AREA II
FACULTY

PARAMETER C:

FACULTY ADEQUACY AND LOADING

I.1

I.1 The maximum total load of a regular full-time faculty member is based on the CMO No 3 s 2007 program and/or institutional guidelines.

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:

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).

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
2nd Semester, SY 2025-2026

Nov - Jan 21, 2026 Dept

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research/ Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
MBA	SANDRA ANGELA A. BANGCAYA	AEC 02	ACCOUNTING FOR PARTNERSHIP AND CORPORATION	1/BSACCTY/A	T	9:00 AM - 11:00 AM	LED - 1	Lec	2	2.00	30		3	6.00	0.00	15.90	0.00	21.90	18.00	3.90
	Associate Professor II				Th	8:30 AM - 11:30 AM	LED - 1	Lab	3	3.00	30									
	Faculty Association Representative	AEC 02	ACCOUNTING FOR PARTNERSHIP AND CORPORATION	1/BSACCTY/B	M	1:00 PM - 3:00 PM	LED - 1	Lec	2	2.00	27									
	Department Chairperson (With 6 units load displacement)				W	1:00 P M - 4:00 PM	LED - 1	Lab	3	3.00	27									
	Document Control Officer -CBDEM	Acc 01	ACCOUNTING FOR SPECIAL TRANSACTIONS	3/BSACCTY/A	TTh	02:30 PM - 04:00 PM	LED-8	Lec	3	3.00	12									
	Online Learning Coordinator	Acc OJT 01	ACCOUNTING INTERNSHIP (400 Hours Off-Campus)	4/BSACCTY/A						1.60	16									
	Admission Officer	MgtAcc OJT 01	MANAGEMENT ACCOUNTING INTERNSHIP (400 Hours Off-Campus)	4/BSMA/A						1.30	13									
	Department Internship Coordinator	Acc UT 01	ACCOUNTANCY RESEARCH (Undergraduate Thesis 1)	3/BSACCTY/A							16									
	Permanent	Acc UT 02	ACCOUNTANCY RESEARCH (Undergraduate Thesis 2)	4/BSACCTY/A							16									
	Vacation/Sick Leave	MgtAcc UT 01	MANAGEMENT ACCOUNTING RESEARCH (Undergraduate Thesis 1)	4/BSMA/B							43									
DBA	JAY-R G. VILDAC	AEC 03	CONCEPTUAL FRAMEWORK AND ACCOUNTING STANDARD	1/BSACCTY/A	MW	07:00 AM - 08:30 AM	LED - 3	Lec	3	3.00	30		2	12.00	0.00	6.00	0.00	18.00	18.00	0.00
	Associate Professor II	AEC 03	CONCEPTUAL FRAMEWORK AND ACCOUNTING STANDARD	1/BSACCTY/B	TTh	07:00 AM - 08:30 AM	LED - 3	Lec	3	3.00	27									
	Director of Finance and Management Services (with 12 units load displacement)																			
	Department Curriculum Coordinator																			
	Permanent																			
	Vacation/Sick Leave																			
DBM	ALLEN SHANE C. GARCIA	AEC 14	INTERMEDIATE ACCOUNTING 2	2/BSACCTY/A	T	1:00 PM - 03:00 PM	LED - 3	Lec	2	2.00	34		3	0	0.00	21.90	0.00	21.90	18.00	3.90
	Assistant Professor 1				Th	1:00 PM - 04:00 PM	LED - 3	Lab	3	3.00	34									
	Department Extension Coordinator	AEC 14	INTERMEDIATE ACCOUNTING 2	2/BSMA/A	M	09:00 AM - 11:00 AM	LED - 3	Lec	2	2.00	49									
	Department Research Coordinator				W	08:30 AM - 11:30 AM	LED - 3	Lab	3	3.00	49									
	Department Internship Coordinator	AEC 17a	BUSINESS TAXATION	3/BSACCTY/A	MW	01:00 PM - 02:30 PM	LED - 15	Lec	3	3.00	16									
	Permanent	AEC 17a	BUSINESS TAXATION	3/BSMA/A	TTh	10:00 AM - 11:30 AM	LED - 14	Lec	3	3.00	40									
	Teacher's Leave	AEC 17a	BUSINESS TAXATION	3/BSMA/B	TTh	08:30 AM - 10:00 AM	LED - 15	Lec	3	3.00	36									
		MgtAcc OJT 01	MANAGEMENT ACCOUNTING INTERNSHIP (400 Hours Off-Campus)	4/BSMA/A						2.90	29									
		MgtAcc UT 01	MANAGEMENT ACCOUNTING RESEARCH (Undergraduate Thesis 1)	3/BSMA/A							40									
		MgtAcc UT 02	MANAGEMENT ACCOUNTING RESEARCH (Undergraduate Thesis 2)	4/BSMA/A							33									
		MgtAcc UT 02	MANAGEMENT ACCOUNTING RESEARCH (Undergraduate Thesis 2)	4/BSMA/B							43									

