



University of Southeastern Philippines
Office of the President

MEMORANDUM CIRCULAR

No. 07, s. 2020



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To: **All Faculty Members**
All Campuses, This University

Thru: **VP for Academic Affairs**
VP for Administration
VP for Planning and Quality Assurance
VP for Research, Development and Extension
Chancellor, Tagum-Mabini Campus
Campus and College Deans
Division Directors/ Unit Heads

Subject: **GUIDELINES ON THE PREPARATION OF FACULTY LOAD**

Date: **20 July 2020**

For the information and strict compliance of the faculty of the University, quoted hereunder is the Guidelines on the Preparation of Faculty Load, approved by the Board of Regents per BOR Resolution No. 12, s.2020.

BACKGROUND

The Board of Regents (BOR) of the University of Southeastern Philippines, through BOR Resolution No. 84 s. 2017, approved the proposal to harmonize the load releases given to faculty members with administrative functions during its 169th Board meeting, held on 7 December 2017 at Park Inn by Radisson, Lanang, Davao City, with a notation that it has to be rehashed to comply with the following recommendations:

1. The load credit for faculty members hired for a specific administrative function/s will, on top of their teaching load, be composed of a maximum of three (3) subjects equivalent to nine (9) unit credit. Hence, administrative function load credit will be added to the above-mentioned teaching load in order to complete the required load of eighteen (18) units per semester;
2. Giving of units has to be calibrated as it will have implication to the Individual Performance Commitment and Review (IPCR);
3. A description of what a 3, 6, and 9-unit credit be prepared in order to define the workload;
4. Adopt at most nine (9) units; and
5. Authorize the President to form a task force to calibrate the giving of units, to be led by the Vice President for Academic Affairs.



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ROBERT C. SATORRE
UNIVERSITY RECORDS OFFICER

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Special Order No. 223, s.2018 was then released to form the committee to rationalize the allocation of unit credits. The committee presented its output to the Administrative Council on 22 November 2018. The Council, however, resolved that it should be referred back to the Committee for further study and coordination with another committee working on the revised Organizational Structure of the University. After the approval of the new USeP Organizational Structure, the proposal for the allocation of unit credits for faculty with designations was revisited in order to incorporate the designation levels of a faculty member.

Through Special Order No. 719 s.2019, another committee was also constituted to craft the guidelines on the distribution of faculty working hours across core functions. The objective is to design a faculty loading scheme which will ensure that the core function of a faculty, which is instruction, will not be sacrificed in-between other faculty related functions such as research and extension. Aside from that, the administrative function is also given consideration because of its important role in the management and delivery of the different services and programs in the University. As a result, the time allocation of the semestral faculty load should indicate the minimum requirement of forty (40) hours per week for a government employee. Thus, aside from instruction, the administrative, research, and extension functions of a faculty should also form part in the semestral report of faculty load.

It should be noted that payment of overload and other forms of honoraria is subject to budgeting, accounting, and auditing rules and regulations.

1. DEFINITION OF TERMS

- 1.1. **Teaching Load** refers to faculty credit for instruction or teaching.
- 1.2. **Load Release** refers to teaching unit equivalent given to a faculty designated for an administrative function, including approved load reduction for faculty on thesis and dissertation writing.
- 1.3. **Unit Credit** refers to teaching unit equivalent given to a faculty for every research and extension engagement.
- 1.4. **Faculty Load** denotes the totality of the teaching load equivalent for instruction (teaching), load release (administrative function), and unit credit (research and extension). It also includes the number of hours for consultation time and other teaching-related functions.

2. GENERAL TERMS

- 2.1 Given the financial situation of the University, and to ensure that all rendered services will be properly compensated, there is a need to reduce the overload units and corresponding pay of the faculty members with higher ranks. However, it is emphasized that this shall not compromise the needed expertise of a particular subject. All faculty, with or without designations, may only carry an overload unit based on the level of designation or rank, whichever is lower. If due to exigency of service, the faculty carries an overload more than the maximum allowable overload units (See Table 1 and Table 4), the excess unit shall be considered Service Credit.
- 2.2 BOR Resolution No. 12, s.2017 mandates all faculty, with or without designation, with rank of Assistant Professor 1 and above to conduct research. The minimum unit credit shall be based on level or rank, whichever is lower (see Table 1 and Table 3). The unit credit for at least one (1) research must be part of the 18-unit minimum

faculty load requirement for Assistant Professors to Professors. The faculty must be able to submit an accomplishment research report at the end of the semester to his/her immediate head to account for the unit credit. The report must be compliant to all the responsibilities attached to unit credit as committed in the Faculty IPCR.

