct of research or extension has been made as mandatory functions of the faculty and cannot be included in computation of faculty workload, but a pre-requisite in claiming excess load. From this standpoint, the existing faculty workload guidelines is hereby revised in coherence to recent developments and statutory requirements.

Alongside with working out the attainment of our vision as a research university, is our attempt to undergo the national (PQA, ISO, AACUP etc.) and international (Times Higher, AUN-QA etc.) accreditations that likewise gives a relatively high premium weight in research and extension next to instruction in its rating of evaluation.

Revising the faculty workload guidelines making research or extension as a mandatory composite function of all faculty regardless of ranks is therefore inevitable.

Conceptual Framework

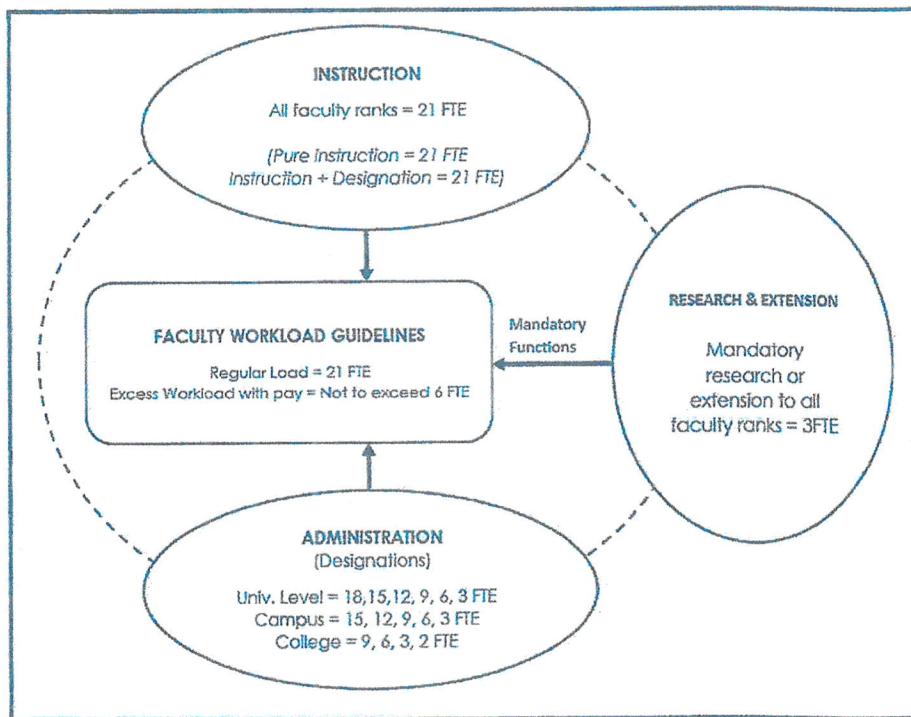


Figure 1. Conceptual Framework of the Faculty Workload Guidelines

Prof. HILDA A. MANZOLIM, Ph.D.
 Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.
 Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEE P. DAYAWON, Ph.D.
 ADELA E. REYNO, DPA



**REVISED POLICIES/GUIDELINES FOR THE FACULTY WORKLOAD
OF THE ISABELA STATE UNIVERSITY (ISU)**

I. Title and Legal Bases

These policies/guidelines shall be known as the:

**FACULTY WORKLOAD GUIDELINES
REVISED 2020**

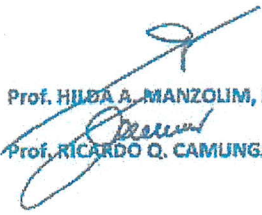
Section 4 of RA 8292 otherwise known as the **Education Act of 1994** provides for the **Powers of the Governing Boards of State Universities** which among others include the formulation and implementation of policies and procedures to effectively carry-out the functions of the University. **CHED Memorandum Order (CMO) No. 3, series of 2001** also reiterates among others under Section 18, Paragraph h of Rule V thereof:

“to fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing laws to the contrary notwithstanding (underscoring supplied); and to remove them for cause in accordance with the requirements of due process of law;”

In the same manner, the same CMO provides in Section 19 of Rules VI that:

The GBs of chartered SUCs may promulgate and implement policies vis-a-vis higher education within their respective chartered SUCs provided these are consistent with the declared state policies on education and other pertinent provisions of the Constitution of the Philippines on education, science and technology, arts, culture and sports, and with the policies, standards and thrusts of the CHED and of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”).

Other laws, rules and regulations supporting the adoption of these policies/guidelines includes 1) The Omnibus Rules Implementing Book V of EO 292 and other pertinent CSC Laws, and the DBM Manual for Position Classification and Compensation System.


Prof. **HILBA A. MANZOLIM, Ph.D.**
Prof. **RICARDO Q. CAMUNGAO, DIT**


Prof. **BOYET L. BATANG, Ph.D.**
Asso. Prof. **BENCHIE L. MARIBAO, DIT**


Prof. **MARINEL E. DAYAWON, Ph.D.**
ADELA E. REYNO, DPA



II. Rationale

A faculty of the Isabela State University performs a variety of functions along the mandates of the University, namely: instruction, research, extension and production. Depending on his/her qualifications, experiences and specialization/expertise, a faculty is expected to be involved in all or a combination of these functions.

With teaching as a primary function, a faculty may be given quasi teaching assignments (teaching – related works). In the interest of the service, he/she may also be designated to perform administrative duties based on his/her qualifications and competence and in conformance to existing government policies, rules and regulations and the provision of existing laws.

In order to rationalize the functions of a faculty, a workload scheme has to be established to serve as a guide in assigning teaching loads as well as other related duties. A faculty is expected to carry a regular or a minimum workload; and any overload thereof may entitle his/her to a corresponding overload payment, subject to the availability of funds as provided in the budget allocation for honoraria and other allowable sources of funds.

In the light of changes in the environment and contexts within which the Isabela State University is operating such as the changes in the organizational structure and job terms of references, the University deemed it necessary to review its current faculty workload policies as approved through **BOR Resolution No. 04, s. of 2024**, the manner by which an excess load is paid. Moreover, in order to effect ease of reference and facilitate understanding of these policies governing workload and related issues, the consolidation of the two policies (old and new) and consultation with the stakeholders, is hereby sought.


III. General Policies

The following are the general policies which are intended to be adhered to at all times and regardless of circumstances unless otherwise repealed or revoked by subsequent policies.

1. The required minimum workload of a faculty is 21 FTE, which is pure instruction or a combination of instruction and designation.
2. A full-time faculty member is allowed to have a maximum of 27 FTE (6 FTE overload) per semester, provided that it is in line with or related to his or her field of specialization.
3. A faculty with a designation is normally allowed to have a maximum of 24 FTE per semester, but under circumstances of extremely justifiable reasons such as field of specialization and compliance with specific CMO's of the program, it is allowed to have 27 FTE per semester.

Note:


Prof. HILBA A. MANZOLIM, Ph.D.
Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.
Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEL P. DAYAWON, Ph.D.
ADELA S. REYNO, DPA





Equitable distribution of teaching overload must be strictly observed without prejudice to faculty specialization and CMO and PSG of the program.