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
2nd Semester, SY 2025-2026

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research/ Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
MBA	JARED VIRGIL A. BANGCAYA	AccElect 02	VALUATION CONCEPTS AND METHODS	2/BSACCTY/A	TTh	08:30 AM - 10:00 AM		Lec	3	3.00	26		1	0	0.00	3.00	0.00	3.00		
	Internal Auditor Services Head																			
	Vacation/Sick Leave																			
	Permanent																			
LLB	ATTY. GREGORIO C. TORRES	AEC 10	LAW ON OBLIGATIONS AND CONTRACTS	1/BSACCTY/A	TTh	02:30 pm - 04:00 pm	LED-15	Lec	3	3.00	31		3	0	0.00	15.00	0.00	15.00		
	Instructor 1 (Lawyer)	AEC 10	LAW ON OBLIGATIONS AND CONTRACTS	1/BSACCTY/B	TTh	01:00 pm - 02:30 pm	LED-15	Lec	3	3.00	27									
	COS-Part-time	AEC 12	REGULATORY FRAMEWORK AND LEGAL ISSUES IN BUSINESS	2/BSACCTY/A	MW	01:00 pm - 02:30 pm	LED-3	Lec	3	3.00	21									
		AEC 12	REGULATORY FRAMEWORK AND LEGAL ISSUES IN BUSINESS	2/BSMA/A	MW	2:30 PM - 4:00PM	LED-3	Lec	3	3.00	48									
		Acc 07	SPECIAL LAWS AND OTHER RELEVANT REGULATIIONS	3/BSACCTY/A	TTh	08:30 AM - 10:00 AM	LED-8	Lec	3	3.00	12									
MBA	MICHAEL P. OMAMBAT	AEC 22	ACCOUNTING FOR GOVERNMENT AND NON-PROFIT ORGANIZATIONS	3/BSACCTY/A	MW	06:00 pm - 07:30 pm	ONLINE	Lec	3	3.00	16		1	0	0.00	9.00	0.00	9.00		
	Instructor I (CPA)	AEC 22	ACCOUNTING FOR GOVERNMENT AND NON-PROFIT ORGANIZATIONS	3/BSMA/A	MW	07:30 pm - 09:00 pm	ONLINE	Lec	3	3.00	40									
	COS-Part-time	AEC 22	ACCOUNTING FOR GOVERNMENT AND NON-PROFIT ORGANIZATIONS	3/BSMA/B	TTh	06:00 pm - 07:30 pm	ONLINE	Lec	3	3.00	45									
BS	LADY ENGINEE H. ALOCELJA	AEC 07	ACCOUNTING INFORMATION SYSTEM	2/BSACCTY/A	M	07:00 AM - 09:00 AM	ONLINE	LEC	2	2.00	21		1	0	0.00	10.00	0.00	10.00		
	Instructor I (CPA)				W	07:00 AM - 10:00 AM	ONLINE	LAB	3	3.00	21									
	COS-Part-time	AEC 07	ACCOUNTING INFORMATION SYSTEM	2/BSMA/A	T	07:00 AM - 09:00 AM	ONLINE	LEC	2	2.00	47									
					TH	07:00 AM - 10:00 AM	ONLINE	LAB	3	3.00	47									
MBA	VON ZERICK M. CASERO	Acc 03	AUDITING AND ASSURANCE: CONCEPTS AND PRINCIPLES II	3/BSACCTY/A	MW	6:00 PM - 7:30 PM	ONLINE	LEC	3	3.00	16		1	0	0.00	3.00	0.00	3.00		
	Instructor 1 (CPA)																			
	COS-Part-time																			

Prepared by:
SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

Submitted by:
CHERYL V. DULAY
Dean, CBDEM

Reviewed by:
DYANE RHEA B. BANA-AY
Head, Academic Compliance & Monitoring Dept

Verified by:
LEONARD M. PALETA, PhD
Director for Instruction

Approved by:
LEORENCE U. TANDOG, PhD
Vice President for Academic Affairs

Legend:
(*) Credit Units for Research and Extension Load (Adviser)
(**) Credit Units for Research and Extension Load (Defense Panel member)
(***) Credit Units for Research and Extension Load (Research w/o Honorarium)
(****) Request subject treated as Regular Load
(*****) Request subject (opt. out)

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BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
2nd Semester, SY 2025-2026