- 2.3 If a faculty on thesis/dissertation writing is given load releases, he/she shall not be allowed to take a faculty load of more than eighteen (18) units during the semester.
- 2.4 As much as possible, faculty who are members of the Administrative Council must not handle teaching load with regular classroom instruction from Mondays to Fridays. Teaching load that are not considered regular classroom instruction includes thesis advising, on-the-job training and the like.
- 2.5 The total number of hours in the faculty load shall not exceed forty-eight (48) hours a week. In cases when more than forty-eight (48) hours is necessary, the faculty load shall have an attached justification endorsed by the college dean.

3. LEVELS OF DESIGNATION AND SCOPE OF WORK

- 3.1. Load Releases for every designation shall be based on the level of the position in the organizational structure and scope of work defined in the table below.

Table 1. Levels of Designation

LEVEL	LOAD RELEASE	DESCRIPTION/ FUNCTION	SAMPLE DESIGNATIONS	Minimum Unit Credit for Research	Maximum Payable Overload Units
1	15	Faculty on this level are designated as members of the Top Management. Usually heading core process of the entire University such as instruction, research, extension, and production.	<ul style="list-style-type: none"> • Vice President • Chancellor • Secretary of the University and the Board of Regents 	One (1) unit	Three (3) units
2	12	Members of the Administrative Council (AdCo) leading a college, division, or a unit who is directly reporting to OVP/OP.	<ul style="list-style-type: none"> • College Deans • Campus Deans • Directors 	One (1) unit	Three (3) units
	12	Faculty who are not necessarily AdCo members but are designated to handle the following functions: <ul style="list-style-type: none"> • Guidance Counselor • Librarian • Psychometrician • Nurse 			
3	9 (minimum units for faculty in Level 2)	Faculty members who report directly to a Director/ Dean.	Associate Deans, Deputy Directors, Unit Head (Campus Level)	One (1) Unit	Four (4) units

4	6	Designations for heads of a unit within a campus/college	<ul style="list-style-type: none"> • Program Head, • Quality Assurance Head • Research Head • Extension Head • OSAS Head (Campus Level) • Alumni Head (Campus Level) • Student and Alumni Affairs Coordinator (College Level) 	Three (3) Units	Five (5) units
5	3	Designations for a specific function, specialization, or field within a program/unit/office	<ul style="list-style-type: none"> • College Information Officer and GAD Coordinator • Program Specialization Coordinator • College Student Affairs Coordinator • College Alumni Affairs Coordinator • Cultural Affairs Coordinator (Campus level) • Sports Coordinator (Campus Level) • Procurement Inspector 	Three (3) units	Six (6) units
6	2	Designations for College/Institutional Level Focal Persons Advisers, Canvassers and the like.	<ul style="list-style-type: none"> • Local Council Advisers (College/ University Level) • Canvassers 	Three (3) units	Six (6) units
	1	Designations for Advisers of program organizations and the like.	<ul style="list-style-type: none"> • Student Organization Advisers (Program Level) 		

4. GUIDELINES ON ASSIGNMENT OF FACULTY DESIGNATIONS

- 4.1. A faculty member may be designated for a specific function with corresponding load release. In the exigency of the service, he/she is obliged to render the required service in favor of the University. If a faculty declines a designation for a justifiable reason, he/she must not be given more than eighteen (18) units of faculty load.
- 4.2. No designation shall be given to faculty on positions that are not reflected in the approved organizational structure of the University, College, Office or Division.
- 4.3. In cases where the University is in need of an additional designation for a special purpose and justifiable reasons (e.g., Faculty Federation officers), other than those reflected in the organizational structure of the University, College, Office or Division, he/she may be assigned and given an equivalent load release approved by the University President and stated in the Special Order of the appointment.

