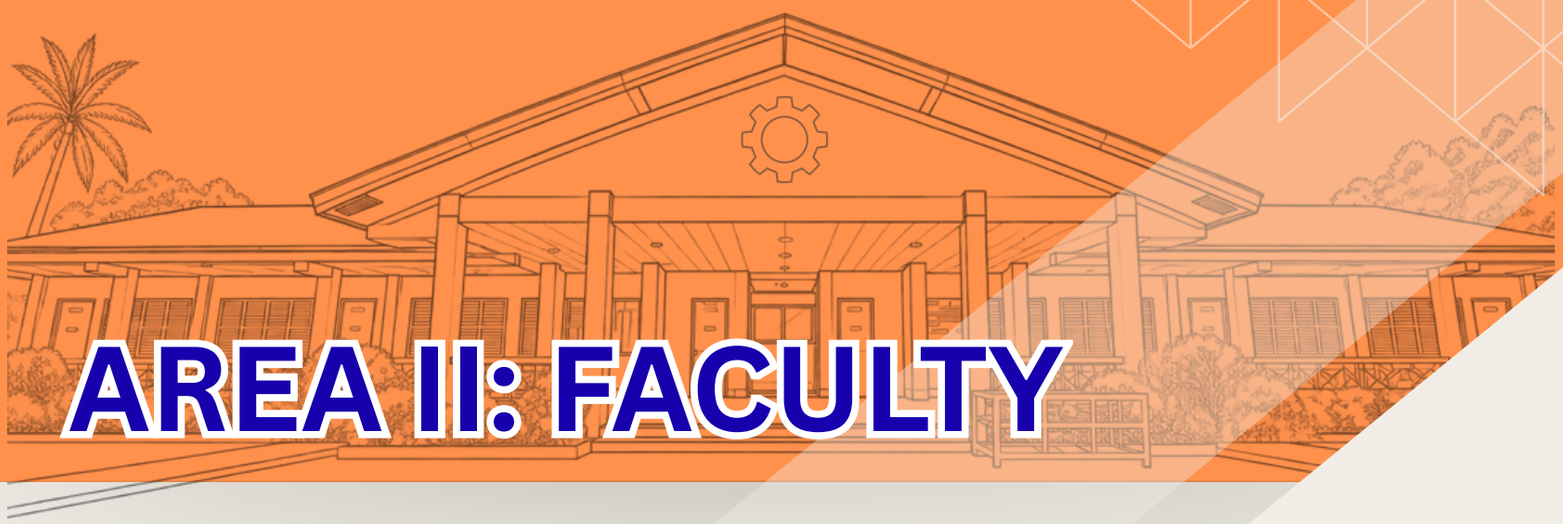
UNIVERSITY OF SOUTHERN MINDANAO
COLLEGE OF TRADES AND INDUSTRIES

AACCUP

LEVEL 1 SURVEY VISIT

BTVTED

BACHELOR OF
TECHNICAL - VOCATIONAL
TEACHER EDUCATION



AREA II: FACULTY

PARAMETER C:
FACULTY ADEQUACY AND LOADING

OUTCOMES

O.1. The faculty are efficient and effective, with sufficient time for instruction, research, extension, and other assigned tasks.

Faculty members record their work activities through the Electronic Daily Time Record (E-DTR), allowing them sufficient time to fulfill their responsibilities in instruction, research, extension, and other assigned duties.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester SY 2026 - 2027

Name: MANUEL J. TAYONG **College/Unit:** CTI - TED **Designation:** Department Chairperson, TED

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
8:00-9:00	OFFICE WORKS AND STUDENT CONSULTATION									WORK FROM HOME WITH OCCASIONAL FACE TO FACE		
9:00-10:00												
10:00-11:00												
11:00-12:00												
12:00-1:00	LUNCH BREAK											
1:00-2:00	ELT UT 01 (LEC)	3 BIndTech- D1-ELT	ET 1	40	ELT UT 01 (LEC)	3 BIndTech- D1-ELT	ET 1	40		WORK FROM HOME WITH OCCASIONAL FACE TO FACE		
2:00-3:30	ELT UT 01 (LAB)				ELT UT 01 (LAB)							
3:30-5:00	IndTech UT 02	4 BSIT-D	ET 1	45	IndTech UT 02	4 BSIT-D	ET 1	45				
5:00-7:00												
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
8:00-8:30	OFFICE WORKS AND STUDENT CONSULTATION											
8:30-10:00	TED 03	3 BTVTED-D-ETTE	TECH VOC 2	42	TED 03	3 BTVTED-D-ETTE	TECH VOC 2	42				
10:00-11:00	OFFICE WORKS AND STUDENT CONSULTATION											
11:00-12:00												
12:00-1:00	LUNCH BREAK											
1:00-2:00	ETTE 08 (LEC)	3 BTVTED-D-ETTE	ELX 2	37	ETTE 08 (LEC)	3 BTVTED-D-ETTE	ELX 2	37				
2:00-3:00	ETTE 08 (LAB)				ETTE 08 (LAB)							
3:00-4:00												
4:00-5:00												
Office Hours	5.5				5.5							
Class Hours	2.5				2.5				0			
Total	8				8				0			

SUMMARY OF INFORMATION

1. No. of Preparation	3
2. Load Displacement	6
3.Research/Extension Load	
4. Laboratory Hours	9
5. Lecture Hours	6
6. Actual Teaching Load(4+5)	15
7. Credit for Student Factor	0.5
8. Total Load (add #2,3,6 & 7)	21.5
9. Normal Load	18
10. Overload/(Underload)	3.5
11. Office Hours	2
12Class Hours	1
13. Total Hours (11+12)	4