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research/ Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
BS	BAIKONGAN B. GUIAMAN	MgtAcc 01	VALUATION METHODS	2/BSMA/A	TTh	10:00 AM - 11:30 AM	LED-15	Lec	3	3.00	49		4	0	0.00	21.00	0.00	21.00	18.00	3.00
	Assistant Professor 1	AEC 19	FINANCIAL MANAGEMENT	3/BSACCTY/A	MW	02:30 PM - 04:00 PM	LED-10	Lec	3	3.00	16									
	Department Internship Coordinator	AEC 19	FINANCIAL MANAGEMENT	3/BSMA/A	TTh	02:30 PM - 04:00 PM	LED-12	Lec	3	3.00	28									
	Permanent	AEC 19	FINANCIAL MANAGEMENT	3/BSMA/B	MW	08:30 AM - 10:00 AM	LED-12	Lec	3	3.00	47									
	Teacher's Leave	AEC 09	STRATEGIC COST MANAGEMENT	2/BSACCTY/A	MW	10:00 AM - 11:30 AM	LED - 1	Lec	3	3.00	24									
		AEC 09	STRATEGIC COST MANAGEMENT	2/BSMA/A	TTh	1:00 PM - 02:30 PM	LED - 1	Lec	3	3.00	50									
		MgtAcc OJT 01	MANAGEMENT ACCOUNTING INTERNSHIP (400 Hours Off-Campus)	4/BSMA/B						3.00	30									
BS	LORCKAN DREDD C. PELARION	AgBus FA 01	PRINCIPLES OF MANAGEMENT ACCOUNTING	2 BSAgBus - A	M	10:00 AM - 12:00 AM		Lec	2	2.00	39		3	0	0.00	26.00	0.00	26.00		
	Instructor 1 (Accounting degree graduate)				W	09:00 AM - 12:00 AM		Lab	3	3.00	39									
	COS-Full time	AgBus FA 01	PRINCIPLES OF MANAGEMENT ACCOUNTING	2 BSAgBus - B	M	1:00 PM - 3:00 PM		Lec	2	2.00	40									
					W	1:00 PM - 4:00 PM		Lab	3	3.00	40									
		AgEcon FA 02	PRINCIPLES OF MANAGERIAL ACCOUNTING	3-BSAgEcon-A	W	07:00 AM -9:00 AM		Lec	2	2.00	45									
					M	07:00 AM - 10:00 AM		Lab	3	3.00	45									
		AgEcon FA 02	PRINCIPLES OF MANAGERIAL ACCOUNTING	3-BSAgEcon-B	T	1:00 PM - 3:00 PM		Lec	2	2.00	45									
					Th	1:00 PM - 4:00 PM		Lab	3	3.00	45									
		MgtAcc Elect 01	INNOVATION AND STRATEGY FORMUATION	3-BSMA-A	TTh	04:00 PM - 05:30 PM		Lec	3	3.00	36									
		MgtAcc Elect 01	INNOVATION AND STRATEGY FORMUATION	3-BSMA-B	MW	04:00 PM - 05:30 PM		Lec	3	3.00	35									
BS	JULHAINA G. CAMBANG	BA FA 01	FINANCIAL ACCOUNTING AND REPORTING I	1/BSBA/A	T	08:00 AM - 10:00 AM	LED-4	Lec	2	2.00	46		3	0	0.00	25.00	0.00	25.00		
	Instructor I (Accounting degree graduate)				Th	07:00 AM - 10:00 AM	LED-4	Lab	3	3.00	46									
	COS-Full time	BA FA 01	FINANCIAL ACCOUNTING AND REPORTING I	1/BSBA/B	M	10:00 AM - 12:00 AM	LED-2	Lec	2	2.00	48									
					W	09:00 AM - 12:00 PM	LED-2	Lab	3	3.00	48									
		PA 02	BASIC FINANCIAL ACCOUNTING AND REPORTING FOR GOVERNMENT	1/BPAd/A	T	01:00 pm - 03:00 pm	LED-16	Lec	2	2.00	45									
					Th	01:00 pm - 04:00 pm	LED-16	Lab	3	3.00	45									
		AEC 16	INCOME TAXATION	2/BSBA/A	W	07:00 AM -9:00 AM	LED-9	Lec	2	2.00	52									
					M	07:00 AM - 10:00 AM	LED-9	Lab	3	3.00	52									
		AEC 16	INCOME TAXATION	2/BSBA/B	M	04:00 PM - 06:00 PM	LED-5	Lec	2	2.00	58									
					W	03:00 PM - 06:00 PM	LED-5	Lab	3	3.00	58									
BS	KRIZZA C. PERGURA	AgEcon FA 01	PRINCIPLES OF FINANCIAL MANAGEMENT	2BSAgEcon-A	TTh	10:00 AM - 11:30 AM	CBDEM-8	Lec	3	3.00	45		2	0	0.00	16.00	0.00	16.00		
	Instructor I (Accounting degree graduate)	AgEcon FA 01	PRINCIPLES OF FINANCIAL MANAGEMENT	2BSAgEcon-B	TTh	01:00 PM- 02:30 PM	LED-9	Lec	3	3.00	45									
	COS-Full time	FA 01	BASIC FINANCIAL ACCOUNTING AND REPORTING	1BSAgBus-A	T	07:00 AM - 09:00 AM	LED-12	Lec	2	2.00	45									
					TTh	07:00 AM - 10:00 AM	LED-12	Lab	3	3.00	45									
		FA 01	BASIC FINANCIAL ACCOUNTING AND REPORTING	1BSAgBus-B	M	07:00 AM - 09:00 AM	CBDEM-11	Lec	2	2.00	40									
						07:00 AM - 10:00 AM	CBDEM-11	Lab	3	3.00	40									

USM-OIG-FO1 Rev 1 2020.08.03

FACULTY

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

Faculty Time and Location

2nd Semester, SY 2025-2026

Name: SANDRA ANGELA A. BANGCAYA College/Unit: CBDEM/ ACCOUNTANCY Designation: Chairperson, CBDEM DCO, JPIA Adviser, FA Representative, OJT Coordinator, DRC, OLC, AO