- 4.4. For efficient delivery of assigned tasks and to maximize work-life balance, multiple designations of one faculty member must be avoided. Heads of offices should ensure that designations are distributed purposively to all personnel in his/her office.
- 4.5. In the event that a faculty member is assigned to more than one (1) designation for a valid reason, half (50%) of the load release of the second assignment shall be added to the load release of the higher position as defined in the levels of designations. For example, a faculty member designated as a program head (6 units) and assigned as Quality Assurance Head (6 units) at the same time, may carry a total of nine (9) units load release for the two (2) designations. However, the total accumulated load release should NOT exceed fifteen (15) units. This will allow three (3) units teaching assignment for the faculty to deliver his/her instruction function. Should the faculty accept a third designation, its equivalent load release will no longer be credited. The maximum allowable overload units shall be based on the total load released.

5. TIME ALLOCATION OF THE MINIMUM 40-HOUR REQUIREMENT

- 5.1. The Faculty Manual (2011, p. 29) states that *“all faculty members receiving salaries as faculty members should be able to account for their eighteen (18) units minimum load per semester and forty (40) hours duty per week. Otherwise, the faculty shall pay back in accordance with COA rules and regulations”*.
- 5.2. Table 2 below serves as guide for the allocation of hours in the faculty load, in consideration of the functions of a faculty. This is to ensure that faculty members are provided with enough time to prepare, deliver, and manage their duties and responsibilities in the field of instruction, research, extension, and administrative function.

Table 2. Time Equivalent per faculty function

Function	Time Equivalent
Teaching	Actual number of class hours
Administrative Function (for those with designations)	Proportional to the load release (18 units = 40 hours)
Consultation	Minimum of 1 hour per class
Other teaching-related function	Minimum of 1 hour per class
Research	1 hour per unit
Extension	1 hour per unit

- 5.3. In the distribution of working hours for faculty with plantilla item, the 40-hour per week minimum requirement of the Civil Service Commission must be satisfied. The total work hours that are reflected in the report of faculty load may be more than the minimum in cases such as when the faculty is overloaded with several teaching assignments, has multiple designations, or has numerous research and extension projects.
- 5.4. The credit equivalent for research and extension shall be based on the approved policy on credit equivalent of every research/extension engagement. Whether or not the compensation for the engagement is through honorarium or load credit, the time

allocation for each engagement must be reflected in the faculty load per Special Order released. However, only twelve (12) hours equivalent shall be allowed for a combined research and extension engagement. For example, a faculty engaged in research as a Program Leader (9 units) may only be allowed additional research/engagement of three (3) hours.

6. GUIDELINES FOR FACULTY ON TEACHER'S LEAVE STATUS

- 6.1. The minimum unit credit for research engagement of faculty with rank of Assistant Professor 1 and above, which is part of the 18-unit minimum faculty load requirement is shown in Table 3.

Table 3. Minimum Unit Credit for Research per faculty rank

Faculty Rank	Minimum Unit Credit for Research
Instructor	-
Assistant Professor	Three (3) units
Associate Professor	Three (3) units
Professor	Three (3) units

- 6.2. The maximum allowable overload units for faculty on teacher's leave is shown in Table 4 below.

Table 4. Maximum Allowable Overload Units per faculty rank

Faculty Rank	Maximum Allowable Overload Units
Instructor	Six (6) units
Assistant Professor	Five (5) units
Associate Professor	Four (4) units
Professor	Three (3) units

- 6.3. Faculty on Teacher's Leave status shall be allowed a maximum of three (3) combined engagements for research and extension with a maximum of twelve (12) hours per week.

