



PRELIMINARY SURVEY VISIT

AREA II: FACULTY

**C. Faculty
Adequacy and
Loading**

C.1. ROSTER OF FACULTY WITH VALID PROFESSIONAL LICENSE, IF APPLICABLE

In the Philippines, the Veterinary Technology profession does not yet have a licensure examination administered by the Professional Regulation Commission. Despite this, the program ensures quality instruction through qualified faculty members, some of whom are licensed veterinarians and licensed professional teachers, thereby maintaining high standards in both technical expertise and pedagogy.

Vet Tech Faculty members who hold valid professional licenses.

Name of Faculty	Licensure Examination Passed
Fleurmina Eula C. Usop	Licensure Examination for Teachers (LET)
Deserie Jane D. Olivar	Licensure Examination for Teachers (LET)
Roland Y. Fajardo	Veterinary Medical Licensure Examination (VMLE)
Rolando G. Garduque	Veterinary Medical Licensure Examination (VMLE)
Spencer S. Panes	Agriculturist Licensure Examination (ALE)



REPUBLIC OF THE PHILIPPINES
PROFESSIONAL REGULATION COMMISSION
 MANILA

EXAM NO. 09306760

DATE OF RELEASE MAY 23, 2018

BOARD FOR PROFESSIONAL TEACHERS

USOP, FLEURMINA EULA CUÑADO
 MANAMPAN STREET, POBLACION PIKIT, COTABATO
 PIKIT, NORTH COTABATO

SIR/MADAM:

THE RATINGS YOU OBTAINED IN THE **SECONDARY LEVEL** OF THE TEACHERS' LICENSURE EXAMINATION GIVEN BY THE BOARD IN COTABATO ON MARCH 25, 2018 ARE AS FOLLOWS:

SUBJECTS	RELATIVE WEIGHT	RATINGS
1. GENERAL EDUCATION	20	90
2. PROFESSIONAL EDUCATION	40	86
3. MAJOR IN <u>BIOLOGICAL SCIENCE</u>	40	83
GENERAL WEIGHTED AVERAGE RATING	100	85.60
REMARKS	PASSED	

IMPORTANT:

- THIS REPORT IS NOT VALID IF THERE IS ANY ALTERATION.
- TO PASS THE EXAMINATION, AN EXAMINEE MUST OBTAIN A GENERAL WEIGHTED AVERAGE RATING OF AT LEAST SEVENTY-FIVE PERCENT (75%) WITH NO RATING BELOW FIFTY PERCENT (50%) IN ANY SUBJECT.

VERY TRULY YOURS,
 FOR CHAIRMAN

TEOFILO S. PILANDO, JR.

BY:

Rosita L. Navarro
 ROSITA L. NAVARRO

(CHAIRMAN, BOARD FOR PROFESSIONAL TEACHERS)

18 - 0093730



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Republic of the Philippines



PROFESSIONAL REGULATION COMMISSION

PROFESSIONAL IDENTIFICATION CARD



	LAST NAME	▶	OLIVAR
	FIRST NAME	▶	DESERIE JANE
	MIDDLE NAME	▶	VILAS
	REGISTRATION NO.	▶	2015227
	REGISTRATION DATE	▶	04/03/2023
	VALID UNTIL	▶	01/15/2029
	<div style="background-color: red; color: white; padding: 5px; display: inline-block; font-weight: bold;">PROFESSIONAL TEACHER</div>		



24

Professional Regulation Commission
www.prc.gov.ph


CERTIFICATION

24-9179112

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

Signature of Professional



CHARITO A. ZAMORA
Chairperson


REPUBLIC OF THE PHILIPPINES
 PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION ID


	Apelyido/ Surname	FAJARDO
	Pangalan/ Given Name	ROLAND
	Panggitnang Apelyido/ Surname	YAP
	Registration No.	0009034
	Registration date	09/07/2016
	Valid Until	02/06/2029


VETERINARIAN


 Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD


	LAST NAME	▶ PANES
	FIRST NAME	▶ SPENCER
	MIDDLE NAME	▶ SENTINO
	REGISTRATION NO.	▶ 0035673
	REGISTRATION DATE	▶ 12/23/2019
	VALID UNTIL	▶ 09/17/2022

AGRICULTURIST





Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



LAST NAME ► **GARDUQUE**
 FIRST NAME ► **ROLANDO**
 MIDDLE NAME ► **JUAN**
 REGISTRATION NO. ► **0003300**
 REGISTRATION DATE ► **03/27/1990**
 VALID UNTIL ► **03/31/2028**



Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

24-7958243

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

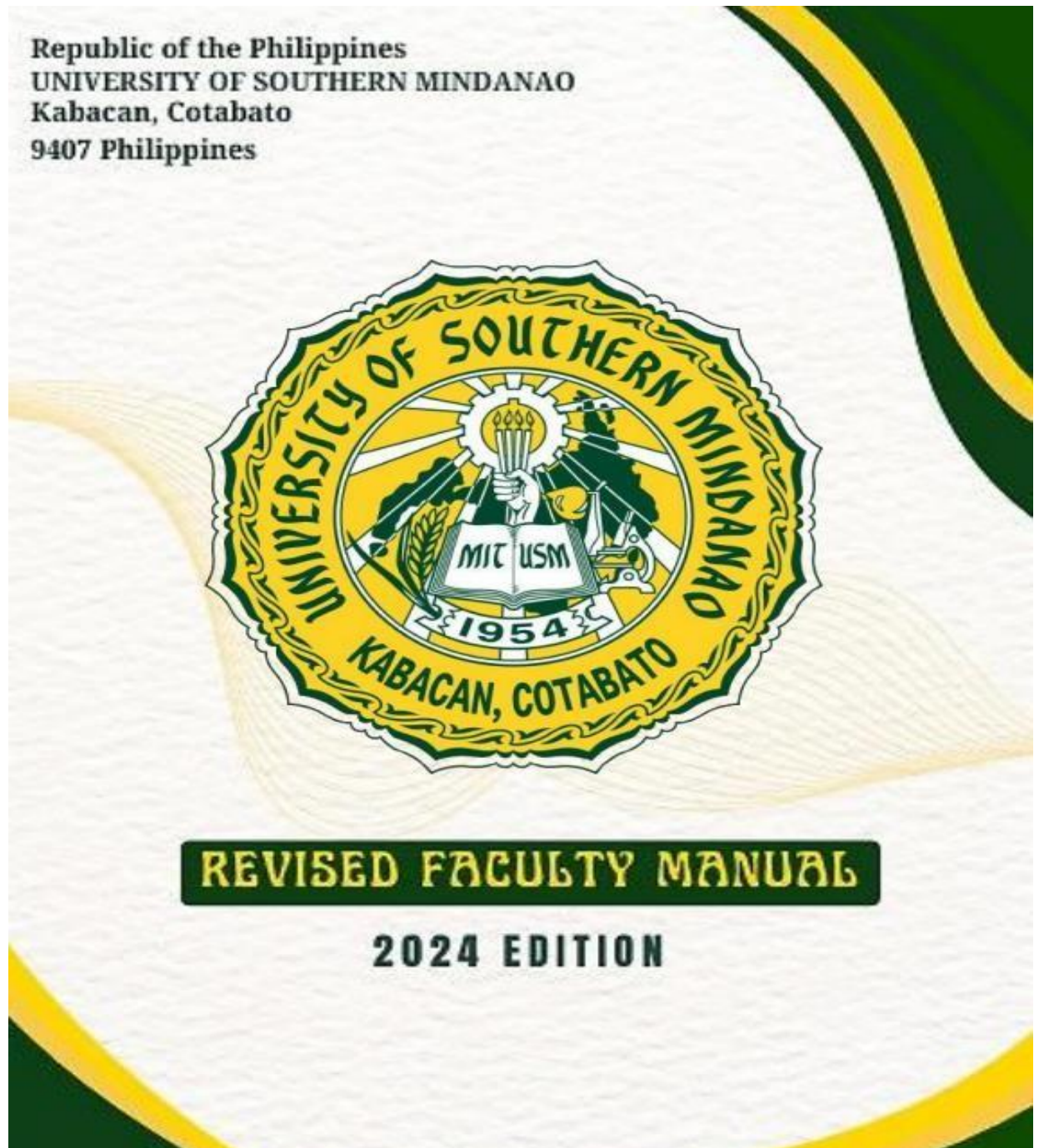
This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