4. A faculty with multiple designations is entitled to an excess load, but the designation with the highest FTE shall only be considered.
5. In cases that there are no available courses to be assigned to a faculty member but given multiple designations, all of the designations will be credited for the purpose of completing the minimum requirement of 21 FTE. (Note: Designations issued by the President, Vice Presidents and Head of the Campus)
6. In the event that the amount of honoraria appropriated under the GAA is not enough to pay the excess load, all campuses shall provide budget from their income for the payment of excess load, subject to availability of funds.
7. If the faculty is underloaded but given more than the three (3) preparations, in excess of each preparation will be given 1 FTE but not to exceed 3 FTE and shall not be included in the computation of excess load.
8. FTE Equivalentent

Laboratory

- a. *Laboratory Courses (Sciences, Computer, Tech. Voc., and other related fields) - 1 unit is equivalent to 3 FTE*
 - b. *Lecture - 1 unit is equivalent to 1 FTE*
 - c. *Technical Adviser/Supervisor/coordinator in field work, on-the-job training, community immersions, field experience, field studies, feasibility studies, case studies and similar activities, including supervising instructor and cooperating teacher in practice teaching - 0.3 FTE per student but not to exceed 3.0 FTE*
9. The campus workload committee (Academic Affairs Director, Faculty President, Registrar and Budget Officer) must see to it that workload assignments shall be equitably and fairly distributed based on the faculty field of specialization, such that it will result to cost savings without prejudice to the quality of instruction. Toward this end, the following shall be observed:
- a) The 21 FTE of faculty may be rendered from Mondays to Sundays in accordance with the CSC and DBM rules. As long as the 40 hours per week are properly observed and do not conflict with the faculty's religious rights.


Prof. HILBA A. MANZOLIM, Ph.D.
Prof. RICARDO Q. CAMLUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINE P. DAYAWON, Ph.D.
ADELA S. REYNO, DPA



- b) In the case of faculty under VSL, excess load will only be counted if classes were delivered after 5:00 PM and during weekends (such as graduate school load).

Note: Faculty under VSL should not be given first-period (7:00 AM) classes in order to monitor the college/unit and set all scheduled targets

- c) A faculty whose load is less than the required minimum of 21 FTE in a particular semester shall undertake other assignments or campus-based designations to complete the required minimum workload duly signed by the Campus Executive Officer or Campus Administrator.
- d) Faculty under Vacation Sick Leave (VSL) and SG 24 above are the least priority to be given an excess load. But in the event that the faculty under VSL and SG 24 above is the most qualified to deliver quality instruction due to field specialization, the workload committee may allow it.
- e) The required number of students for undergraduate and graduate classes are:
- e.1) For undergraduate level, the ideal class size for general education (GE) and institutional courses is 50; however, we allow an excess of 5 to 10 students per class due acceptance of irregular students and the program's strict retention policy, then the class should be divided into two.
- e.2) For graduate level, no class of the same course shall be divided into two sections, primarily to enable the faculty to claim an overload pay and instead conduct a big lecture.
10. A faculty who is required to report to the Graduate School on Saturdays and Sundays as program chair by the nature of their administrative duties is entitled to compensatory time off or flexi-time as per CSC policies, provided that the number of non-teaching hours rendered during the weekend is not included in the 40-hour computation. But in the event that the faculty will claim an excess load, the claim for compensatory time off is no longer applicable.
11. A faculty who does not have any workload or whose workload is lower than 50% of the regular workload shall be given any relevant designation(s) issued with an official appointment or shall be detailed to other campuses where their expertise is needed with the consent of the faculty.
12. Any revisions or changes to the teaching assignments of faculty shall be properly approved by the Campus Workload Committee and the head of the campus concerned. Unauthorized changes of schedule shall not be entitled for excess load.


Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEL P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA



13. Course offering per term shall follow the structured curriculum or checklist of the program.
14. All designations/appointments shall be issued by the President or the Vice Presidents in consonance with the approved organizational structure and/ or workload policy on assigning of equivalent FTE that corresponds to the designation.
15. Number of Enrollees

For both graduate and undergraduate students, regular offerings during the semester should follow the standard for faculty – student ratio. However, cases that the program did not meet the class size will be subjected to payment below;

Classes in excess of 21 FTE (regular offering)	Remarks
1 undersized	Will be paid in full
2 undersized	Half will be paid in full and the other half will be subjected to the number of students
3 or more undersized	Will be subjected to the number of students

Total FTE in Instruction	Number of Undersized Class in FTE	Excess in FTE	Remarks
24	2 courses or 6 FTE	3	1.5 FTE will be paid in full and 1.5 FTE will be charge to the number of students
24	1 course or 3 FTE	3	3 FTE will be paid in full
27	2 courses or 6 FTE	6	3 FTE will be paid in full and 3 FTE will be charge to the number of students
27	1 course or 3 FTE	6	6 FTE will be paid in full
27	3 courses or 9 FTE	6	6 FTE will be charge to the undersized class with the highest number of enrolled students


 Prof. HILBA A. MANZOLIM, Ph.D.


 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.


 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINE D. DAYAWON, Ph.D.


 ADELA S. REYNO, DPA




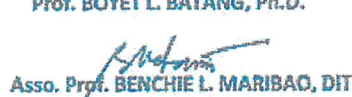
Standard for faculty – student ratio

MFO	Degree Program	Faculty Student Ratio
Higher Education Services	Highly subscribed program	1:15
	Highly specialized and under subscribed degree programs	1:15
Advanced Education Services	Highly subscribed program	1:5
	Highly specialized and under subscribed degree programs	1:5

16. The unprogrammed course may count as part of the workload in the event that the faculty is underloaded to complete the required regular FTE but is not included in the computation of excess load. In the event that it is counted as an excess load, the payment shall be drawn from the tuition fee of the students.
17. A faculty with administrative designation equivalent to 12 FTE and above shall be on Vacation and Sick Leave Status (VSL). The FTE equivalent shall be included in the computation of excess load.
18. All faculty designees are required to teach courses with FTE in accordance with the faculty workload guidelines.
19. FTE for RLE of full-time faculty in health-related services may carry a combined RLE and teaching load of not more than thirty – six (36) units per semester which includes consultation hours and other activities related to RLE instruction, research and extension services. One hour of RLE supervision is equivalent to one (1) unit credit, as per CMO No. 14, series 2009.
20. Hiring of retired faculty with vertical Master’s and Doctorate degrees and practitioners (Lawyers, Medical Doctors, Police Colonel) shall be allowed to teach as per BOR resolution No. 66 series 2014, subject to CSC MC no. 12, series 2004 (prohibition of hiring under COS/JO those who have reached compulsory retirement age).
21. A designation or assignment to non-teaching function as defined in the approved Organizational Structure or in such capacities the President or duly authorized representative may designate, provided that such designation shall define the equivalent workload thereof. Otherwise, such designation shall not earn any workload equivalent.


 Prof. HILGA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAC, DIT


 Prof. MARINE P. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA



22. The FTE for all designations should be based on the approved organizational structure and workload guidelines; and such should be reflected in the appointment /designation, otherwise it will not be credited in the computation of excess load.

23. A teaching memo should be issued to the faculty signed by the Campus AA Director, Faculty President, College Secretary, Dean/Program Chair, Registrar and the Executive Officer/ Campus Administrator indicating the assigned course with the corresponding units, FTE, and class schedule. Same memo should be attached in the faculty workload form to be submitted for the computation of load. Any deviation from the official memo in terms of FTE will not be credited in the computation of excess load.