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30												
08:30-10:00	OTHER INSTRUCTION				OTHER INSTRUCTION				RDEP			
10:00-11:30	MgtAcc OJT 01				ADMINISTRATIVE							
11:30-12:00	CONSULTATION				CONSULTATION							
12:00-1:00												
01:00-02:30	AEC 02	1BSAccty-B	LED-7	38	AEC 02	1BSAccty-B	LED-7	38	ADMINISTRATIVE			
02:30-04:00	ADMINISTRATIVE				ADMINISTRATIVE CONSULTATION				HEALTH BREAK			
04:00-05:30												
05:30-07:00												
Office Hours	4.7				3.5				8			
Class Hours	3.3				4.5				0			
Total	8				8				8			
TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30	OTHER INSTRUCTION				OTHER INSTRUCTION							
08:30-10:00	AEC 02	1BSAccty-A	LED-9	38	AEC 02	1BSAccty-A	LED-9	38				
10:00-11:30	OTHER INSTRUCTION											
11:30-12:00	CONSULTATION				RDEP Acc 01D							
12:00-1:00												
01:00-02:30	ADMINISTRATIVE				Acc OJT 01							
02:30-04:00	Acc 01	3BSAccty-A	LED-8	12	Acc 01	3BSAccty-A	LED-8	12				
04:00-05:30	OTHER INSTURCTION				OTHER INSTRUCTION							
05:30-07:00												
Office Hours	4.5				1.9							
Class Hours	3.5				6.1							
Total	8				8							

SUMMARY OF INFORMATION	
1. No. of Preparation	3
2.Load Displacement	6.00
3. Research/Extension Load	-
4. Laboratory Hours	6.00
5. Lecture Hours	9.90
6. Actual Teaching Load (4 + 5)	15.90
7. Credit for Student Factor	
8. Total Load (add# 2, 3, 6, & 7)	21.90
9. Normal Load	18.00
10. Overload/(Underload)	3.90
11. Office Hours	20.50
12. Class hours	19.50
13. Total Hours (11+12)	40.00

Submitted by:

SANDRA ANGELA A. BANGCAYA
Faculty

Checked by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson

Recommending Approval:

CHERYL V. DULAY
Dean

Approved:

LEORENCE C. TANDOG
Vice President for Academic Affairs

USM-DIO-F02-Rev.2.2023.08.22

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

Faculty Time and Location

2nd Semester, SY 2025-2026

Name: BAIKONGAN B. GUIAMAN College/Unit: CBDEM/ ACCOUNTANCY Designation: OJT Coordinator

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
08:00-8:30	OTHER INSTRUCTIONS				OTHER INSTRUCTIONS				OTHER INSTRUCTIONS			
8:30-10:00	AEC 19	3-BSMA-B	LED 12	46	AEC 19	3-BSMA-B	LED 12	46	MgtAcc OJT 01	4-BSMA-B	Field	38
10:00-11:30	AEC 09	2-BSAccty-A	LED 1	24	AEC 09	2-BSAccty-A	LED 1	24				
11:30-12:00	OTHER INSTRUCTIONS				OTHER INSTRUCTIONS				OTHER INSTRUCTIONS			
12:00-1:00												
01:00-02:30	STUDENT CONSULTATION				STUDENT CONSULTATION				RESEARCH AND DEVELOPMENT			
02:30-04:00	AEC 19	3-BSAccty-A	LED 10	14	AEC 19	3-BSAccty-A	LED 10	14	HEALTH AND WELLNESS			
04:00-05:00	STUDENT CONSULTATION				STUDENT CONSULTATION							
05:00-07:00												
Office Hours	3.5				3.5				5			
Class Hours	4.5				4.5				3			
Total	8				8				8			

TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
08:00-08:30	STUDENT CONSULTATION				STUDENT CONSULTATION							
08:30-10:00												
10:00-11:30	MgtAcc 01	2-BSMA-A	LED 15	49	MgtAcc 01	2-BSMA-A	LED 15	49				
11:30-12:00	OTHER INSTRUCTIONS				OTHER INSTRUCTIONS							
12:00-1:00												
01:00-02:30	AEC 09	2-BSMA-A	LED 1	47	AEC 09	2-BSMA-A	LED 1	47				
02:30-04:00	AEC 19	3-BSMA-A	LED 12	28	AEC 19	3-BSMA-A	LED 12	28				
04:00-05:00	STUDENT CONSULTATION				STUDENT CONSULTATION							
05:00-07:00												
Office Hours	3.5				3.5							
Class Hours	4.5				4.5							
Total	8				8							

SUMMARY OF INFORMATION

1. No. of Preparation	4
2.Load Displacement	-
3. Research/Extension Load	-
4. Laboratory Hours	-
5. Lecture Hours	21.00
6. Actual Teaching Load (4 + 5)	21.00
7. Credit for Student Factor	-
8. Total Load (add# 2, 3, 6, & 7)	21.00
9. Normal Load	18.00
10. Overload/(Underload)	3.00
11. Office Hours	19.00
12. Class hours	21.00
13. Total Hours (11+12)	40.00

Submitted by:

BAIKONGAN B. GUIAMAN
Faculty

Checked by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson

Recommending Approval:

CHERYL Y. DULAY
Dean

Approved:

LEORENCE C. TANDOG
Vice President for Academic Affairs

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location

2nd Semester, SY 2025-2026

Name: JULHAINA G. CAMBANG College/Unit: CBDEM/ ACCOUNTANCY Designation: N/A

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-8:00	AEC 16	2 BSBA-A	LED 9	51	AEC 16	2 BSBA-A	LED 9	51				
8:00 -9:00									OTHER INSTRUCTION			
09:00-10:00					BA FA 01	1 BSBA-B	LED 2	47				
10:00-11:00	BA FA 01	1 BSBA-B	LED 2	47								
11:00-12:00												
01:00-02:30												
02:30-03:00	AEC 16	2 BSBA-B	LED 5	47	AEC 16	2 BSBA-B	LED 5	47				
03:00-04:30												
04:30-05:30	CONSULTATION											
05:30-6:00												
OfficeHours	1								8			
Class Hours	7				8							
Total	8				8				8			

TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-8:00												
8:00 -9:00	BA FA 01	1 BSBA-A	LED 4	46	BA FA 01	1 BSBA-A	LED 4	46				
09:00-10:00												
10:00-11:00	CONSULTATION				CONSULTATION							
11:00-12:00	OTHER INSTRUCTION											
01:00-02:30	PA 01	1 BPAD-A	LED 14	45	PA 01	1 BPAD-A	LED 14	45				
02:30-03:00												
03:00-04:00	CONSULTATION											
04:00-05:00	OTHER INSTRUCTION				CONSULTATION							
05:00-06:00												
OfficeHours	3				2							
Class Hours	4				6							
Total	8				8							

SUMMARY OF INFORMATION

1. No. of Preparation	3
2. Load Displacement	-
3. Research/Extension Load	-
4. Laboratory Hours	15.00
5. Lecture Hours	10.00
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)	-
11. Office Hours	15.00
12. Class hours	25.00
13. Total Hours (11+12)	40.00

Submitted by:

JULHAINA G. CAMBANG
Faculty

Checked by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson

Recommending Approval:

CHERYL Y. DULAY
Dean

Approved:

LEORENCE C. TANDOG
Vice President for Academic Affairs

USM-DIO-F02-Rev.2.2023.08.22

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

Faculty Time and Location

2nd Semester, SY 2025-2026

Name: JAY-R G. VILDAC **College/Unit:** CBDEM/ ACCOUNTANCY **Designation:** FMS DIRECTOR

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30	AEC 03	1BSACCTYA	LED 3	29	AEC 03	1BSACCTYA	LED 3	29				
08:30-10:00	ADMINISTRATION				ADMINISTRATION				ADMINISTRATION			
10:00-11:30												
11:30-12:00									RDEP			
12:00-1:00												
01:00-02:30	ADMINISTRATION				ADMINISTRATION				RDEP			
02:30-04:00									HEALTH AND WELLNESS			
04:00-05:30												
05:30-07:00												
Office Hours	6.5				6.5				8			
Class Hours	1.5				1.5				0			
Total	8				8				8			

TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30	AEC 03	1BSACCTYB	LED 3	29	AEC 03	1BSACCTYB	LED 3	29				
08:30-10:00	CONSULTATION				CONSULTATION							
10:00-11:30	ADMINISTRATION				ADMINISTRATION							
11:30-12:00												
12:00-1:00												
01:00-02:30	ADMINISTRATION				ADMINISTRATION							
02:30-04:00												
04:00-05:30												
05:30-07:00												
Office Hours	6.5				6.5				0			
Class Hours	1.5				1.5				0			
Total	8				8				0			

SUMMARY OF INFORMATION

1. No. of Preparation	1
2.Load Displacement	12.00
3. Research/Extension Load	-
4. Laboratory Hours	-
5. Lecture Hours	6.00
6. Actual Teaching Load (4 + 5)	6.00
7. Credit for Student Factor	-
8. Total Load (add# 2, 3, 6, & 7)	18.00
9. Normal Load	18.00
10. Overload/(Underload)	-
11. Office Hours	34.00
12. Class hours	6.00
13. Total Hours (11+12)	40.00

Submitted by:

Digitally signed by Vildac Jay-R Graza

JAY-R G. VILDAC

Faculty

Checked by:

SANDRA ANGELA A. TANGCAYA

Department Chairperson

Recommending Approval:

CHERYL V. DULAY

Dean

Approved:

LEORENCE C. TANDOG

Vice President for Academic Affairs

USM-DIO-F02-Rev.2.2023.08.22

1st semester 2026-2027 FACULTY WORKLOAD

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
1st Semester, SY 2026-2027

Dept. AUG 12 2026

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research /Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
MBA	SANDRA ANGELA A. BANGCAYA	AEC 01	Financial Accounting & Reporting	1 BSACCTY - A	M	01:00 PM - 03:00 PM	LED-1	Lec	2	2.00	34		3	6	0.00	14.50	0.00	20.50	18.00	2.50
	Assistant Professor IV				W	01:00 PM - 04:00 PM	LED-1	Lab	3	3.00	34									
	Faculty Association Representative	AEC 01	Financial Accounting & Reporting	1 BSACCTY - B	T	09:00 AM - 11:00 AM	LED-1	Lec	2	2.00	35									
	Department Chairperson (With 6 units load displacement)				Th	08:30 AM - 11:30 AM	LED-1	Lab	3	3.00	35									
	Document Control Officer -CBDEM	AEC 08	Cost Accounting and Control	2 BSACCTY - A	MW	10:00 AM- 11:30 AM	LED-1	Lec	3	3.00	23									
	Online Learning Coordinator	Acc OJT 01	Accounting Internship (400 Hours Off-Campus)	4 BSACCTY - A						1.50	15									
	Admission Officer	Acc UT 02	Accountancy Research (Undergraduate Thesis 2)	4 BSACCTY - A							15									
	Department Research Coordinator																			
	Department Internship Coordinator																			
	Vacation/Sick Leave																			
	Permanent																			
DBA	JAY-R G. VILDAC	AEC 15	Intermediate Accounting III	3 BSACCTY - A	T	07:00 AM - 09:00 AM	LED-3	Lec	2	2.00	21		1	12	0.00	6.60	0.00	18.60	18.00	0.60
	Associate Professor II				Th	07:00 AM - 10:10 AM	LED-3	Lab	3	3.00	21									
	Director for Finance	MgtAcc OJT 01	Management Accounting Internship (400 Hours Off-Campus)	4 BSMA - A						1.60	16									
	Department Curriculum Coordinator																			
	Department Internship Coordinator																			
	Department Internship Coordinator																			
	Vacation/Sick Leave																			
	Permanent																			
DBM	ALLEN SHANE C. GARCIA	AEC 13	Intermediate Accounting I	2 BSACCTY - A	T	09:00 AM - 11:00 AM	LED-13	Lec	2	2.00	23		3	0	0.00	20.00	0.20	20.20	18.00	2.20
	Assisstant Professor I				Th	08:30 AM - 11:30 AM	LED-13	Lab	3	3.00	23									
	Departmnet Research Coordinator	AEC 13	Intermediate Accounting I	2 BSMA - A	M	09:00 AM - 11:00 AM	LED-13	Lec	2	2.00	29									
	Department Internship Coordinator				W	08:30 AM - 11:30 AM	LED-13	Lab	3	3.00	29									
	Permanent	AEC 21	Accounting for Business Combinations	3 BSACCTY - A	TTh	01:00 PM - 02:30 PM	LED-14	Lec	3	3.00	21									
	Teacher's Leave	AEC 21	Accounting for Business Combinations	3 BSMA - A	MW	02:30 PM - 04:00 PM	LED-14	Lec	3	3.00	60	0.20								
		MgtAcc OJT 01	Management Accounting Internship (400 Hours Off-Campus)	4 BSMA - A						4.00	40									
		MgtAcc UT 02	Management Accounting Research (Undergraduate Thesis 2)	4 BSMA - A							38									
		MgtAcc UT 02	Management Accounting Research (Undergraduate Thesis 2)	4 BSMA - B							40									

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
1st Semester, SY 2026-2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research /Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
BS	**BAIKONGAN B. GUIAMAN**	AEC 16	Income Taxation	3 BSACCTY - A	M	01:00 PM - 03:00 PM	LED-15	Lec	2	2.00	15		4	0	0.00	20.00	0.68	**20.68**	18.00	**2.68**
	Assistant Professor 1				W	01:00 PM - 04:00 PM	LED-15	Lab	3	3.00	15									
	Department Extension Coordinator	AEC 16	Income Taxation	3 BSMA - A	T	01:00 PM - 03:00 PM	LED-13	Lec	2	2.00	52	0.04								
	Department Internship Coordinator				Th	01:00 PM - 04:00 PM	LED-13	Lab	3	3.00	52	0.14								
	Permanent	AEC 15	Intermediate Accounting III	3 BSMA - A	M	09:00 AM - 11:00 AM	LED-14	Lec		2.00	60	0.20								
	Teacher's Leave				W	08:30 AM - 11:30 AM	LED-14	Lab		3.00	60	0.30								
		AEC 08	Cost Accounting and Control	2 BSMA - A	TTh	10:00 AM - 11:30 PM	LED-15	Lec		3.00	29									
		MgtAcc OJT 01	Management Accounting Internship (400 Hours Off-Campus)	4 BSMA - B						2.00	20									
BS	**LORCKAN DREDD C. PELARION**	PA 04	Public Accounting and Budgeting	2 BPAd - A	MW	10:00 AM - 11:30 PM	CBDEM-12	Lec	3	3.00	41		4	0	0.00	22.00	0.00	**22.00**		
	Instructor I (Accounting degree graduate)	InfoSys FA 01	Fundamentals of Accounting	2 BSInfoSys - A	T	01:00 PM - 03:00 PM	CE-24	Lec	2	2.00	48									
	COS				Th	01:00 PM - 04:00 PM	CE-24	Lab	3	3.00	48									
	Full time	FA 01	Basic Financial Accounting and Reporting	1 BSND - A	M	07:00 AM - 09:00 AM	PF-5	Lec	2	2.00	58									
					W	07:00 AM - 10:00 AM	PF-5	Lab	3	3.00	58									
		AgEc 01	Principles of Economics	2 BAd-A	TTh	4:00 PM - 5:30 PM	CBDEM-3	Lec	3	3.00	41									
		AgEc 01	Principles of Economics	2 BSIR - A	MW	4:00 PM - 5:30 PM	CBDEM-3	Lec	3	3.00	49									
		AgEc 01	Basic Econ w/ Agrarian Reform, Coop & Taxation	1 ABPolSci - A	MW	2:30 PM - 4:00 PM	CBDEM-13	Lec	3	3.00	52									
BS	**JULHAINA G. CAMBANG**	BA FA 02	Financial Accounting and Reporting II	2 BSBA - A	W	08:00 AM - 10:00 AM	CBDEM-1	Lec	2	2.00	53		3	0	0.00	19.00	0.00	**19.00**		
	Instructor I (Accounting degree graduate)				M	07:00 AM - 10:00 AM	CBDEM-1	Lab	3	3.00	53									
	COS	BA FA 02	Financial Accounting and Reporting II	2 BSBA - B	T	01:00 PM - 03:00 PM	CBDEM-1	Lec	2	2.00	49									
	Full time				Th	01:00 PM - 04:00 PM	CBDEM-1	Lab	3	3.00	49									
		MgtAcc 02a	Project Management	3 BSMA - A	MW	01:00 PM - 02:30 PM	CBDEM-10	Lec	3	3.00	53									
		AgriEcon 01	Principles of Agricultural Entrepreneurship and Enterprise Development	2 AA-A	TTh	4:00 PM - 5:30 PM	CA NB - 44	Lec	3	3.00	38									
		AgriEcon 01	Principles of Agricultural Entrepreneurship and Enterprise Development	2 AA-B	MW	2:30 PM - 4:00 PM	CFAS-8	Lec	3	3.00	44									
MBA	**MICHAEL B. OMAMBAT**	Acc 02	Audit and Assurance Principles	3 BSACCTY - A	MW	07:00 PM - 08:30 PM	ONLINE	Lec	3	3.00	15		1	0	0.00	3.00	0.00	**3.00**		
	Instructor I (CPA)																			
	COS																			
	Part-time																			