Signature of Professional

CHARITO A. ZAMORA
 Chairperson

C.2. FACULTY MANUAL

This section provides the faculty manual, outlining policies, roles, and responsibilities to guide faculty members in their academic duties.



FOREWORD

This **REVISED FACULTY MANUAL** contains guidelines and information designed to provide support to the faculty members. This is based on legal documents, references, and authoritative sources such as Civil Service Laws, CHED memoranda, USM Code, BOR resolutions, and other lawful documents and jurisdictions. It is with great pride and dedication to present the revised edition of the Faculty Manual for the University of Southern Mindanao (USM). As stewards of knowledge and agents of change, faculty members play a pivotal role in fulfilling the core functions of the University such as Instruction, Research Development, Extension, and Production. This manual stands as a testament to the unwavering commitment to excellence, integrity, and service in each of these domains.

Within its pages, faculty will find invaluable resources, policies, and procedures tailored to enhance their effectiveness and efficiency in fulfilling their diverse responsibilities. From pedagogical strategies that foster student engagement and success to research protocols that uphold the highest standards of scholarly inquiry, each section of this manual is meticulously crafted to reflect the dynamic nature of contemporary higher education.

The principles set forth in this Revised Faculty Manual shall be the basis and reference of the USM family for them to be equipped to serve the University's academic community.



Chapter 2

2. FACULTY CLASSIFICATION

The faculty employee category is designated for individuals who possess academic positions, including professorial roles like university professor, professor, associate professor, assistant professor, and instructor. Within this category, there are five distinct classifications of faculty appointments such as:

- 2.1. **Permanent** – an appointment in government service with indefinite tenure, occupying plantilla positions.
- 2.2. **Temporary faculty**– an appointment in the government service with limited duration, typically appointed for a specific period.
- 2.3. **Contract of Service faculty** – a full-time appointment in which service is not considered as a government service. It has no employee-employer relationship between the individual and the government. It has defined period of time and based on specific terms and conditions outlined in the contract.
- 2.4. **Part-timer faculty** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time (BOR Res. 32, s. 2024) with a maximum teaching load of 12 units. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)
- 2.5. **Visiting faculty** – appointed for a temporary period to teach, conduct research, extension, production or provide expertise in a specific academic area, typically affiliated with another institution or organization within or outside the country.
- 2.6. **Professor Emeritus** – a retired faculty member who holds the rank of University Professor at the USM upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization.
- 2.7. **Adjunct faculty** – those individuals who are appointed on a part-time or temporary basis to teach courses or provide expertise in a specific academic field, often while maintain employment elsewhere within or outside the country.
- 2.8. **Exchange faculty** – those individuals who are temporarily assigned to teach or conduct research at another institution or from other institution within or outside the country through a formal exchange program and contract.
- 2.9. **Affiliate faculty** – those individuals who have a formal association with the institution but may not hold full-time positions. They contribute to the academic community through instruction, research, extension, or service activities, while maintaining primary employment elsewhere.



Chapter 3

3. FACULTY DUTIES AND RESPONSIBILITIES

A faculty member is an academic personnel who holds a faculty classification and is engaged in any of the university's core functions (USM Code, Article 66). Faculty members possess academic qualifications and are expected to uphold the highest ethical standards and behavior, as indicated in Section 4 of Republic Act No. 6713.

Faculty members are expected to perform at least two of the university's four-fold functions, as specified in MSP, BOR Resolution 32, s. 2024 of the university such as Instruction, Research, Extension and Production.

3.1. Instruction

3.1.1. conduct classes as conscientiously as possible. Classes should be conducted regularly at the designated place and time. If a teacher is to be absent from the class for good reason including when on official travel, he/she should notify the Department Chair so that arrangements can be made with other faculty members to take over or submit a the filled-up make-up class form together with the attachment. If no substitute is available, missed classes are expected to be made up to the students. Faculty members may assign tasks/activities relevant to the course. Faculty members should aim to develop punctuality, honesty and conscientiousness among students.

3.1.2. exert all effort to maintain high quality education in harmony with the mission.

3.1.3. prepare, enrich and upgrade their syllabi. A file copy of their syllabi should be submitted to the Office of the Dean of a College/Unit at the beginning of each semester.

3.1.4. assist in reviewing library holdings in their respective disciplines.

3.1.5. devise instructional aids/materials for their respective courses.

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 20 minutes for 1 hour classes is considered absent and the students may leave the room. A teacher should not overstay in a room especially if another class will use the same classroom. The class is to be dismissed 10 minutes before the time to facilitate movement of students from one room/building to another.

3.1.7. prepare his/her own test questions and to supervise the reproduction of the same.



3.1.8. return corrected papers to the students on time.