Note:

Any deviation which cannot be avoided should be referred to the concerned signatories for their approval.



24. Faculty members are mandated to conduct research or extension with an equivalent of 3 FTE and will not be included in the computation of workload. Mandatory research or extension can be SB Funded/Externally Funded researches or Thesis/Capstone Project/Dissertation.

a. For approved and funded research / extension services follow the R&D Operations Manual and Extension Services Manual for the corresponding FTE. The FTE of faculty conducting R&D are as follows:

Level	FTE
International / National	
Program Leader	6.0
Project Leader	5.0
Study Leader	4.0
Regional	
Program Leader	5.0
Project Leader	4.0
Study Leader	3.0
Institutional (Local)	
Program Leader	4.0
Project Leader	3.0
Study Leader	2.0


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARIBEL P. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA



For extension services as follows:

Role/Assignment	FTE
Program Leader	5.0
Project Leader	4.0
Study Leader	3.0

- b. For faculty research involvement through thesis/dissertation should be equitably distributed among the faculty members.
 - b.1. Three (3) FTE equivalent per advisee/thesis title (both for undergraduate and graduate students)
- c. Per thesis title is only applicable for 2 semesters as students are already expected to finish the thesis/dissertation within one year. Any extension on the part of the students is only for completion purposes.
- d. In the computation of faculty workload especially for those who will claim excess load, the supporting documents for research/extension involvement should be attached.
 - i.e.
 - Advisory Committee Composition / Approval Sheet (indicating the role of the faculty on the committee).
 - Appointment as thesis/capstone/dissertation adviser accompanied with accomplishment or progress report.
 - Appointment as program/project/study leader issued by the University Research Director for SB or externally funded research indicating the role of the faculty researcher and progress or terminal report whichever is applicable.
- e. Crediting of FTE should only be done once per student/title.

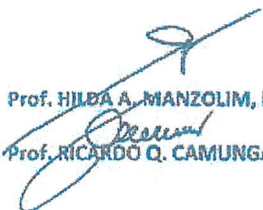
25. All excess loads during mid-year both for faculty on Teachers Leave (9 and below) and on vacation-sick-leave (at least 12 FTE) shall be computed from instruction and designations only


- a) For Faculty with administrative designation of at least 12 FTE:

$$\text{Excess load} = \left\{ \frac{\text{FTE} + \text{FTE in Instruction}}{3} \right\} - 7 \text{ FTE (regular for mid-year)}$$

- b) For Faculty on TL:

$$\text{Excess load} = \text{Regular load in Instruction}$$


 Prof. HILDA A. MANZOLIM, Ph.D.
 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.
 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEL P. DAYAWON, Ph.D.
 ADELA S. REYNO, DPA





IV. Definition of terms

The following terms are herein defined operationally to guide the proper interpretation of the provisions of these policies and guidelines:

1. **Working Hours** – Under R.A. 1880, all government employees and faculty of SUCs are required to render forty (40) hours per week or eight (8) hours per day. This definition is reiterated in Section 5, Rule XVII of Book V of EO No. 292, the same is highlighted in CSC Resolution No. 96-2875. Section 4 of R.A. 8292 also provided the working hours of SUCs as approved by the Board of Regents. For the purpose of these policies and guidelines the 40 hours per week or 8 hours per day shall mean 8 hours or work rendered in any contiguous five (5) days from Mondays to Fridays consistent with the general policies earlier defined.
2. **Actual Contact Hours (ACH)** – The actual teaching time of a faculty in the University.
3. **Full time Equivalent (FTE)** – The prescribed weighted value of actual contact hours (ACH) per week of teaching, quasi-teaching assignments (QTA), and/or other administrative designations.
4. **Regular Workload** – The minimum FTE that a faculty has to satisfy in a week is twenty-one (21).
5. **Quasi-Teaching Assignment (QTA)** – Teaching related assignments such as research, extension, production and administrative designation.
6. **National Research** - A research program/project aligned with, and supportive of the National Integrated Research, Development and Extension Agenda and Program (NIRDEAP), which embodies the thrusts and priorities covered by research and development institutions such as DA-BAR, PCARRD, DOST, NEDA, CHED, and other recognized institutions and agencies.
7. **Regional Research** – Research program/project aligned with, and supportive of the Regional Integrated Research that generates regional significance.
8. **College-Based Research** – Local research programs/projects in its various academic disciplines to improve instructional programs and promote countryside development.
9. **Special Program** – A linkage program/project of the University with local, regional, national or international agencies or organizations that are covered by a Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU).


Prof. HILBA A. MANZOLIM, Ph.D.

Prof. RICARDO D. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINE P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA



10. **Overload** – Total workload of a faculty in excess of the required minimum of 21 FTE.
11. **Excess Load Pay** – The compensation paid to a faculty in excess of the required minimum of 21 FTE plus a mandatory research or extension equivalent to 3 FTE.
12. **Administrative Designation** - A designation or assignment to non-teaching function as defined in the approved Organizational Structure or in such capacities the President, or his/her duly authorized representative may designate, provided that such designation shall define the equivalent workload thereof. Otherwise, such designation shall not earn any workload.
13. **Program leader** – A faculty who spearheads a research/extension program and handles at least one project of the program.
14. **Project leader** – A faculty who spearheads a research/extension project and handles at least one study of the project.
15. **Unprogrammed Course** -This is a course that is not offered during the semester but requested by a student or group of students who either failed or graduating and such course is a requisite for the course for the succeeding semester. The requested course is not listed in the curriculum as a regular offering during the term and is not included in the computation of excess workload.

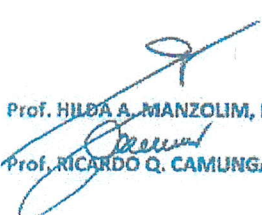
V. Workload Committee

1. **Campus Faculty Workload Committee** – there shall be a campus workload committee whose compositions are the following:

Chairperson	:	Campus AA Directors/Coordinators
Members	:	Dean/Program Chair and College Secretary (Floating Member)
	:	Campus Registrar
	:	Faculty Association President
	:	Rep. from Finance group (AFS Director or Budget Officer)

Its duties and responsibilities shall consist of the following:

- a. Review and check the workload of individual faculty submitted by their respective college secretaries not later than one (1) month after the 1st day of classes.
- b. Determine if the workload claims are properly accomplished with relevant and acceptable supporting documents.


Prof. HILDA A. MANZOLIM, Ph.D.
Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.


Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINE E. DAYAWON, Ph.D.
ADELA S. REYNO, DPA



- c. Inform the concerned college of the result of the workload evaluation.
 - d. Act on complaints/requests for reconsideration filed by faculty in connection with their corrected workload before it will be elevated to higher authorities.
 - e. Submit the reviewed and checked faculty workload to the University Workload Committee for final evaluation not later than two (2) weeks before the end of the semester.
2. **University Faculty Workload Committee** – there shall be a University Workload Committee whose composition are the following:

Chairperson : VP AA
Members : University and Campus Registrar
Finance Director
University Director for Instruction
Campus AA Directors
Campus Association Faculty President
Faculty Regent/Authorized Representative

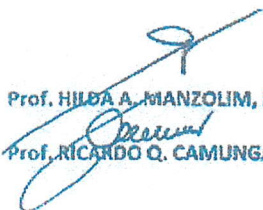
Its duties and responsibilities shall be the following:


- a. Review the individual faculty workload submitted by the Campus Workload Committee.
- b. Summarize reviewed workload by campus for submission to the budget office for budget allocation and payroll preparation.
- c. Review and countercheck the payroll vis-à-vis the workload summary and disseminate the same to the different campuses.
- d. Act on appeals or complaints for reconsideration.