Submitted by:
MANUEL J. TAYONG
Faculty

Checked by:
MANUEL J. TAYONG
Department Chairperson

Recommending Approval:
JOEL V. MISANES
Dean

Approved:
LEORENCE C. TANDOG
Vice Pres. for Academic Affairs

USM-DIO-Fo2-Rev.2.2023.08.22

Sample Faculty time and location under the program.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location

1st Semester SY 2026 - 2027

Name:	ELLE JOY M. GAVINO			College/Unit: CTI-TED					Designati	Instructor I			SUMMARY OF INFORMATION	
Time	Monday	Yr/Crs/ Sec	Room/ Venue	No. of Students	Wednesda	Yr/Crs/ Sec	Room/ Venue	No. of Students	Friday	Yr/Crs/ Sec	Room/ Venue	No. of Students	1. No. of Preparation	4
7:00-8:00	DTTE 01	1-BTVTED-A	AD5	28									2. Load Displacement	6
8:00-8:30	S CONSULTATION&CHECKING OF ACTIVS				S CONSULTATION&CHECKING OF ACTIV				CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				3.Research/Extension Load	
8:30-10:00	TED 03	3-BTVTED-B	AD5	43	TED 03	3-BTVTED-B	AD5	43					4. Laboratory Hours	9
10:00-12:00	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS												5. Lecture Hours	7
12:00-1:00	LUNCH BREAK												6. Actual Teaching Load(4+5	16
1:00-2:00	DTTE 02	1BTVTED-A	AD1	29	DTTE 02	1BTVTED-A	AD1	29	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				7. Credit for Student Factor	0.38
2:00-5:00													8. Total Load (add #2,3,6 & 7)	22.38
5:00-6:00													9. Normal Load	18
6:00-7:00													10. Overload/(Underload)	4.38
Office Hours	2.5				2.5				8				11. Office Hours	25
Class Hours	6.5				5.5				0				12. Class Hours	17
Total	9				8				8				13. Total Hours (11+12)	42

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:
8:00-8:30	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS				CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS								ELLE JOY M. GAVINO
8:30-9:30													Faculty
9:30-10:30													Checked by:
10:30-11:00	ADT 12	2BINDTECH	AD5	43	ADT 12	2BINDTECH	AD5	43					MANUEL J. TAYONG, PhD
11:00-12:30													Department Chairperson
12:30-1:00	LUNCH BREAK												
1:00-2:00	CLASS CONSULTATION&CHECKING OF ACTIVITIES AND OTHERS												Recommending Approval:
2:00-5:00													
5:00-6:00													JOEL V. MISANES, PhD
6:00-7:00													Dean
Office Hours	5.5				6.5								Approved:
Class Hours	3				2								
Total	8.5				8.5								LEORENCE C. TANDOG, PhD
													Vice Pres. for Academic Affairs

Page 1

Sample Faculty time and location under the program.

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1ST Semester SY 2026 - 2027

Name: IRA ANDREANA K. MAMA College/Unit: CTI Designation:

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
7:00-8:00	ADT 09 (Lec)	2 BINDTECH B	AD 1	39	ADT 09 (Lec)	2 BINDTECH B	AD 1	39				
8:00-9:30	ADT 09 (Lab)				ADT 09 (Lab)							
9:30-10:00	TLE 05	2 BTVTED A&B	AD 1	47	TLE 05	2 BTVTED A&B	AD 1	47				
10:00-11:00												
11:00-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	ADT 03 (Lec)	1 BINDTECH B	AD 2	59	TLE 01	1 BTVTED C&D	AD 1	33
2:00-3:30	ADT 03 (Lab)				ADT 03 (Lab)							
3:30-4:00	CHECKING AND RECORDING OF SCORES (Office hours)											
4:00-5:00												
Office Hours	1				0				0			
Class Hours	6.5				6.5				3			
Total	7.5				6.5				3			

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	TLE 01	1 BTVTED A&B	AD 1	60	TLE 05	1 BTVTED A&B	AD 1	60				
8:30-9:30	TLE 05	2 BTVTED C&D	AD 1	33	TLE 05	2 BTVTED C&D	AD 1	33				
9:30-10:00												
11:30-12:00	STUDENT CONSULTATION (Office hours)											
12:00-1:00	LUNCH BREAK											
1:00-2:00	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39	DTTE 09 (Lec)	3 BTVTED B	TechVoc 3	39				
2:00-3:00	DTTE 09 (Lab)				DTTE 09 (Lab)							
3:00-4:00												
4:00-5:00												
Office Hours	2				2							
Class Hours	7				7				0			
Total	9				9				0			

SUMMARY OF INFORMATION

1. No. of Preparation	5
2. *Load Displacement*	
3. *Research/Extension Load*	
4. Laboratory Hours	12
5. Lecture Hours	17
6. *Actual Teaching Load(4+5)*	29
7. *Credit for Student Factor*	
8. Total Load (add #2,3,6 & 7)	30
9. Normal Load	
10. Overload/(Underload)	
11. Office Hours	5
12Class Hours	29
13. Total Hours (11+12)	34

Submitted by:
IRA ANDREANA K. MAMA
Faculty

Checked by:
MANUEL J. TAYONG
Department Chairperson

Recommending Approval:
JOEL V. MISANES
Dean

Approved:
LEORENCE C. TANDOG
Vice Pres. for Academic Affairs

USM-DIO-Fo2-Rev.2.2023.08.22

Sample Faculty time and location under the program.