3.1.9. prepare, proctor, and administer midterm and final examination. The dates of these examinations are indicated in the school calendar. Examinations should be conducted punctually. In case a proctor is not available during the examination for valid reason, he/she should immediately inform the Dean of the College and/or Department Chair concerned so that prompt arrangement for substitution could be made. Proctors who report late or are absent during the examination should be reported by the course teacher concerned after his/her scheduled examination to the Office of the Vice President for Academic Affairs. Check ID card or student copy of Form 6 (in lieu of ID card for those who have not yet been issued the same) of the students taking the examination to tally with their names on the test paper. Faculty members assigned to proctor examinations should remind the class of the regulations on examinations and the sanctions for dishonesty, utilize strategic measures to discourage students from cheating during examination (USM Code 2024, Article 257, Section 6).

3.1.10. have consultation with students prior to final posting of grades following the University grading system. Faculty member shall submit his/her Report of Grades within ten (10) calendar days after the last day of midterm and final examinations (USM Code 2024, Article 203, Section 5).

3.2. Research

Faculty members need to continually engage in research endeavors. As such, they are expected to:

3.2.1. participate in formulating the research agenda for USM;

3.2.2. generate research to enhance instruction in the field of specialization;

3.2.3. encourage students to become creative, innovative, and productive researchers;

3.2.4. participate actively in local, regional, national, and international conferences;

3.2.5. publish books articles, instructional materials, and monographs in recognized publishers and refereed journals.

3.3. Extension

3.3.1. Faculty members are stimulated to actively participate in USM- sponsored community extension projects and sectoral or professional groups. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession. They are expected to organize and lead training sessions, workshops, and seminars, provide expert consultancy services, and promote lifelong learning by facilitating continuous education opportunities.



3.4. Production

Faculty members need to continually engage in production endeavors. As such, they are expected to:

- 3.4.1. develop and implement research projects that lead to the creation of innovative products, processes, or technologies that can benefit the community or industry;
- 3.4.2. establish and maintain partnerships with local, national, and international industries/agencies/organizations to enhance production activities and ensure practical applications of research outcomes; and
- 3.4.3. participate actively in local, regional, national, and international conferences, workshops, and training related to production and innovation.



C.3 COPY OF THE LOADING SYSTEM

A copy of the university loading system that details the distribution and management of faculty teaching assignments to support efficient academic operations.

Chapter 4

4. FACULTY TEACHING LOAD AND WORKING HOURS

4.1. Teaching Load/Overload

4.1.1. Teaching Load (without designation)

The normal teaching load of each regular faculty without designation in the undergraduate level in the tertiary level of the University shall be observed as follows (USM Code, Article 170, Section 7):

Number of preparations	Normal Teaching Load
3 or more	15 units
1-2	18 units

In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Any excess in the normal teaching load of a faculty member is considered an overload (USM Code, Article 170, Section 8). Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

4.1.2. Teaching Load (with designation)

The basic function of a faculty member in the academe is instruction. All regular faculty of the University shall be required to handle at least one (1) course every semester which may be complemented by any of such additional functions such as: administrative duties, research work, extension services, and production activities (USM Code, Article 86, Section 4).

The President may designate faculty members to render full-time services for any of the functional areas in administrative leadership, research, extension, resource generation and in other projects/programs as regular and or special designations. The faculty members with regular and special designations shall enjoy teaching load displacement as follows:



4.1.2.1. Faculty with regular designations (USM Code, Article 171, Section 1):

Designation	Load Displacement
Vice President	15 units
Chancellor	15 units
Director	12 units
Dean/Campus Dean	12 units
Campus Director	6 units
Chairperson	6 units

4.1.2.2. Faculty with special designations (USM Code, Article 171, Section 2):

Designation	Load Displacement
College Secretary/Associate Dean	9 units
2 or more program leaderships	9 units
Program Leader	6 unit
2 or more project leaderships	6 units
Project Leader	3 units
2 or more study leaderships	3 units
Regular College Coordinator	3 units

Faculty members with special designations who receive honorarium by virtue of special contract or external fund source shall not enjoy load displacement (USM Code, Article 171, Section 3).

Every faculty member with designated functions shall have at least three (3) units teaching load. If the accumulated teaching load displacement arising from regular and/or special designations is in excess of the normal teaching load, such faculty member shall still be assigned (3) units of teaching load (USM Code, Article 171, Section 4) in undergraduate courses.

4.1.2.3. Faculty with multiple designations:

In case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest, and also provided, that the load-credits are only for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice-President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.



4.1.2.4. Faculty with approved research/extension/resource generation designations:

A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or teaching assignments equivalent, provided that where a faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units (USM RDE Manual 2023, 2.1. b)

One (1) program (with at least 2 projects)	9 units
One (1) project (with at least 2 studies)	6 units
One (1) study	3 units

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load credit of three (3) units per 30 students, but not to exceed 12 units provided that the load-credits shall be prorated, if the number of students involved is less than 30, and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

Vice Presidents	15 units
College Deans, Directors	12 units
Head of Non-Academic Units	9 units
Medical Technologist/ Nutritionist Dietitian	6 units
College Guidance Coordinator	6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less)
Laboratory In-charge	3 units

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer, and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.



4.1.4. Teaching Overload

4.1.4.1. Within the Official Time

The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

- a. For graduate/undergraduate lecture subject 1hour AT=1.00 CH
- b. For graduate/undergraduate lab/shop course 1hour AT=0.75 CH

In excess of 50 students per section for lecture/social laboratory classes, a load- credit unit of 0.02 per student shall be given.

Teaching personnel who render services in excess of the regular teaching load shall be paid honoraria in the form of service credit or remuneration.

Remuneration shall be based on the Prime Hourly Teaching Rate (PHTR) and computed on the basis of the following formula, as mandated by the National Budget Memorandum No. 107, dated December 30, 2010, unless provided otherwise.

- a. For Undergraduate Program:

$$\text{PHTR} = \frac{\text{AR}(T)}{W} = \frac{\text{AR} (1.25)}{1,600} = 0.000781 (\text{AR})$$

Where:

AR= Annual rate of each teacher to be paid honoraria

W = Total teaching hours (This is computed at 40 hours/week multiplied by 40 weeks or 1,600 hours)

T= 1.25 or 125 percent of the remuneration for services in excess of six (6) hours of actual teaching per day but not more than two (2) hours

- b. For Graduate Program:

- b.1. For faculty members with Master's degree:

$$\text{PHTR} = 0.0014 \text{ Annual Rate (AR)}$$

- b.2. For faculty members with Doctoral degree:

$$\text{PHTR} = 0.0015 \text{ Annual Rate (AR)}$$

Provided, that adjustment from old annual rate shall be subjected to the availability of funds for the purpose; however, if funds are not available,



the same shall be converted equivalent service credits, based on existing guidelines.