VI. Implementing Procedures

1. **Assignment of Workload** – the dean, in consultation with the program chair and college secretary, has the primary responsibility to determining the teaching assignments of their respective faculty considering the quasi-teaching assignments in research, extension, production and administrative designations.

Workload assignment is based on the following guidelines:


Prof. HILBA A. MIANZOLIM, Ph.D.
Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.
Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEK P. DAYAWON, Ph.D.
ADELA S. REYNO, DPA



- a. As a general rule, only research or extension activities with approved proposals, including as advisers for dissertations, theses and capstone projects for both graduate and undergraduate levels, will be considered as a requirement in claiming the excess load.
 - b. Faculty teaching assignments shall have been communicated to the faculty by the college deans at least one (1) week before the start of every term.
 - c. Requests for changes on the workload assignments shall be settled by the workload committee at least one (1) week after the start of classes in each term.
 - d. Request for changes on the faculty workload that are not acted upon shall not be valid grounds for neglect of duty to perform the tasks assigned to the faculty. Until the final resolution on the requests for changes, the officially communicated workload and the responsibilities and accountabilities accompanying the same belong to the faculty.
 - e. The campus workload committee shall meet to finalize the workload assignments of faculty and these shall have been finalized three (3) weeks after the start of classes.
- 2. Faculty Workload Determination** – the faculty may be given the workload equivalent for all assignments and designations assigned to him/her following the procedures below:
- a. The faculty accomplishes the Standard Faculty Workload Form A (FWFA) with attached research/extension/production accomplishment report and photocopy of designation. The same shall be submitted to the program chair not later than two weeks after the start of classes per term. The FWFA is the basis in the computation of workload. Failure to submit the FWFA shall be a ground for non-inclusion of the faculty in the payroll for excess load.
 - b. The Program Chair reviews the duly accomplished FWFA, summarizes and endorses the same to the Dean for approval.
 - c. The Dean/Program Chair, together with the College Secretary, reviews the same and forwards it to the Chair of the Campus Workload Committee.
 - d. The Chair shall cause the preparation of workload summary by College/Institutes. This report shall be prepared in triplicate copies (one for the college, one for the UFWC, and one as file copy).
 - e. The EO/CA reviews and approves the campus faculty workload and endorses the same to the Chair of the UFWC.

Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEZ P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA



- f. The UFWC reviews the faculty workload and endorses the faculty list with excess load to the budget officer for funding.

3. Claim of Overload - the faculty may claim for excess load compensation following the described procedures:

- Submit accomplishment report related to instruction duly certified by the Dean to include the conduct of online classes or if face to face, remedial /make up classes if applicable.
 - Accomplishment/Progress/Terminal reports related to research or extension duly certified by the Campus Director for Research Development or Campus Director for Extension and Training services.
- a. The formulas in determining the payment of overload and RLE are as follows:

- **Semester Term Overload = $[(I+A) - 21 \text{ FTE}] \times 18 \text{ weeks}$** ; where I is the FTE from instruction and A for administrative designation, but not to exceed 108 hours per term.
- **Summer Term Overload FTE = $[(A/3 + \text{Instruction FTE}) - 7] \times 18 \text{ hours}$** provided that a faculty on teachers leave status is not entitled to payment via overload scheme, but they shall be compensated on the basis of their hourly rate subject to CSC and DBM rules, but not to exceed 108 hours.
- **Payment of Related Learning Experience (RLE). As per CMO No. 14 series 2009, RLE = lectures hours + consultation + designation + research + extension = 36 (maximum)**

$$\text{RLE} = 36 - 21 = 15 \times 18 \text{ hours} = 270 \text{ hours (this is the maximum RLE allowed per term)}$$

- **Payment of hired retired faculty with vertical Master's & Doctorate degrees and practitioners** (Lawyers, Medical Doctors, Police Colonel), is subject to the promulgated guidelines approved by the Board of Regents as per BOR resolution No. 66 series 2014, presented below

Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINELE DAYAWON, Ph.D.

ADELA E. REYNO, DPA



Academic Programs	Qualifications of Part time Faculty							
	Doctorate		Masters		Lawyer/Med Doctor/Vet Med		Police/Military at least Colonel	
	No. of FTE	Hon.	No. of FTE	Hon.	No. of FTE	Hon.	No. of FTE	Hon.
Undergrad	6	400	6	350	6	350	6	350
Masters/Law	6	450	6	400	9 for law program	400	6	400
Doctorate	6	500						

Note: Maximum academic load is 6 FTE.

Queries and clarifications of faculty regarding the approved overload payment shall be filed within 15 days from receipt of payroll by the Campus Finance Officer to the UFWC who shall re-evaluate documents for appropriate actions.

The result of the re – evaluation and decision of the UFWC shall be deemed final.

The computation of payment of overload honorarium shall be based on the prime hourly teaching rate as defined in the DBM Manual for Position Classification and Compensation System to wit:

$$\text{Overload (OL) Honorarium} = \text{Approved OL FTE}(18)(\text{PHTR})(\text{Annual Salary})$$

Where the following PHTR are defined:

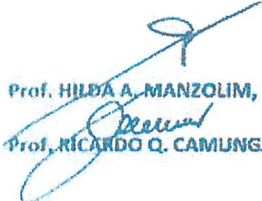
- Undergraduate Program = 0.000781
- Graduate Program:
 - Faculty with master degree = 0.0014
 - Faculty with Ph.D. degree = 0.0015

VII. Repealing Clause

Any provision of an earlier issued University policy governing workload not in consonance with these workload policy guidelines is hereby repealed.

VIII. Separability Clause

Any provision of this policy which may be established to be contrary to existing laws and public policies shall not render the rest of its provisions ineffective. All other provisions not so established as such shall remain in effect.


 Prof. HILDA A. MANZOLIM, Ph.D.
 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.
 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEL D. DAYAWON, Ph.D.
 ADELA E. REYNO, DPA



IX. Effectivity

These revised consolidated policies/guidelines for faculty workload and compensation of faculty overload of the Isabela State University shall take effect immediately upon approval of the BOR as per BOR Resolution No. 04 series 2024.