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
Department of Accountancy
Summary of Faculty Workload
1st Semester, SY 2026-2027

Highest Degree Earned	Name of Faculty	Course No.	Course Description	Yr/Crs/Sec	Day	Time	Room	Type	Lec & Lab (Hrs/ Week)	Unit	# of Students	Student Factor	No. of Prep	Load Disp.	Research /Extension load	Actual Load	Credit for student Factor	Total Load	Normal Load	Overload/ Underload
JD	ATTY. GREGORIO C. TORRES	AEC 11	Business Laws and Regulation	2 BSAccty - A	TTh	02:30 PM - 04:00 PM	LED-1	Lec	3	3.00	23		2	0	0.00	12.00	0.00	12.00		
	Instructor I (Lawyer)	AEC 11	Business Laws and Regulation	2 BSMA - A	TTh	04:00 PM - 05:30 PM	LED-2	Lec	3	3.00	31									
	COS	AEC 10	Law on Obligations and Contracts	4 BSBA - A	MW	08:30 AM - 10:00 AM	LED-11	Lec	3	3.00	51									
	Part-time	AEC 10	Law on Obligations and Contracts	4 BSBA - B	MW	10:00 AM - 11:30 AM	LED-10	Lec	3	3.00	47									
MBA	VON ZERICK M. CASERO	Acc 03	Audit and Assurance: Concepts and Applications I	3 BSAccty - A	TTh	05:30 PM - 07:00 PM	ONLINE	Lec	3	3.00	15		1	0	0.00	3.00	0.00	3.00		
	Instructor I (CPA)																			
	COS																			
	Part-time																			
JD	JUNE DIANNE C. NADELA	Acc 07	Special Laws and Other Relevant Regulations	3 BSAccty - A	MW	08:30 AM - 10:00 AM	LED-1	Lec	3	3.00	15		1	0	0.00	3.00	0.00	3.00		
	Instructor I (Lawyer)																			
	COS																			
	Part-time																			

Prepared by:
SANDRA ANGELA A. BANGCAYA
Chairperson, Accountancy Department

Submitted by:
CHERYL Y. DULAY
Dean, CBDEM

Reviewed by:
DYANE RHEAB BANA-AY
Head, Academic Compliance & Monitoring Dept

Verified by:
JOY SHARON E. BERJA-GAMIDO, PHD
OIC Director for Instruction

Approved by:
LEORENCE C. TANDOG, PhD
Vice President for Academic Affairs

Legend:

(*) Credit Units for Research and Extension Load (Adviser)
(**) Credit Units for Research and Extension Load (Defense Panel member)
(***) Credit Units for Research and Extension Load (Research w/o Honorarium)
(****) Request subject treated as Regular Load
(*****) Request subject (opt. out)

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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

Faculty Time and Location
1st Semester, SY 2026-2027

Dept

Name: ALLEN SHANE C. GARCIA **College/Unit:** CBDEM/ ACCOUNTANCY **Designation:** OJT Coordinator, Dept. Research Coordinator

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
08:00-8:30	OTHER INSTRUCTIONS			
8:30-9:00				
9:00-11:00	AEC 13	2/BSMA/A	LED 13	29
11:00-11:30	OTHER INSTRUCTIONS			
11:30-12:00				
12:00-1:00				
01:00-02:30	CONSULTATIONS			
02:30-04:00	AEC 21	3/BSMA/A	LED 14	60
04:00-05:00	RESEARCH AND DEVELOPMENT			
05:00-07:00				
Office Hours	4.5			
Class Hours	3.5			
Total	8			