4.1.4.2. Beyond the Official Time

This applies to teaching assignments conducted beyond the official working hours.

4.1.4.2.1. Request Course

Faculty members may accept a maximum of two (2) requested courses beyond their approved workload, provided that the classes are conducted outside of official working hours and do not conflict with their existing schedules. The rate for requested courses shall adhere to the guidelines outlined in BOR Resolution No. 40, series of 2009

4.1.4.2.2. Graduate School Load

Faculty members may teach up to three (3) additional graduate courses beyond their regular workload, provided these courses are scheduled outside of their official working hours or during the graduate school schedule and do not conflict with their existing teaching commitments. Compensation for these extra teaching duties shall be based on the revised honorarium computation scheme for graduate school per BOR Resolution No. 34, series of 2020.

4.1.4.2.3. Limited Practice of Profession/Private Business

Faculty members are permitted to engage in limited practice of profession/ private business beyond official working hours, subject to adherence to guidelines outlined in Section 136, Rule XII of the CSC Revised Omnibus Rules on Appointments and Other Human Resource Actions as amended (2018). This includes obtaining written permission from the head of the institution annually, ensuring that such activities do not interfere with teaching responsibilities, and prohibiting from the use of government resources for private endeavors.

4.2. Working Hours

Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch (USM Code, Article 84, Section 1).

Any deviation from the provisions of the preceding section such as the flexible working hours shall be subject to the approval of the University President taking into account the applicable laws and regulations (USM Code, Article 84, Section 2).



Full-time faculty members shall render minimum of 30 teaching hours a week which shall include actual classroom instruction and other teaching related activities, as enumerated under USM Code, Article 86, section 3.

Part time faculty members shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students (USM Code, Article 84, Section 4).

JO/COS faculty members shall carry a workload of not more than 29 hours a week and shall also be available for consultation with students.

4.2.1. Extension of Working Hours

When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any faculty member or non-teaching employee of the University, the compensation therefore shall be according to applicable laws and regulations.

4.2.2. Service Report

All members of the teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation of the employee concerned until the faculty submits the same (USM Code, Article 85, Section 1).



C.4. REPORT ON FACULTY-STUDENT RATIO

Summary of the current faculty-to-student ratio across university departments, emphasizing key trends and their potential implications.

USM FACULTY : STUDENT RATIO MONITORING				
SY	Enrollees (A)	FACULTY (PERMANENT&COS) (B)	STUDENT (A/B)	FACULTY :STUDENT
SY 2023-2024	18676	671	28	1:28
SY 2024-2025	19415	682	29	1:29
SY 2025-2026	20631	631	33	1:33
SY 2026-2027				

Prepared By :


LEONARD M. PALETA
Director for Instruction

C.5 FILES OF INDIVIDUAL FACULTY LOAD

Individual faculty load details, providing an overview of each faculty member's assigned teaching responsibilities.

UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines														
Faculty Time and Location 1st Semester SY 2025-2026														
Name: PRECIOUS AMOR B. FERRER		College/Unit: College of Veterinary Medicine				Designation: Dept. Chair, Veterinary Technology, BSVT OJT Coord. ISO CVM Document Controller				SUMMARY OF INFORMATION				
TIME	MONDAY	Yr/Crs/ Sec	Room/Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	1. No. of preparation	3
7:00-8:30					Department works				Lecture preparation		CVMA Office		2. Load displacement	5
8:30-10:00	Lecture Preparation		CVMA Office		Checking of Thesis outline/manuscript		CVMA Office		Vet Tech 212	2-BSVT-A (B1)	VMA-4	17	3. Research/Extension load	
10:00-11:30	Vet Tech 212	2-BSVT-A	VMA-3	35	Checking of Thesis outline/manuscript		CVMA Office		Student consultation		CVMA Office		4. Laboratory Hours	5
11:30-1:00	Lunch Break				Lunch Break				Lunch Break				5. Lecture Hours	6
1:00-2:30	Zootech 211	2-BSVT-A	VMA-3	34	Zootech 211	2-BSVT-A	VMA-3	34	Student consultation		CVMA Office		6. Actual Teaching Load (4+5)	12
2:30-4:00	Student consultation		CVMA Office		Student consultation		CVMA Office		Checking of Thesis outline/manuscript				7. Credit for Student Factor	0.40
4:00-5:30													8. Total Load (add #2,3,6& 7)	18.40
5:30-7:00													9. Normal Load	18
Office Hours	6				6.5				5				10. Overload/(Underload)	0.40
Class Hours	2				1.5				1				11. Office Hours	29.5
Total	8				8				8				12. Class Hours	10.5
													13. Total Hours (11+12)	40
TIME	TUESDAY	Yr/Crs/ Sec	Room/Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	Submitted by:	
7:00-8:30					Lab preparation		VMA-6						DR. PRECIOUS AMOR B. FERRER Instructor III	
8:30-10:00	Department works				Vet Tech 212	2-BSVT-A (B2)	CVMA Office	18					Checked by:	
10:00-11:30			CVMA Office		Check quizzes/exams		CVMA Office						DR. LILIAN A. LUMBAGO Department Chairman	
11:30-1:00	Lunch Break				Lunch Break								Recommending Approval:	
1:00-2:30	Lab preparation				Vet Tech 413	4-BSVT-A	Vet Hospital	60					DR. ELIZABETH C. MOLINA Dean, CVM	
2:30-4:00	Checking of Thesis outline/manuscript				Student consultation		CVMA Office						Approved:	
4:00-5:30													DR. LEORENCE C. TANDOG Vice President for Academic Affairs	
5:30-7:00														
Office Hrs.	8				4									
Class Hours	0				4									
Total	8				8									



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
2nd Semester SY 2025-2026

Name: PRECIOUS AMOR B. FERRER

College/Unit: College of Veterinary Medicine

Designation: Dept. Chair, Veterinary Technology, BSVT OJT Coor.
ISO CVM Document Controller