UNIVERSITY FACULTY WORKLOAD REVIEW COMMITTEE:

Chairman:

DR. BOYET L. BATANG

Members:



DR. HILDA A. MANZOLIM
DR. MARINEL P. DAYAWON
DR. RICARDO Q. CAMUNGAO
DR. BENCHIE L. MARIBAO
DR. ADELA L. REYNO

CERTIFICATIONS

Approval of the ISU BOR: Board Resolution No. 04 s. 2024


Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEL P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA



FACULTY WORKLOAD ASSIGNMENT WITH FTE

Designations	FTE	Remarks
ACADEMIC AFFAIRS		
Vice President for Academic and Affairs	18	
University Directors		
✦ Instruction	15	
✦ Student Affairs & Services	15	
✦ Library	12	***with special provision
✦ NSTP	12	Not included in the computation of excess load (with compensation as per NSTP Manual)
✦ Socio-Cultural Services	12	
✦ Sports Services	12	
✦ Competency Assessment and Testing Center	12	
✦ Instruction (Section Heads)		
❖ Curriculum Development Review and Revision	6	
❖ Accreditation	6	
❖ Supervision and Evaluation	6	
❖ Open Learning	6	
❖ Academic Linkages	6	
❖ ETEEAP	6	
✦ Student Services (Section Heads)		
❖ Guidance and Counselling	12	As per Executive Order 292/ ***with special provision
❖ Scholarships	3	
❖ Student Publication	3	
❖ Student Organization	3	
❖ Student Housing	3	
❖ Career Guidance and Job Placement	3	
❖ Alumni	3	
ADMINISTRATIVE AND FINANCE SERVICES		
Vice President for Administrative and Finance Services	18	
RESEARCH & DEVELOPMENT, EXTENSION & TRAINING		
Vice President for R&D, Extension and Training	18	
University Directors		
✦ SEZ Institute	12	

Prof. HILBA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINELA DAYAWON, Ph.D.

ADELA S. REYNO, DPA





FACULTY WORKLOAD ASSIGNMENT WITH FTE

Designations	FTE	Remarks
R&D Services	15	
Extension and Training	15	
KTM Services	15	
R&D centers	-	Not to exceed 12 FTE
Editor-in-Chief University Research Journal	12	
R&D Services (Section Heads)		
❖ R&D Management Section	6	
❖ Institution development Section	6	
Extension and Training (Section Heads)		
❖ Training and Community Outreach Section	6	
❖ Applied Communications and Technology Transfer Section	6	
KTM Services (Section Heads)		
❖ Knowledge Product Development and Journal Publication	6	
❖ Intellectual Property Management Section	6	
PLANNING & DEVELOPMENT		
Vice President for Planning & Development	18	
University Directors		
External Affairs, Public Relations, International Linkages	15	
Resource Generation and Management	15	
Gender and Development	12	
MIS (Section Heads)		
❖ Public Relation Services	6	
❖ Data and Information Management	6	
❖ Web Administration	6	
❖ Data Protection	6	
❖ Information System Development	6	


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT




 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


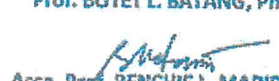

 Prof. MARINE E. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA



Designation	Remarks	
CONSTITUENT CAMPUS		
ADMINISTRATION	FTE	
Cluster Executive Officer	18	
Campus Directors		
+ Academic Affairs	12	
+ Quality Assurance	12	
+ R&D/KTM Services	12	
+ Extension & Training Services	12	
+ General Services	12	
+ Project Management/Infrastructure (Physical)	12	
+ Planning & GAD	12	
+ Management Information System (MIS)	12	
+ Socio Cultural Services	9	
+ Sports	9	
+ OSAS	12	
+ Resource Generation Management	12	
+ NSTP	9	Not included in the computation of excess load (with compensation as per NSTP Manual)
+ Focal Person, External Affairs, Public Relations, International Linkages	12	
Deans		
+ College with three (3) to four (4) Programs	15	
+ College with one (1) program specific to the CMO guidelines or two (2) Programs	12	
+ Central Graduate School	12	
+ IPAG (Center)	9	
Department/ Program Chair/Principal or Senior High Coordinator		
+ 1-3 Faculty supervised	3	
+ 4-6 Faculty supervised	6	
+ 7-9 Faculty supervised	9	
<i>Note: Contract of Service (COS) Faculty included</i>		
College Secretary		


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


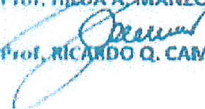

 Prof. MARINE E. DAYAWON, Ph.D.


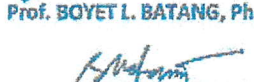
 ADELA S. REYNO, DPA



Republic of the Philippines
ISABELA STATE UNIVERSITY
 Echague, Isabela

Designation	Remarks	
CONSTITUENT CAMPUS		
↓ Less than 400 Students	3	
↓ 401-1000 students	6	
↓ 1001 students and above	9	
<i>Note: Based on Enrollment Data</i>		
Campus Chiefs/College Coordinators		
↓ R&D Management Unit	3	
↓ KTM Unit	3	
↓ Training & Community Outreach Services	3	
↓ Applied Communication and Technology Transfer Unit	3	
FRONTLINE SERVICES		
↓ Campus Registrar	12	
↓ Campus HRMO	-	
↓ Campus OSAS	12	
↓ Campus Guidance Counsellor		
❖ Head	12	
❖ Additional GC per 1000 Students	6	
Coordinator -Extension Campus	12	
Head	Maximum of	FTE to be determined by the University President and specified in their designations. (e. g. Culture and the Arts, PCLLA, ETEEAP, etc....)
↓ Special Programs	9	
↓ Training Institutes		
↓ Center or Stations		
Faculty Federation President	12	
Campus Faculty Association President	6	
ADVISER		
↓ SSCF/SSC/SBO	3	
↓ Student Organization	2	
↓ Class Adviser	1	Not included in the computation of Excess Load
↓ Student Publication	3	
COORDINATOR		
↓ Student Housing	3	
↓ Student Organization	3	
↓ Scholarship	3	
↓ Clinical	3	
↓ Veterinary Hospital	3	


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT




 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT




 Prof. MARINEL P. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA



Designation	FTE	Remarks
ADMINISTRATION		
COMPONENT		
ADMINISTRATION		
Campus Administrator	15	
Campus Directors		
• Academic Affairs/ Quality Assurance	12	
• R&D/KTM Services	12	
• Extension & Training Services	12	
• General Services / Infrastructure	12	
• MIS, Planning & GAD	12	
• Socio Cultural Services	6	
• Sports	6	
• OSAS	12	
• Resource Generation Management	12	
• NSTP	6	Not included in the computation of excess load (with compensation as per NSTP Manual)
• Focal Person, External Affairs, Public Relations, International Linkages	6	
Program Chair		
• 1-3 Faculty supervised	3	
• 4-6 Faculty supervised	6	
• 7 and above Faculty supervised	9	
Note: Contract of Service (COS) Faculty included		
College Secretary		
• Less than 400 Students	3	
• 401-1000 students	6	
• 1001 students and above	9	
Note: Based on Enrollment Data		
FRONTLINE SERVICES		
• Campus Registrar	12	
• Campus HRMO	-	
• Campus OSAS	12	
• Campus Guidance Counsellor		
❖ Head	12	
❖ Additional GC per 1000 Students	6	


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEL P. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA





Republic of the Philippines
ISABELA STATE UNIVERSITY
 Echague, Isabela

Coordinator -Extension Campus	12	
Head	Maximum of	FTE to be determined by the University President and specified in their designations. (e. g. Culture and the Arts, PCLLA, ETEEAP, etc....)
↓ Special Programs	9	
↓ Training Institutes		
↓ Center or Stations		
Faculty Federation President	12	
Campus Faculty Association President	6	
ADVISER		
↓ SSCF/SSC/SBO	3	
↓ Student Organization	2	
↓ Class Adviser	1	Not included in the computation of Excess Load
↓ Student Publication	3	
COORDINATOR		
Student Housing	3	
Student Organization	3	
Scholarship	3	


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEL C. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA

**IMPLEMENTING RULES AND REGULATIONS (IRR)
OF 2024 FACULTY WORKLOAD GUIDELINES**



The following are the implementing rules and guidelines which are intended to be adhered to at all times and regardless of circumstances unless otherwise repealed or revoked by subsequent policies.

