BM23 =IF(SUM(BL23:BL23)>0,SUM(BL23:BL23),"")

e of Student	Score	TOTAL	AVERAGE	POINTS	QUIZ1	QUIZ2	QUIZ3	QUIZ4	QUIZ5	QUIZ6	QUIZ7	TOTAL	AVERAGE	POINTS	Report1	Report2	TOTAL	AVERAGE	POINTS	Wrt.Ass.1	Wrt.Ass.2	Wrt.Ass.3	TOTAL	AVERAGE	POINTS	Midterm	TOTAL	AVERAGE	POINTS
POSSIBLE HIGHEST SCORE	9	17	100	10%	20	30	20					70	100	15%	50	30	80	100	25%	15	15	30	60	100	10%	60	60	100	40%
23-59134	8	8.00	47.06	4.71	15	26	11					52.00	74.29	11.14	50	25	75.00	93.75	23.44							52	52.00	86.67	34.67
23-09613	9	9.00	52.94	5.29	20	25	14					59.00	84.29	12.64	50	25	75.00	93.75	23.44							59	59.00	98.33	39.33
23-74732	6	6.00	35.29	3.53	20	23	16					59.00	84.29	12.64	50	25	75.00	93.75	23.44										
23-54714	7	7.00	41.18	4.12	20	16	12					48.00	68.57	10.29	50	25	75.00	93.75	23.44							55	55.00	91.67	36.67
23-68741	9	9.00	52.94	5.29	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
23-08155	9	9.00	52.94	5.29	20	26	18					64.00	91.43	13.71	50	25	75.00	93.75	23.44							41	41.00	68.33	27.33
23-71659	9	9.00	52.94	###	20	25	13					58.00	82.86	12.43	50	25	75.00	93.75	23.44							51	51.00	85.00	34.00
23-62274	9	9.00	52.94	5.29	20	28	7					55.00	78.57	11.79	50	25	75.00	93.75	23.44							57	57.00	95.00	38.00
23-57231	7	7.00	41.18	4.12	20	10	8					38.00	54.29	8.14	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
23-49831	8	8.00	47.06	4.71	20	28	12					60.00	85.71	12.86	50	25	75.00	93.75	23.44							50	50.00	83.33	33.33
23-44370	8	8.00	47.06	4.71	20	27	14					61.00	87.14	13.07	50	25	75.00	93.75	23.44							44	44.00	73.33	29.33
23-70282	8	8.00	47.06	4.71	20	22	14					56.00	80.00	12.00	50	25	75.00	93.75	23.44							37	37.00	61.67	24.67
23- 18694	8	8.00	47.06	4.71	20	21	16					57.00	81.43	12.21	50	25	75.00	93.75	23.44							35	35.00	58.33	23.33
23-02098	8	8.00	47.06	4.71	20	9	13					42.00	60.00	9.00	50	25	75.00	93.75	23.44							40	40.00	66.67	26.67
23-91504	8	8.00	47.06	4.71	15	21	9					45.00	64.29	9.64	50	25	75.00	93.75	23.44										
23-80591																													
23-82315	8	8.00	47.06	4.71	20	15	14					49.00	70.00	10.50	50	25	75.00	93.75	23.44										
23-74517	8	8.00	47.06	4.71	20	29	17					66.00	94.29	14.14	50	25	75.00	93.75											
23-09041	8	8.00	47.06	4.71	20	14	8					42.00	60.00	9.00	50	25	75.00	93.75	23.44										
23-41177	7	7.00	41.18	4.12	20	25	16					61.00	87.14	13.07	50	25	75.00	93.75	23.44										

SAMPLE OF FACULTY CLASS RECORD USING MS EXCEL

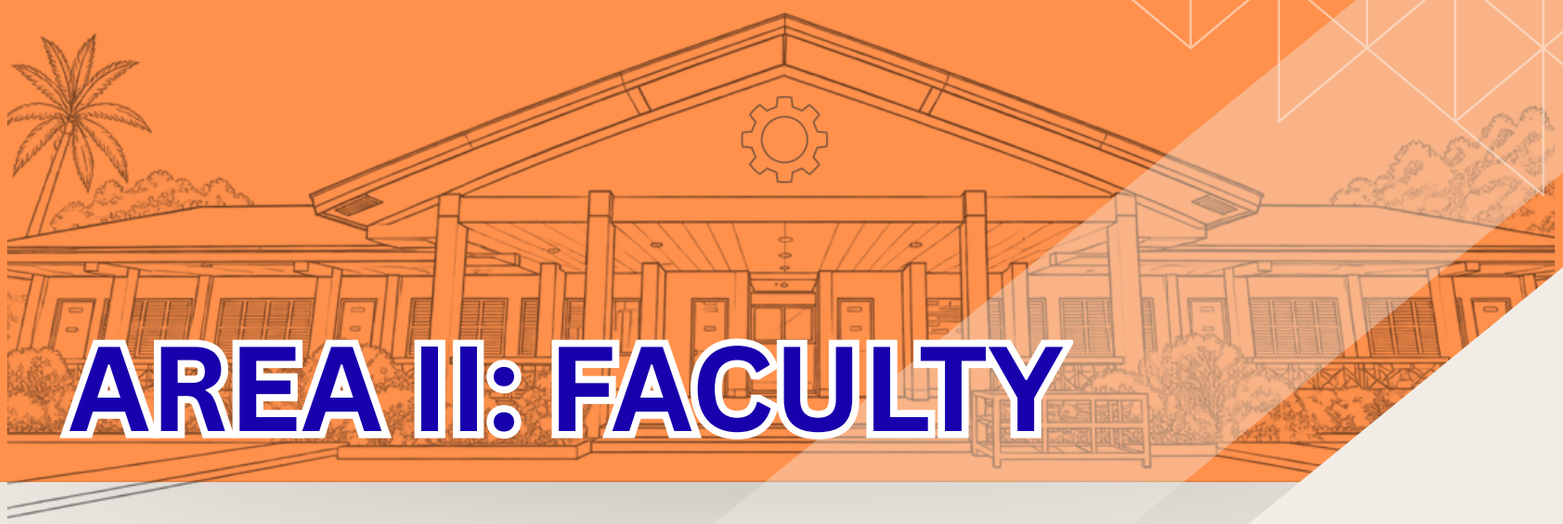
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

S.5. Workload guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

REVISED FACULTY MANUAL

2024 EDITION

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
College Secretary/Associate Dean	Displacement 9
2 or more program leaderships	units
Program Leader	9 units
2 or more project leaderships	6 unit
Project Leader	6 units
2 or more study leaderships	3 units
ReFg ular College Coordinator	3 units
	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	12 units 9
College Deans, Directors units	Nutritionist 6
Head of Non-Academic Units	Units
Medical Technologist/ Dietitian	
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.

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).