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30					Student consultation		CVMA Office					
8:30-10:00	Student consultation		CVMA Office		Lab preparation		CVMA Office		Department works			
10:00-11:30	Zootech 05	2-VT-A	CVMA-3	12	Zootech 05	2-VT-A(B1)	CVMA-3	6	Checking of quizzes/exams			
11:30-1:00	LUNCH-BREAK				LUNCH-BREAK				LUNCH-BREAK			
1:00-2:30	Department works		CVMA Office		Checking of thesis outline/manuscript		CVMA Office		Monitoring of intern students			
2:30-4:00												
4:00-5:30												
5:30-7:00												
Office Hours	6				5				8			
Class Hours	2				3				0			
Total	8				8				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	Monitoring of intern students				Checking of manuscript/outline							
10:00-11:30			CVMA Office		Department works							
11:30-1:00	LUNCH-BREAK				LUNCH-BREAK		CVMA Office					
1:00-2:30	Lab preparation				Student consultation							
2:30-4:00	Zootech 07	2-VT- A(B2)Aleosan	CVMA-2		Monitoring of intern students							
4:00-5:30												
5:30-7:00												
Office Hrs.	8				8							
Class Hours	0				0							
Total	8				8							

1. No. of preparation	2
2. Load displacement	6
3. Research/Extension load	
4. Laboratory Hours	10
5. Lecture Hours	2
6. Actual Teaching Load (4+5)	12
7. Credit for Student Factor	
8. Total Load (add #2,3,6& 7)	18.00
9. Normal Load	18
10. Overload/(Underload)	0.00
11. Office Hours	35
12. Class Hours	5
13. Total Hours (11+12)	40

Submitted by:
DR. PRECIOUS AMOR B. FERRER
Asst. Prof I

Checked by:
DR. LILIAN R. LUMBAGO
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LEONOR C. FANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2025-2026

Dept

Name: **SHERRIE LEE DRAPIZA**

College/Unit: **College of Veterinary Medicine**

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Vet Tech 314	3/BSVT/A	VMA-4	53	Vet Tech 314	3/BSVT/A	VMA-4	53				
8:30-10:00					Vet Tech 314	3/BSVT/A(B1)	VM Hospital	27	Student consultation		CVM Office	
10:00-11:30	Vet Tech 314	3/BSVT/A(B2)	VM Hospital	26	Student consultation		CVM Office					
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Student consultation		CVM Office									
2:30-4:00												
4:00-5:30												
5:30-7:00												
Office Hours	1				1				2			
Class Hours	4				4				0			
Total	5				5				2			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Vet Tech 314	3/BSVT/B	VMA-4	42	Vet Tech 314	3/BSVT/B	VMA-4	42				
8:30-10:00	VT-01	2-BSVT-A(B1)	VM-21	19	Vet Tech 314	3/BSVT/B(B1)	VMA-4	21				
10:00-11:30												
11:30-1:00	VT-01	2-BSVT-A	VM-21	38	VT-01	2-BSVT-A	VM-21	38				
1:00-2:30	Student consultation		CVM Office		Vet Tech 314	3/BSVT/B(B2)	VM-17	21				
2:30-4:00	VT-01	2-BSVT-A(B2)	VM-21	19								
4:00-5:30												
5:30-7:00												
Office Hrs.	1				0							
Class Hours	8				8							
Total	9				8							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	18.00
5. Lecture Hours	6
6. Actual Teaching Load (4+5)	24.00
7. Credit for Student Factor	
8. Total Load (add #2,3,6& 7)	24.00
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	5
12. Class Hours	24
13. Total Hours (11+12)	29

Submitted by:
SHERRIE LEE DRAPIZA
COS Vet Tech Instructor

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCE C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Dept

Faculty Time and Location
2nd Semester SY 2025-2026

Name: SHERRIE LEE DRAPIZA

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	VT 15	3-VT-B	CVMA-2	56	VT 15	3-VT-B	CVMA-2	56	VT 15	3-VT-B(B1)	CVMA-6	28
8:30-10:00					VT 15	3-VT-B(B1)	CVMA-4	28				
10:00-11:30												
11:30-1:00					Lunch Break				Student consultation	CVM Office		
1:00-2:30	Student consultation		CVM Office		Student consultation		CVM Office		VT 15	3-VT-B(B2)	CVMA-1	26
2:30-4:00	VT 15	3-VT-A(B2)	CVMA-5	32	VT 15	3-VT-B(B2)	Vet. Hospital	26				
4:00-5:30												
5:30-7:00												
Office Hours	1.5				1				1			
Class Hours	4				7				6			
Total	5.5				8				7			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	VT 15	3-VT-A	CVMA-3	63	VT 15	3-VT-A(B1)	CVMA-4	32				
8:30-10:00												
10:00-11:30												
11:30-1:00												
1:00-2:30	Student consultation		CVM Office		Student consultation		CVM Office					
2:30-4:00	VT 11	3-VT-A(B1)	CVMA-6	30	VT 11	3-VT-A(B1)	CVMA-6	30				
4:00-5:30												
5:30-7:00												
Office Hrs.	1.5				1.5							
Class Hours	3.5				4.5							
Total	5				6							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	21
5. Lecture Hours	4
6. Actual Teaching Load (4+5)	25
7. Credit for Student Factor	
8. Total Load (add #2,3,5&7)	25
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	6.5
12. Class Hours	25
13. Total Hours (11+12)	31.5

Submitted by:
SHERRIE LEE DRAPIZA
COS Vet Tech Instructor

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean CVM

Approved:
DR. LORENC C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Dept

Faculty Time and Location
1st Semester SY 2025-2026

Name: CARL JONAS GOCOTANO

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Vet Tech 312	3-BSVT-B	VM-25	44								
8:30-10:00					Vet Tech 312	3-BSVT-A(B2)	VMA-1	25	Lab preparation		CVMA Office	
10:00-11:30	Vet Tech 317	3-BSVT-B	VMA-4	38					Vet Tech 312	3-BSVT-B(B1)	VMA-1	22
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Checking of Thesis outline/manuscript		CVMA Office		Student consultation		CVMA Office		Vet Tech 312	3-BSVT-A(B1)	VMA-5	25
2:30-4:00	Student consultation				Checking of Thesis outline/manuscript							
4:00-5:30									Student consultation		CVMA Office	
5:30-7:00												
Office Hours	3				5				2			
Class Hours	5				3				6			
Total	8				8				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	Vet Tech 312	3-BSVT-B(B2)	VMA-4	21	Student consultation		CVMA Office					
10:00-11:30					Lecture preparation							
11:30-1:00	Vet Tech 312	3-BSVT-A	VMA-3	50	Vet Tech 312	3-BSVT-A	VMA-3	50				
1:00-2:30	Checking of quizzes/exams		CVMA Office		Checking of Thesis outline/manuscript		CVMA Office					
2:30-4:00	Checking of Thesis outline/manuscript				IM preparation							
4:00-5:30												
5:30-7:00												
Office Hrs.	4				7							
Class Hours	4				1							
Total	8				8							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	12
5. Lecture Hours	7
6. Actual Teaching Load (4+5)	19.00
7. Credit for Student Factor	0.86
8. Total Load (add #2,3,6& 7)	19.86
9. Normal Load	18
10. Overload/(Underload)	1.86
11. Office Hours	23
12. Class Hours	19
13. Total Hours (11+12)	40