1. The required minimum workload of a faculty is 21 FTE, which is pure instruction (regular offering) or a combination of instruction and administrative designation (*Refer to the crediting table of Faculty Workload Guidelines*). See sample table below.

Instruction (FTE)	Designation (FTE)	Total FTE
6	College Dean – 15	21
9	College Dean – 12	21
12	Program Chair/Secretary - 9	21
15	Program Chair/Secretary – 6	21
18	Program Chair/Secretary – 3	21

Crediting of faculty workload assignment

Designations	FTE
ACADEMIC AFFAIRS	
Vice President for Academic Affairs	18
<i>University Directors</i>	
• Instruction	15
• Student Affairs & Services	15
• Library	12
• NSTP (<i>not included in the computation of workload</i>)	12
• Socio – Cultural Services	12
• Sports Services	12
• Competency assessment and Testing Center	12
• Instruction Section Heads	
o Curriculum Development Review & Revision	6
o Accreditation	6
o Supervision and Evaluation	6
o Open Learning	6
o Academic Linkages	6
o ETEEAP	6
• Student Services Section Heads	
o Guidance and Counselling	12
o Scholarships	3
o Student Publication	3
o Student Organization	3
o Student Housing	3
o Career Guidance and Job Placement	3
o Alumni	3


Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEL P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA

ADMINISTRATIVE AND FINANCE SERVICES	
Vice President for Administrative and Finance Services	18
RESEARCH AND DEVELOPMENT, EXTENSION & TRAINING	
Vice President for R & D, Extension & Training	18
<i>University Directors</i>	
• SEZ Institute	12
• Research and Development Services	15
• Extension and Training	15
• KTM Services	15
• R & D Centers	3, 6, 9
• Editor-in-chief University Research Journal	12
• R & D Services Section Heads	
o R & D Management Section	6
o Institution Development Section	6
• KTM Services Section Heads	
o Knowledge Product Development and Journal Publication	6
o Intellectual Property Management Section	6
PLANNING AND DEVELOPMENT	
Vice President for Planning & Development	18
<i>University Directors</i>	
• External Affairs, Public Relations, International Linkages	15
• Resource Generation and Management	15
• Gender and Development	12
• MIS Section Heads	
o Public Relation Services	6
o Data and Information Management	6
o Web Administration	6
o Data Protection	6
o Information System Development	6
ADMINISTRATION	
Cluster Executive Officer	18
<i>Campus Directors</i>	
• Academic Affairs	12
• Quality Assurance	12
• R & D/ KTM Services	12
• Extension & Training Services	12
• General Services	12
• Project Management/Infrastructure (Physical)	12
• Planning & GAD	12
• Management Information System (MIS)	12
• Socio – Cultural Services	9
• Sports	9


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINELE P. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA

• OSAS	12
• Resource Generation Management	12
• NSTP	9
• Focal Person, External Affairs, Public Relations, International Linkages	12
<i>Deans</i>	
• College with three (3) to four (4) Programs	15
• College with one (1) program specific to the CMO guidelines or two (2) Programs	12
• Central Graduate School	12
• IPAG Center	9
<i>Department/Program Chair/Principal or Senior High Coordinator</i>	
• 1-3 Faculty Supervised	3
• 4-6 Faculty Supervised	6
• 7-9 Faculty Supervised	9
<i>Note: COS Faculty are included</i>	
<i>College Secretary</i>	
• Less than 400 students	3
• 401 – 1000 students	6
• 1001 students and above	9
<i>Note: Based on enrolment data</i>	
<i>Campus Chiefs/College Coordinators</i>	
• R & D Management Unit	3
• KTM Unit	3
• Training & Community Outreach Services	3
• Applied Communication and Technology Transfer Unit	3
<i>Frontline Services</i>	
• Campus Registrar	12
• Campus HRMO	12 or ROSSS
• Campus OSAS	12
• Campus Guidance Counselor	
o Head	12 or ROSSS
o Additional GC per 1000 students	6
• Coordinator – Extension Campus	
o Special Programs	Maximum of 9 (FTE to be determined by the University President and specified in their designations)
o Center or Stations	
• Faculty Federation President	12
• Campus Faculty Association President	6
<i>Adviser</i>	
• SSCF/SSC/SBO	3


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINE DAYAWON, Ph.D.

 ADELA S. REYNO, DPA

• Class Organization	2
• Class Adviser (not included in the computation of excess load)	1
• Student Publication	3
<i>Coordinator</i>	
• Student Housing	3
• Student Organization	3
• Scholarship	3
• Clinical	3
• Veterinary Hospital	3
COMPONENT	
Campus Administrator	15
<i>Campus Directors</i>	
• Academic Affairs/Quality Assurance	12
• R & D/ KTM Services	12
• Extension & Training Services	12
• General Services/Infrastructure	12
• MIS, Planning & GAD	6
• Socio – Cultural Services	6
• Sports	12
• OSAS	12
• Resource Generation Management	6
• NSTP (not included in the computation of excess load)	6
• Focal Person, External Affairs, Public Relations, International Linkages	6
<i>Program Chair</i>	
• 1-3 Faculty supervised	3
• 4-6 Faculty supervised	6
• 7 and above faculty supervised	9
<i>Note: COS Faculty are included</i>	
<i>College Secretary</i>	
• Less than 400 students	3
• 401 – 1000 students	6
• 1001 students and above	9
<i>Note: Based on enrolment data</i>	
<i>Frontline Services</i>	
• Campus Registrar	12
• Campus HRMO	12 or ROSSS
• Campus OSAS	12
• Campus Guidance Counsellor	
o Head	12
o Additional GC per 1000 students	6
• Coordinator – Extension Campus	12
o Head	

Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEL E. DAYAWON, Ph.D.

ADELA S. REYNO, DPA

<ul style="list-style-type: none"> ▪ Special Programs ▪ Center or Stations 	Maximum of 9 (FTE to be determined by the University President and specified in their designations)
• Faculty Federation President	12
• Campus Faculty Association President	6
Adviser	
• SSCF/SSC/SBO	3
• Student Organization	2
• Class Adviser (not included in the computation of excess load)	1
• Student Publication	3
Coordinator	
• Student Housing	3
• Student Organization	3
• Scholarship	3

2. A full-time faculty is allowed to have a maximum of 27 FTE (6 FTE overload) per semester, provided that it is in line with or related to his or her field of specialization. However, expert faculty with lower academic rank with the same specialization will be given priority to have an excess load. In the case of teaching in the Graduate School programs all provisions of CMO 15, series of 2019 shall strictly be followed. See sample table below.

Name of Faculty	Academic Rank	Specialization
Faculty A	Professor VI	Crop Science
Faculty B	Associate Professor I	Crop Science

**Faculty B will be given the excess load, since they are both expert in the field due to cost savings without prejudice to the quality of instruction.*

3. A faculty under vacation sick leave (VSL) designation maybe given an excess load of 3 or 6 FTE provided that the conduct of classes is beyond 5 PM (weekdays) or Saturday and Sunday. However, equitable distribution of teaching overload must be strictly observed.
4. A faculty with multiple designations is entitled to an excess load, but the designation with the highest FTE shall only be considered.
5. Underloaded faculty may be given university or campus-based designations that are not included in the approved organizational structure in order to complete the 21 FTE. (Note: Designations issued by the President, Vice Presidents or Head of the Campus).
6. Underloaded faculty with more than the three (3) preparations will be given 1 FTE per additional preparation but not to exceed 3 FTE and shall not be included in the computation of excess load.