TIME	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
08:00-8:30	OTHER INSTRUCTIONS			
8:30-9:00	AEC 13	2/BSMA/A	LED 13	29
9:00-11:00				
11:00-11:30	CONSULTATIONS			
11:30-12:00				
12:00-1:00				
01:00-02:30	OTHER INSTRUCTIONS			
02:30-04:00	AEC 21	3/BSMA/A	LED 14	60
04:00-05:00	RESEARCH AND DEVELOPMENT			
05:00-07:00				
Office Hours	3.5			
Class Hours	4.5			
Total	8			

TIME	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
08:00-8:30	CONSULTATIONS			
8:30-9:00				
9:00-11:00	MgtAcc01	3/BSMA/A	FIELD	40
11:00-11:30				
11:30-12:00				
12:00-1:00				
01:00-02:30	RESEARCH AND DEVELOPMENT			
02:30-04:00				
04:00-05:00	HEALTH AND WELLNESS			
05:00-07:00				
Office Hours	4			
Class Hours	4			
Total	8			

TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
8:00-08:30	OTHER INSTRUCTIONS			
08:30-9:00				
9:00-11:00	AEC 13	2/BSAccty/A	LED 13	23
11:00-11:30	OTHER INSTRUCTIONS			
11:30-12:00				
12:00-1:00				
1:00-2:30	AEC 21	3/BSAccty/A	LED 14	21
2:30-4:00	CONSULTATIONS			
4:00-5:00				
Office Hours	4.5			
Class Hours	3.5			
Total	8			

THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
OTHER INSTRUCTIONS			
AEC13	2/BSAccty/A	LE13	23
RESEARCH AND DEVELOPMENT			
AEC 21	3/BSAccty/A	LED 14	21
CONSULTATIONS			
3.5			
4.5			
8			

SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS

SUMMARY OF INFORMATION

1. No. of Preparation	3
2.Load Displacement	
3. Research/Extension Load	-
4. Laboratory Hours	6.00
5. Lecture Hours	14.00
6. Actual Teaching Load (4 + 5)	20.00
7. Credit for Student Factor	0.20
8. Total Load (add# 2, 3, 6, & 7)	20.20
9. Normal Load	18.00
10. Overload/(Underload)	2.20
11. Office Hours	19.80
12. Class hours	20.20
13. Total Hours (11+12)	40.00

Submitted by:

ALLEN SHANE C. GARCIA
Faculty

Checked by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson

Recommending Approval:

CHERYL Y. DULAY
Dean

Approved:

LEORENCE C. TANDOG
Vice President for Academic Affairs

UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

Faculty Time and Location

1st Semester, SY 2026-2027

Name: SANDRA ANGELA A. BANGCAYA College/Unit: CBDEM/ ACCOUNTANCY Designation: Chairperson, CBDEM DCO, JPIA Adviser, FA Representative, OJT Coordinator, DRC, OLC, AO

TIME	MONDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	WEDNESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	FRIDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30												
08:30-10:00	OTHER INSTRUCTION				OTHER INSTRUCTION				RDEP			
10:00-11:30	AEC 08	2BSAccty-A	LED-1	25	AEC 08	2BSAccty-A	LED-1	25				
11:30-12:00	CONSULTATION				CONSULTATION							
12:00-1:00												
01:00-02:30	AEC 01	1BSAccty-A	LED-1	34	AEC 01	1BSAccty-A	LED-1	34	ADMINISTRATIVE			
02:30-04:00	ADMINISTRATIVE				ADMINISTRATIVE				HEALTH BREAK			
04:00-05:30												
05:30-07:00												
Office Hours	4.5				3.5				8			
Class Hours	3.5				4.5				0			
Total	8				8				8			

TIME	TUESDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	THURSDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS	SATURDAY	YR/CRS/SEC	ROOM	NO. OF STUDENTS
07:00-08:30												
08:30-10:00	OTHER INSTRUCTION				OTHER INSTRUCTION							
10:00-11:30	AEC 01	1BSAccty-B	LED-1	35	AEC 01	1BSAccty-B	LED-1	35				
11:30-12:00	OTHER INSTRUCTION											
12:00-1:00	CONSULTATION				CONSULTATION							
01:00-02:30	Acc OJT 01	4BSAccty-A	Field	15								
02:30-04:00	ADMINISTRATIVE				RDEP							
04:00-05:30												
05:30-07:00												
Office Hours	6				5							
Class Hours	2				3							
Total	8				8							

SUMMARY OF INFORMATION

1. No. of Preparation	3
2.Load Displacement	6.00
3. Research/Extension Load	-
4. Laboratory Hours	6.00
5. Lecture Hours	8.50
6. Actual Teaching Load (4 + 5)	14.50
7. Credit for Student Factor	-
8. Total Load (add# 2, 3, 6, & 7)	20.50
9. Normal Load	18.00
10. Overload/(Underload)	2.50
11. Office Hours	27.00
12. Class hours	13.00
13. Total Hours (11+12)	40.00

Submitted by:

SANDRA ANGELA A. BANGCAYA
Faculty

Checked by:

SANDRA ANGELA A. BANGCAYA
Department Chairperson

Recommending Approval:

CHERYL Y. DULAY
Dean

Approved:

LEORENCE C. TANDOG
Vice President for Academic Affairs

USM-DIO-F02-Rev.2.2023.08.22