Submitted by:
CARL JONAS D. GOCOTANO
Instructor I

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCE C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
2nd Semester SY 2025-2026

Name: **CARL JONAS GOCOTANO**

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30									VT 14	3-VT-B(B2)	CVMA-3	32
8:30-10:00	VT 14	3-VT-B	CVMA-3	63	VT 14	3-VT-A(B2)	CVMA-2	32				
10:00-11:30	Checking of quizzes/exams				Student consultation				Student consultation			
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	Checking of thesis outline/manuscript				Checking of thesis outline/manuscript				VT 14	3-VT-A(B3)	CVMA-4	33
2:30-4:00												
4:00-5:30									Checking of quizzes/exams			
5:30-7:00												
Office Hours	6				5				3			
Class Hours	2				3				6			
Total	8				8				9			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	VT 14	3-VT-B(B2)	CVMA-6	33	Student consultation							
10:00-11:30					Lecture preparation							
11:30-1:00	VT 14	3-VT-A	CVMA-3	65	VT 14	3-VT-A	CVMA-3	65				
1:00-2:30	Lab preparation				Checking of thesis outline/manuscript							
2:30-4:00	VT 14	3-VT-A(B2)	Vet. Hospital	30								
4:00-5:30												
5:30-7:00												
Office Hrs.	1.5				7							
Class Hours	7				1							
Total	8.5				8							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	15
5. Lecture Hours	4
6. Actual Teaching Load (4+5)	19.00
7. Credit for Student Factor	2.22
8. Total Load (add #2,3,6& 7)	23.22
9. Normal Load	18
10. Overload/(Underload)	3.22
11. Office Hours	22.5
12. Class Hours	19
13. Total Hours (11+12)	41.5

Submitted by:
CARL JONAS D. GOCOTANO
Instructor I

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LEORENCE C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2025-2026

Name: SITTIE AIMA KUMPA

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30									Vet Tech 313	3/BSVT/A(B1)	VMA-5	32
8:30-10:00												
10:00-11:30	Student consultation		CVM Office		Student consultation		CVM Office		Vet Tech 313	3/BSVT/A(B2)	VMA-5	32
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	Vet Tech 413	4/BSVT/A	Vet Hospital	69					Vet Tech 313	3/BSVT/A(B2)	VMA-5	32
2:30-4:00					Vet Tech 313	3/BSVT/A(B1)	VMA-5	32				
4:00-5:30												
5:30-7:00												
Office Hours	1				1				0			
Class Hours	3				3				9			
Total	4				4				9			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	Vet Tech 413	4/BSVT/A	Vet Hospital	69	Student consultation		CVM Office					
10:00-11:30	Student consultation		CVM Office		Vet Tech 413	4/BSVT/B	VMA-4	60				
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Vet Tech 413	4/BSVT/B	Vet Hospital	60	Vet Tech 413	4/BSVT/B	Vet Hospital	60				
2:30-4:00												
4:00-5:30												
5:30-7:00												
Office Hrs.	1				1.5							
Class Hours	6				4							
Total	7				5.5							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	24.00
5. Lecture Hours	1
6. Actual Teaching Load (4+5)	25.00
7. Credit for Student Factor	
8. Total Load (add #2,3,6& 7)	25.00
9. Normal Load	
10. Overload/(Underload)	25.00
11. Office Hours	4.5
12. Class Hours	25
13. Total Hours (11+12)	29.5

Submitted by:
SITTIE AIMA KUMPA
CVM Vet Tech Instructor

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCE C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
2nd Semester SY 2025-2026

Name: SITTIE AIMA KUMPA

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	VT 13	3-VT-A	CVMA-1	60	VT 13	3-VT-A	CVMA-1	60				
8:30-10:00					VT 13	3-VT-A(B1)	Vet. Hospital	30	Student consultation		CVM office	
10:00-11:30									VT 13	3-VT-A(B1)	Vet. Hospital	30
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	Student consultation		CVM Office		Student consultation				VT 13	3-VT-A(B2)	Vet. Hospital	30
2:30-4:00	VT 13	3-VT-B(B1)	Vet. Hospital	23								
4:00-5:30												
5:30-7:00												
Office Hours	1.5				1.5				1.5			
Class Hours	5				4				6			
Total	6.5				5.5				7.5			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	VT 13	3-VT-B	CVMA-1	47	VT 13	3-VT-B	CVMA-1	47				
8:30-10:00					VT 13	3-VT-B(B1)	Vet. Hospital	24				
10:00-11:30												
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Student consultation		CVM Office		VT 13	3-VT-B(B2)	Vet. Hospital	23				
2:30-4:00												
4:00-5:30	VT 13	3-VT-B(B1)	Vet. Hospital	47	VT 13	3-VT-B(B1)	Vet. Hospital	47				
5:30-7:00												
Office Hrs.	1.5				0							
Class Hours	2.5				8.5							
Total	4				8.5							

1. No. of preparation 1
2. Load displacement
3. Research/Extension load
4. Laboratory Hours 21.00
5. Lecture Hours 4
6. Actual Teaching Load (4+5) 25.00
7. Credit for Student Factor
8. Total Load (add #1,3,6& 7) 25.00
9. Normal Load
10. Overload/(Underload) 25.00
11. Office Hours 6
12. Class Hours 26
13. Total Hours (11+12) 32

Submitted by:

SITTIE AIMA KUMPA
COB Vet Tech Instructor

Checked by:

DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:

DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:

DR. LORENCE C. ANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2025-2026

Name: **DESERIE JANE V. OLIVAR**

College/Unit: **College of Veterinary Medicine**

Designation: **DVM Admission Officer**

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	Vet Tech 412	4-BSVT-A	VMA-4	32	Vet Tech 412	4-BSVT-A	VMA-4	32	Checking of Thesis outline/manuscript		CVMA Office	
10:00-11:30	Checking of Thesis outline/Manuscript		CVMA Office		Student Consultation		CVMA Office		IM preparation		CVMA Office	
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	Vet Tech 315	3-BSVT-B	VMA-1	31	Vet Tech 315	3-BSVT-B	VMA-1	31	Checking of quizzes/exams			
2:30-4:00	Vet Tech 315	3-BSVT-B(B1)	VMA-1	31	Vet Tech 315	3-BSVT-B(B1)	VMA-1	31	Student consultation			
4:00-5:30												
5:30-7:00												
Office Hours	5.5				2.5				8			
Class Hours	3				6				0			
Total	8.5				8.5				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Vet Tech 412	4-BSVT-B	VMA-1	36	Vet Tech 412	4-BSVT-B	VMA-1	36				
8:30-10:00	Student consultation				Vet Tech 315	3-BSVT-B(B2)	VMA-5	31				
10:00-11:30	Lecture preparation		CVMA Office									
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Vet Tech 315	3-BSVT-A	VMA-3	60	Vet Tech 315	3-BSVT-A	VMA-3	60				
2:30-4:00	Vet Tech 315	3-BSVT-A(B2)	VMA-5	30	Vet Tech 315	3-BSVT-A(B2)	VMA-5	30				
4:00-5:30												
5:30-7:00												
Office Hrs.	5				2							
Class Hours	4.5				7.5							
Total	9.5				9.5							

1. No. of preparation	2
2. Load displacement	_____
3. Research/Extension load	_____
4. Laboratory Hours	9
5. Lecture Hours	12
6. Actual Teaching Load (4+5)	21.00
7. Credit for Student Factor	1.88
8. Total Load (add #2, 3, 6 & 7)	22.88
9. Normal Load	18
10. Overload/(Underload)	4.88
11. Office Hours	23
12. Class Hours	21
13. Total Hours (11+12)	44

Submitted by:
DESERIE JANE V. OLIVAR, LPT
Instructor I

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCE C. TANDO
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Dept

Faculty Time and Location
2nd Semester SY 2025-2026

Name: DESERIE JANE V. OLIVAR

College/Unit: College of Veterinary Medicine

Designation: DVM Admission Officer

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30									Student consultation		CVMA Office	
8:30-10:00	Checking of thesis outline/manuscript		CVMA Office		Checking of thesis outline/manuscript		CVMA Office		Lab preparation			
10:00-11:30	Student consultation				Student consultation				VT 11	3-BSVT-A(B2)	CVMA-4	30
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	VT 11	3-BSVT-B	CVMA-3	53	VT 11	3-BSVT-B	CVMA-3	53			CVMA-6	
2:30-4:00	VT 11	3-VT-A(B1)	CVMA-4	31	VT 11	3-BSVT-B(B1)	CVMA-3	27	VT 11	3-BSVT-B(B1)		27
4:00-5:30												
5:30-7:00												
Office Hours	3.5				3.5				2			
Class Hours	4.5				4.5				6			
Total	8				8				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30												
8:30-10:00	Checking of thesis outline/manuscript		CVMA Office		VT 11	3-VT-A(B2)	CVMA-6	30				
10:00-11:30	Student consultation				Student consultation							
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	VT 11	3-VT-A	CVMA-1	61	VT 11	3-VT-A	CVMA-1	61				
2:30-4:00	Student consultation		CVMA Office		Checking of quizzes/exams		CVMA Office					
4:00-5:30	IM preparation											
5:30-7:00												
Office Hrs.	6.5				5							
Class Hours	1.5				3							
Total	8				8							

1. No. of preparation	1
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	15
5. Lecture Hours	6
6. Actual Teaching Load (4+5)	21.00
7. Credit for Student Factor	1.56
8. Total Load (add #2,3,6& 7)	22.56
9. Normal Load	21
10. Overload/(Underload)	1.56
11. Office Hours	20.5
12. Class Hours	19.5
13. Total Hours (11+12)	40

Submitted by:
DESERIE JANE V. OLIVAR, LPT
 Instructor I

Checked by:
DR. PRECIOUS AMOR B. FERRER
 Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
 Dean, CVM

Approved:
DR. LORENCES C. TANDOG
 Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2025-2026

Name: FLEURMINA EULA C. USOP

College/Unit: College of Veterinary Medicine

Designation: BSVT Department Research Coordinator

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30					Vet Tech 316	3-BSVT-B	VMA-3	29	Vet Tech 316	3-BSVT-A(B2)	VMA-4	29
8:30-10:00	Checking of Thesis outline/manuscript		CVMA Office		Vet Tech 316	3-BSVT-A(B1)	VMA-5	29	Student consultation		CVMA Office	
10:00-11:30				Checking of quizzes/exams					Lunch Break			
11:30-1:00	Lunch Break				Lunch Break				Vet Tech 313	3-BSVT/B	VMA-1	67
1:00-2:30	Lab preparation				Student consultation							
2:30-4:00	Vet Tech 316	3-BSVT-A(B2)	VMA-4	30	Checking of Thesis outline/manuscript				Checking of quizzes/exams		CVMA Office	
4:00-5:30												
5:30-7:00												
Office Hours	5.5				3				2			
Class Hours	3				5				6			
Total	8.5				8				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Vet Tech 316	3-BSVT-A	VMA-3	60								
8:30-10:00					Checking of Thesis outline/manuscript							
10:00-11:30	Vet Tech 313	3-BSVT/B(B1)	VMA-5	33	Student consultation		CVMA Office					
11:30-1:00	Lunch Break			Lunch Break								
1:00-2:30	Lab preparation			Checking of quizzes/exams								
2:30-4:00	Vet Tech 313	3-BSVT/B(B1)	VMA-5	34	IM preparation							
4:00-5:30												
5:30-7:00												
Office Hrs.	4.5				0							
Class Hours	5				8							
Total	9.5				8							

1. No. of preparation	2
2. Load displacement	3
3. Research/Extension load	
4. Laboratory Hours	12
5. Lecture Hours	7
6. Actual Teaching Load (4+5)	19.00
7. Credit for Student Factor	2.90
8. Total Load (add #2,3,6& 7)	24.90
9. Normal Load	18
10. Overload/(Underload)	6.90
11. Office Hours	15
12. Class Hours	27
13. Total Hours (11+12)	42

Submitted by:
FLEURMINA EULA C. USOP, LPT
Instructor I

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCENCE C. TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Dept