 Prof. HILDA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEY DAYAWON, Ph.D.

 ADELA S. REYNO, DPA

Faculty	Subject	FTE	Remarks
Faculty A	PE 1	2	The faculty has given additional 3 FTE to complete the 21 FTE due to his multiple preparations.
	PE 2	2	
	PE 3	2	
	Major 1	3	
	Major 2	3	
	Major 3	3	
	Major 4	3	
	Total FTE	18	
Faculty B	Major 1 (2 lec, 1 lab)	5	The faculty has given additional 1 FTE to complete the 21 FTE due to his multiple preparations
	Major 2 (2 lec, 1 lab)	5	
	Major 3	3	
	Major 4 (1 lec, 2 lab)	7	
	Total	20	

7. In the event that the amount of honoraria appropriated under the GAA is not enough to pay the excess load, all campuses shall provide budget from their income for the payment of excess load, subject to availability of funds.
8. Mid-year excess load shall be paid by the campus. However, if the university has enough fund it may provide for the campuses.
9. FTE Equivalent

Laboratory

- a. *Laboratory Courses (Sciences, Computer, Tech. Voc., and other related fields)*
- 1 unit is equivalent to 3 FTE
 - b. *Lecture* - 1 unit is equivalent to 1 FTE
 - c. *Technical Adviser/Supervisor/coordinator in field work, on-the-job training, community immersions, field experience, field studies, feasibility studies, case studies and similar activities, including supervising instructor and cooperating teacher in practice teaching* - 0.3 FTE per student but not to exceed 3.0 FTE
10. The campus and university workload committee (Academic Affairs Director, Faculty President, Registrar and Budget Officer) must see to it that workload assignments shall be equitably and fairly distributed based on the faculty field of specialization, such that it will result to cost savings without prejudice to the quality of instruction. Towards this end, the following shall be observed:
- a) The 21 FTE of faculty may be rendered from Mondays to Sundays in accordance with the CSC and DBM rules. As long as the 40 hours per week are properly observed and do not conflict with the faculty's religious rights.
 - b) In the case of faculty under VSL, excess load will only be counted if classes were delivered after 5:00 PM and during weekends (such as graduate school load).



Prof. HILDA A. MANZOLIM, Ph.D.
Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.
Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEE P. DAYAWON, Ph.D.
ADELA S. REYNO, DPA

Note: Faculty under VSL should not be given first-period (7:00 AM) classes in order to monitor the college/unit and set all scheduled targets

- c) A faculty whose load is less than the required minimum of 21 FTE in a particular semester shall undertake other assignments or campus-based designations to complete the required minimum workload duly signed by the Campus Executive Officer or Campus Administrator.
 - d) Faculty under Vacation Sick Leave (VSL) and SG 24 & above are the least priority to be given an excess load. But in the event that the faculty under VSL and SG 24 & above is the most qualified to deliver quality instruction due to field specialization, the workload committee may allow it.
 - e) The required number of students for undergraduate and graduate classes are:
 - e.1) For undergraduate level, the ideal class size for general education (GE) and institutional courses is 50; however, we allow an excess of 5 to 10 students per class due acceptance of irregular students and the program's strict retention policy, then the class should be divided into two.
 - e.2) For graduate level, no class of the same course shall be divided into two sections, primarily to enable the faculty to claim an overload pay and instead conduct a big lecture.
11. A faculty who is required to report to the Graduate School on Saturdays and Sundays as program chair by the nature of their administrative duties is entitled to compensatory time off or flexi-time as per CSC policies, provided that the number of non-teaching hours rendered during the weekend is not included in the 40-hour computation. But in the event that the faculty will claim an excess load, the claim for compensatory time off is no longer applicable.
- a. In the case of assigning graduate school load, prioritization will be given to qualified faculty for the campus offering the program. In case that there were no experts from the campus, faculty from other campuses will be invited to teach with strict compliance to the requirements of CMO 15, series 2019.
12. A faculty who does not have any workload or whose workload is lower than 50% of the regular workload shall be given any relevant designation(s) issued with an official appointment or shall be detailed to other campuses where their expertise is needed with the consent of the faculty.
13. All changes in faculty loading such as assignment, schedule shall be properly coordinated to the campus workload committee (CWC). Changes made without the knowledge of the CWC, shall be invalidated especially in claiming excess load.
14. All course offerings shall be considered regular if it follows the structured curriculum.


Prof. HILBA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINEY P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA

15. All designations/appointments shall be issued by the President or the Vice Presidents in consonance with the approved organizational structure and/ or workload policy on assigning of equivalent FTE that corresponds to the designation.

16. Number of Enrollees

- a. For both graduate and undergraduate students, regular offerings during the semester should follow the standard for faculty – student ratio. However, cases that the program did not meet the class size will be subjected to payment below;

For the class size for both graduate and undergraduate

Number of Undersized Class	Excess Load (FTE)	Example
1 undersized @24 FTE	3 FTE	<p>Faculty A</p> <p>21 FTE with regular class size <u>3</u> FTE with undersized class 24 FTE – Excess Load 3 FTE * 18 weeks equivalent to 54 hours regular</p> <p>Faculty B</p> <p>15 FTE Designation 6 FTE Regular class size <u>3</u> FTE with undersized class 24 FTE – Excess Load 3 FTE * 18 weeks equivalent to 54 hours regular</p>
2 undersized @ 24 FTE	3 FTE	<p>Faculty A</p> <p>18 FTE with regular class size 3 FTE with 5 students <u>3</u> FTE with 12 students 24 FTE – Excess Load 3 FTE (1.5 FTE * 18 = 27 hours regular & 1.5 FTE * 18 = 27 hours charge to 12 students)</p>
3 undersized @ 24 FTE	3 FTE	<p>Faculty A</p> <p>15 FTE with regular class size 3 FTE with 10 students 3 FTE with 5 students <u>3</u> FTE with 12 students 24 FTE – Excess Load is 3 FTE * 18 weeks equivalent to 54 hours charged to 12 students</p>
1 undersized @ 27 FTE	6 FTE	<p>Faculty A</p> <p>24 FTE with regular class size <u>3</u> FTE with undersized class 27 FTE – Excess Load 6 FTE * 18 equivalent to 108 hours regular</p> <p>Faculty B</p> <p>18 FTE Designation 6 FTE Regular class size <u>3</u> FTE with undersized class 27 FTE – Excess Load 3 FTE * 18 weeks equivalent to 54 hours regular</p>

Prof. HILDA A. MANZOLIM, Ph.D.
 Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT


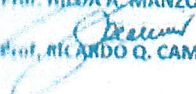
Prof. MARINEE DAYAWON, Ph.D.
 ADELA S. REYNO, DPA



