AREA II

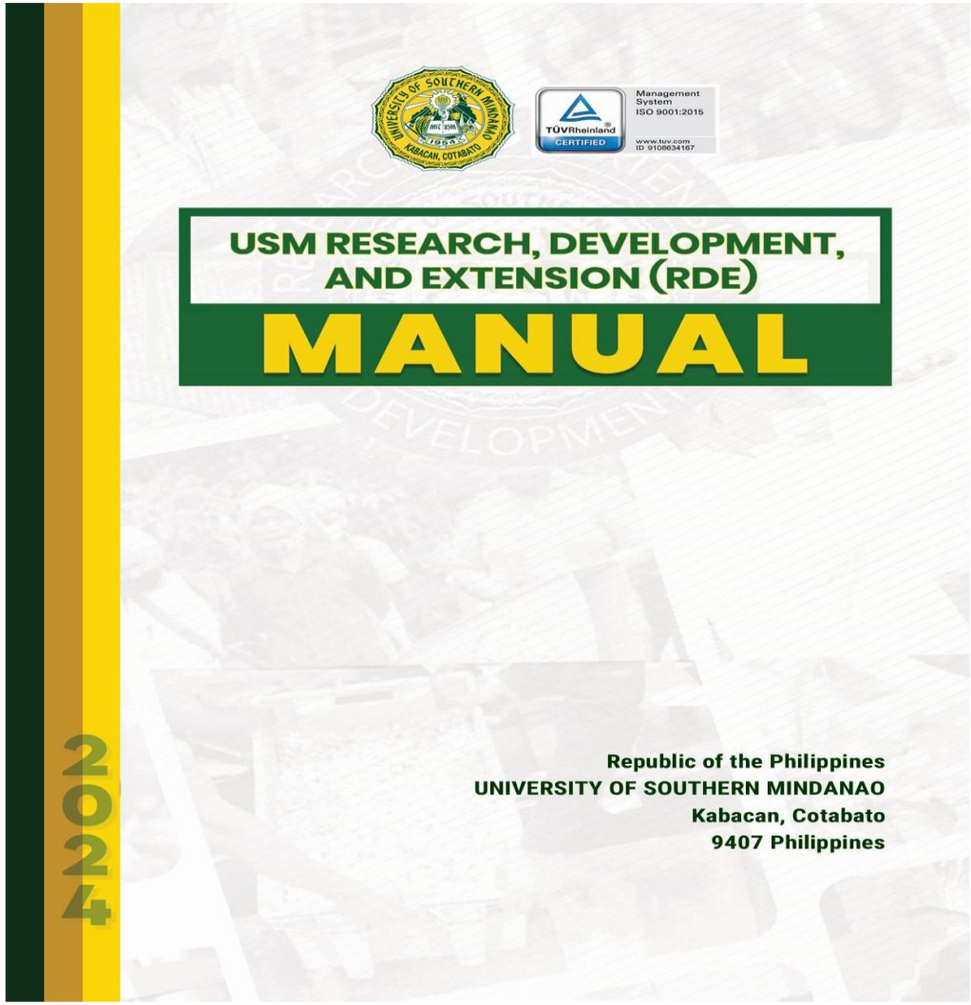
FACULTY

PARAMETER G:

SALARIES, FRINGE BENEFITS, AND INCENTIVES

I.1.13

I.1.13 deloading to finish thesis/dissertation



2.1.b. Research Workload Equivalence

Faculty Researcher

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.

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

Full-time RDE Personnel

Full-time RDE personnel with Salary Grade (SG) 11 and above should have at least 18 units of load, divided as follows.

Functions	Units		
	SG11/12 e.g., Science Research Specialist 1 / Education Program Specialist 1	**SG15/16** e.g, Education Program Specialist 2 / Science Research Specialist 2 / Training Specialist 2	**SG 18 and above** e.g., Senior Science Research Specialist
RDE Programs/Project/ Study (*without honorarium*)	9	12	15
Unit Assignment/ Special Designation	9	6	3

For full-time RDE personnel, the unit workloads for various project roles are defined as follows.

Full-Time RDE personnel as Program/ Project/Study Leader	**Units**
a. Program Leader (with 1 project leader, 1 research assistant, 1 laborer)	
2 projects	8 units
3 or more projects	10 units
b. Project Leader (with 1 study leader, 1 research assistant, 1 laborer)	
2 studies	6 units
3 or more studies	8 units
c. Project Leader (2 or more studies) with 1 research assistant and/or laborer	6 units

Full-Time RDE personnel as Program/ Project/Study Leader	Units
d. Project Leader (2 or more studies) with no research assistant and no laborer	8 units

Faculty with research or laboratory designation	Units
a. Study Leader with no honorarium (with 1 Research staff and 1 Laborer)	3 units
b. Lab In-charge	6 units

Note: All honoraria and/or load displacements are subject to approval and availability of funds.

USM DATA TRACKING SYSTEM

TRACK RECORDS

TRACKING #	REFERENCE #	REQUISITIONER	DESCRIPTION	TYPE	PURPOSE	DATE REGISTERED
260227H1ZWAUR			REQUEST FOR DELOADING FOR HEADS IN THE RESEARCH AND PUBLICATION OFFICE, DURING THE TRANSITION PERIOD TOWARDS THE IMPLEMENTATION OF REVISED ORGANIZATION AND STAFFING STANDARDS FOR SUCS (ROSSS) 2	COMMUNICATION LETTER (INTERNAL)		FEBRUARY 27, 2026 03:58
260113G0CF5NR			REQUEST FOR DELOADING OF FACULTY LOAN IN PREVIOUSLY ISSUED SPECIAL ORDER	COMMUNICATION LETTER (INTERNAL)		JANUARY 13, 2026 10:04
250707MQOE58I			RESPECTFULLY REQUEST 6-UNIT DELOADING TO ENABLE ME TO COMPLETE MY DISSERTATION.	COMMUNICATION LETTER (INTERNAL)		JULY 07, 2025 04:22
2507021LD57W3			REQUEST FOR DELOADING OF MR.GUITA.	COMMUNICATION LETTER (INTERNAL)		JULY 02, 2025 09:59
250523N4KY6JA			RECOMMENDING THE REQUEST LETTER OF ENGR. MICHELLE POMARES FOR TEMPORARY DELOADING OF 6 UNITS	COMMUNICATION LETTER (INTERNAL)		MAY 23, 2025 10:45
240920W0XGL51			SIKAP - CERTIFICATE OF DELOADING AND DECLARATION OF NO	COMMUNICATION LETTER (EXTERNAL)		SEPTEMBER 20, 2024 01:17

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