Faculty Time and Location
2nd Semester SY 2025-2026

Name: FLEURMINA EULA C. USOP

College/Unit: College of Veterinary Medicine


Designation: BSVT Department Research Coordinator

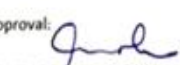
SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Student consultation		CVMA Office		Student consultation		CVMA Office					
8:30-10:00	Lab preparation				Lab preparation				Checking of thesis outline/manuscript			
10:00-11:30	VT 12	3-VT-A(Bs)	CVMA-6/VM-15	30	Zootechog	2-VT-A(B2)	CVMA-3	21			CVMA Office	
11:30-1:00	Lunch Break				Lunch Break				Lunch Break			
1:00-2:30	VT 12	3-VT-A	CVMA-1	59	VT 12	3-VT-A	CVMA-1	59	Checking of quizzes/exams			
2:30-4:00	Checking of thesis outline/manuscript		CVMA Office		VT 12	3-VT-A(B2)	CVMA-5/VM-15	29	Student consultation			
4:00-5:30												
5:30-7:00												
Office Hours	4				4				8			
Class Hours	4				4				0			
Total	8				8				8			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Student consultation		CVMA Office		Student consultation		CVMA Office					
8:30-10:00	Lab preparation				Lab preparation							
10:00-11:30	VT 12	3-VT-B(B2)	CVMA-4/VM-15	25	VT 12	3-VT-B(B2)	CVMA-4/VM-15	24				
11:30-1:00	Lunch Break											
1:00-2:30	VT 12	3-VT-B	CVMA-3	49	Checking of thesis outline/manuscript		CVMA Office					
2:30-4:00	Checking of thesis outline/manuscript		CVMA Office		IM preparation							
4:00-5:30	IM preparation											
5:30-7:00												
Office Hrs.	3				5							
Class Hours	5				3							
Total	8				8							

1. No. of preparation	2
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	15
5. Lecture Hours	4
6. Actual Teaching Load (4+5)	19.00
7. Credit for Student Factor	1.70
8. Total Load (add #2,3,6& 7)	20.70
9. Normal Load	18
10. Overload/(Underload)	2.70
11. Office Hours	24
12. Class Hours	26
13. Total Hours (11+12)	40

Submitted by: 
FLEURMINA EULA C. USOP, LPT
Instructor

Checked by: 
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval: 
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved: 
DR. LORENICE C. PANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2025-2026

Dept

Name: SPENCER S. PANES

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30					Zootech 212	2-BSVT-A	VM-22	35	Zootech 212	2-BSVT-A	VM-22	35
8:30-10:00					Student Consultation		CVMA Office					
10:00-11:30									Zootech 218	3-BSVT-A(B1)	VMA-6	29
11:30-1:00									Lunch Break			
1:00-2:30	Student Consultation		CVMA Office						Student Consultation		CVMA Office	
2:30-4:00	Zootech 218	3-BSVT-B	VMA-1	44					Zootech 218	3-BSVT-B(B2)	VMA-6	22
4:00-5:30												
5:30-7:00												
Office Hours	1				1				1			
Class Hours	2				1.5				7.5			
Total	3				2.5				8.5			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	Zootech 218	3-BSVT-A(B2)	Field	28	Zootech 218	3-BSVT-A(B2)	Field	28				
8:30-10:00					Zootech 218	3-BSVT-A	VMA-1	57				
10:00-11:30	Zootech 218	3-BSVT-A(B2)	Field	28	Student Consultation		CVMA Office					
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Zootech 212	2-BSVT-A	VMA-1	35	Zootech 213	2-BSVT-A	VMA-3	35				
2:30-4:00	Student Consultation		CVMA Office		Zootech 218	3-BSVT-B(B1)	VMA-4	22				
4:00-5:30												
5:30-7:00												
Office Hrs.	1				1							
Class Hours	3				8							
Total	4				9							

1. No. of preparation	3
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	12.00
5. Lecture Hours	10
6. Actual Teaching Load (4+5)	22.00
7. Credit for Student Factor	
8. Total Load (add #2,3,6& 7)	22.00
9. Normal Load	
10. Overload/(Underload)	...22.00
11. Office Hours	5
12. Class Hours	22
13. Total Hours (11+12)	27

Submitted by:
SPENCER S. PANES
COS Vet Tech Instructor

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LEORENICE TANDOG
Vice President for Academic Affairs



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Dept (2 copies)

Faculty Time and Location
2nd Semester SY 2025-2026

Name: SPENCER S. PANES

College/Unit: College of Veterinary Medicine

Designation:

SUMMARY OF INFORMATION

TIME	MONDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	WEDNESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	FRIDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30					VT Zootech 02	2-VT-A	CVMA 1	49	VT Zootech 02	2-VT-A	CVMA 1	49
8:30-10:00									Student consultation			
10:00-11:30									Zootech 07	2-VT-A(B1)	CVMA 2	23
11:30-1:00	Student consultation				Student consultation		CVMA Office		Lunch Break			
1:00-2:30	Zootech 04	2-VT-A	CVMA-2	42	Zootech 04	2-VT-A	CVMA-2	42				
2:30-4:00	VT Zootech 05	2-VT-A	CVMA-1	43	VT Zootech 05	2-VT-A	CVMA-1	43				
4:00-5:30												
5:30-7:00												
Office Hours	1.5				1.5				1.5			
Class Hours	2				3				4			
Total	3.5				4.5				5.5			
TIME	TUESDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	THURSDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students	SATURDAY	Yr/Crs/ Sec	Room/ Venue	No. of Students
7:00-8:30	VT Zootech 02	2-VT-A(B1)	CVMA 2	25	VT Zootech 02	2-VT-A(B1)	CVMA 2	25				
8:30-10:00	VT Zootech 01	2-VT-A(B2)	CVMA-2	21	VT Zootech 02	2-VT-A(B2)	CVMA 2	24				
10:00-11:30												
11:30-1:00	Lunch Break				Lunch Break							
1:00-2:30	Zootech 07	2-VT-A	CVMA 2	45	Zootech 07	2-VT-A	CVMA 2	45				
2:30-4:00	Student consultation				VT Zootech 01	2-VT-A(B1)	CVMA-4	22				
4:00-5:30												
5:30-7:00												
Office Hrs.	1.5				0							
Class Hours	5.5				8.5							
Total	7				8.5							

1. No. of preparation	4
2. Load displacement	
3. Research/Extension load	
4. Laboratory Hours	35
5. Lecture Hours	8
6. Actual Teaching Load (4+5)	23
7. Credit for Student Factor	
8. Total Load (add #2,3,6& 7)	23
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	6.5
12. Class Hours	23
13. Total Hours (11+12)	29.5

Submitted by:
SPENCER S. PANES
COS Vet Tech Instructor

Checked by:
DR. PRECIOUS AMOR B. FERRER
Department Chairman

Recommending Approval:
DR. ELIZABETH C. MOLINA
Dean, CVM

Approved:
DR. LORENCE C. ANDOG
Vice President for Academic Affairs