2 undersized @ 27 FTE	6 FTE	Faculty A 21 FTE with regular class size 3 FTE with 5 students <u>3</u> FTE with 12 students 27 FTE – Excess Load 6 FTE (3 FTE * 18 = 54 hours regular & 3 FTE * 18 = 54 hours charge to 12 students) Faculty B 21 FTE Designation 5 FTE with 12 students <u>2</u> FTE with 14 students 27 FTE – Excess Load 6 FTE (3 FTE * 18 = 54 hours regular, 2 FTE * 18 = 36 hours charge to 14 students and 1 FTE * 18 = 18 hours charge to 12 students)
3 undersized @ 27 FTE	6 FTE	Faculty A 18 FTE with regular class size 3 FTE with 10 students 3 FTE with 5 students <u>3</u> FTE with 12 students 27 FTE – Excess Load is 6 FTE * 18 weeks equivalent to 108 hours charged to 12 students

Standard for faculty – student ratio

MFO	Degree Program	Faculty Student Ratio
Higher Education Services	Highly subscribed program	1:15
	Highly specialized and under subscribed degree programs	1:15
Advanced Education Services	Highly subscribed program	1:5
	Highly specialized and under subscribed degree programs	1:5

- b. For the graduate and undergraduate programs, programmed or regular courses offered during mid-year will not be subjected to class size.
17. The unprogrammed course may count as part of the workload in the event that the faculty is underloaded to complete the required regular FTE but is not included in the computation of excess load. In the event that it is counted as an excess load, the payment shall be drawn from the tuition fee of the students.
18. A faculty with administrative designation equivalent to 12 FTE and above shall be on Vacation and Sick Leave Status (VSL). The FTE equivalent shall be included in the computation of excess load.
19. During Midyear, faculty under VSL shall be the priority to teach at least two (2) courses in order to save budget.


 Prof. HILBA A. MANZOLIM, Ph.D.

 Prof. RICARDO Q. CAMUNGAO, DIT


 Prof. BOYET L. BATANG, Ph.D.

 Asso. Prof. BENCHIE L. MARIBAO, DIT


 Prof. MARINEL B. DAYAWON, Ph.D.

 ADELA S. REYNO, DPA

20. All faculty designees are required to teach regular offered courses with FTE in accordance with the faculty workload guidelines.
21. FTE for RLE of full-time faculty in health-related services may carry a combined RLE and teaching load of not more than thirty – six (36) units per semester which includes consultation hours and other activities related to RLE instruction, research and extension services. One hour of RLE supervision is equivalent to one (1) unit credit, as per CMO No. 14, series 2009.
22. Hiring of retired faculty with vertical Master's and Doctorate degrees and practitioners (Lawyers, Medical Doctors, Police Colonel) shall be allowed to teach as per BOR resolution No. 66 series 2014, subject to CSC MC no. 12, series 2004 (prohibition of hiring under COS/JO those who have reached compulsory retirement age).
23. A designation or assignment to non-teaching function as defined in the approved Organizational Structure or in such capacities the President or duly authorized representative may designate, provided that such designation shall define the equivalent workload thereof. Otherwise, such designation shall not earn any workload equivalent.
24. All issued designation not listed on the organizational structure will not be considered for the computation of excess load.
25. A teaching memo should be issued to the faculty signed by the Campus AA Director, Faculty President, College Secretary, Dean/Program Chair, Registrar and the Executive Officer/ Campus Administrator indicating the assigned course with the corresponding units, FTE, and class schedule. Same memo should be attached in the faculty workload form to be submitted for the computation of load. Any deviation from the official memo in terms of FTE will not be credited in the computation of excess load.

Note:

Any deviation which cannot be avoided should be referred to the concerned signatories for their approval.

26. Faculty members are mandated to conduct research or extension with an equivalent of 3 FTE and will not be included in the computation of workload. Mandatory research or extension can be SB Funded/Externally Funded researches or Thesis/Capstone Project/Dissertation.

- a. For approved and funded research / extension services follow the R&D Operations Manual and Extension Services Manual for the corresponding FTE.

The FTE of faculty conducting R&D are as follows:

Level	FTE
International / National	
Program Leader	6.0


Prof. HILDA A. MANZOLIM, Ph.D.


Prof. RICARDO Q. CAMUNGAO, DIT


Prof. BOYET L. BATANG, Ph.D.


Asso. Prof. BENCHIE L. MARIBAO, DIT


Prof. MARINELE B. DAYAWON, Ph.D.


ADELA S. REYNO, DPA

Project Leader	5.0
Study Leader	4.0
Regional	
Program Leader	5.0
Project Leader	4.0
Study Leader	3.0
Institutional (Local)	
Program Leader	4.0
Project Leader	3.0
Study Leader	2.0

For extension services as follows:

Role/Assignment	FTE
Program Leader	5.0
Project Leader	4.0
Study Leader	3.0

b. For faculty research involvement through thesis/dissertation should be equitably distributed among the faculty members who are experts in the field, following the provisions of CMO 15, series 2019.

b.1. Three (3) FTE is given to one (1) thesis advisorship either in undergraduate or graduate level.

c. One (1) thesis title is only applicable for 2 semesters as students are already expected to finish the thesis/dissertation within one year. Any extension on the part of the students is only for completion purposes and the adviser will no longer allowed to claim for the credit.

27 All excess loads during mid-year both for faculty on Teachers Leave (9 and below) and on vacation-sick-leave (at least 12 FTE) shall be computed from instruction and designations only

a) For Faculty under Vacation Sick Leave (VSL)

Designation (FTE)	Instruction (FTE)	Computation of Excess Load (EL) <i>EL = (Designation (FTE) / 3 + Instruction (FTE)) - 7 FTE (regular for mid-year)</i>
18	3	$(18/3 + 3) - 7 = (6 + 3) - 7 = 2 \text{ FTE}$
15	3	$(15/3 + 3) - 7 = (5 + 3) - 7 = 1 \text{ FTE}$
12	3	$(12/3 + 3) - 7 = (4 + 3) - 7 = 0 \text{ FTE}$
18	6	$(18/3 + 6) - 7 = (6 + 6) - 7 = 5 \text{ FTE}$
15	6	$(15/3 + 6) - 7 = (5 + 6) - 7 = 4 \text{ FTE}$
12	6	$(12/3 + 6) - 7 = (4 + 6) - 7 = 3 \text{ FTE}$

b) For Faculty on TL:

Excess load = Regular load in Instruction

Prof. HILDA A. MANZOLIM, Ph.D.

Prof. RICARDO Q. CAMUNGAO, DIT

Prof. BOYET L. BATANG, Ph.D.

Asso. Prof. BENCHIE L. MARIBAO, DIT

Prof. MARINEL P. DAYAWON, Ph.D.

ADELA S. REYNO, DPA

Vision

A leading Research University in the ASEAN Region.

Mission

The Isabela State University is committed to develop globally competitive human, technological resources and services through quality instruction, innovative research, responsive community engagement and viable resource management programs for inclusive growth and sustainable development.

Quality Policy

The ISABELA STATE UNIVERSITY endeavors to be a lead University in instruction, research, extension and resource generation, through continual improvement of services and commits to comply with the standards set by statutory, regulatory and accrediting bodies.

To uphold the commitment, ISU shall attain the following quality objectives:

1. Sustain academic excellence and quality in instruction;
2. Generate research breakthroughs;
3. Engage in sectoral activities for community development;
4. Develop products for glocalization;
5. Support students participation to local and international fora to enhance their potentialities; and
6. Review on periodic basis, the Quality Management System (QMS) and gather feedbacks on the level of client satisfaction as basis for continuous improvement.

Revised as per BOR Res. No.: 12, s. 2017