7. SAMPLE COMPUTATION

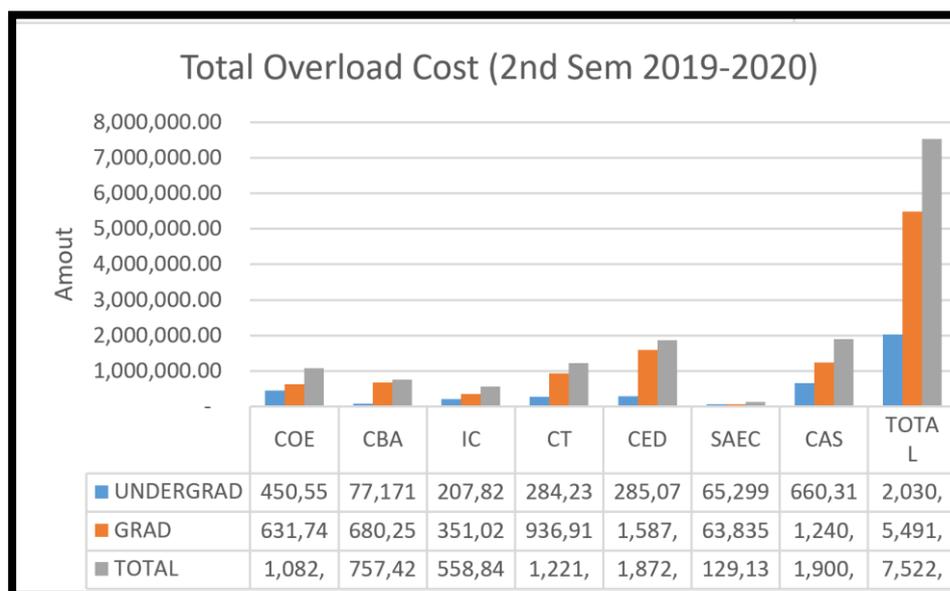
Table 5. Sample Computation of Faculty Load

Associate Professor 1	Equivalent Units (no honorarium for research and extension)	Equivalent Units (with honorarium for research and extension)	Hours
Designated as Program Head	6	6	13.33
Teaching			
Undergraduate	9	9	9
Graduate	4.5	4.5	3
Research (Program Leader)	9		9
Extension			3
Consultation			4
Other teaching-related function			4
TOTAL	31.5 units	19.5	45.33

8. FINANCIAL IMPLICATION

- 8.1. The table below shows the costs per college for the overload pay of faculty members for the Second Semester, School Year 2019-2020. It amounted to a total of Seven Million Five Hundred Twenty-two Thousand Ninety-six Pesos & 41/100 (PhP 7, 522, 096.41).

Table 6. Total Overload Pay of Faculty Members per College for the Second Semester SY 2019-2020



- 8.2. With the implementation of RA 10931 or the Universal Access to Quality Tertiary Education Act, the total income of the University was significantly reduced. Fees such as facilities and maintenance fee, adding/dropping fee, late registration fee, field study fee, and diploma fee that were previously collected are currently not accepted by CHED. To adapt to the reduced income, the decrease of expenses should also follow.
- 8.3. Apart from harmonizing the load releases of faculty with designations, these guidelines are also aimed at addressing the increasing costs of faculty overload and engagement in research and extension activities.
- 8.4. As shown in Table 7, the University could lessen its expenses once these guidelines are followed.

Table 7. Simulated detailed computation of faculty overload

RANK	BASIC SALARY	Load Release	Teaching Units		Total Faculty Load	Overload Units	SERVICE CREDIT	Overload Payable		HOURS		RATE		AMOUNT		TOTAL AMOUNT	REMARKS
			Under	Grad				Under	Grad	Under	Grad	Under	Grad				
ASSOC. PROF V	73,811.00	6.00	15.00	4.50	25.50	7.50	1.50	1.50	3.00	27.00	54.00	691.76	1,328.60	18,677.52	71,744.40	90,421.92	OLD
ASSOC. PROF V	73,811.00	6.00	15.00	4.50	25.50	7.50	4.50	3.00	-	54.00	-	691.76	-	37,355.04	-	37,355.04	NEW
VARIANCE																53,066.88	
PROF. VI	160,132.00	12.00	10.50	4.50	27.00	9.00	3.00	1.50	3.00	27.00	54.00	1,500.76	2,882.38	40,520.52	155,648.52	196,169.04	OLD
PROF. VI	160,132.00	12.00	10.50	4.50	27.00	9.00	6.00	3.00	-	54.00	-	1,500.76	-	81,041.04	-	81,041.04	NEW
VARIANCE																115,128.00	
PROF. II	95,083.00	12.00	6.00	4.50	22.50	4.50	-	-	3.00	-	54.00	-	1,711.49	-	92,420.46	92,420.46	OLD
PROF. II	95,083.00	12.00	6.00	4.50	22.50	4.50	1.50	3.00	-	54.00	-	891.12	-	48,120.48	-	48,120.48	NEW
VARIANCE																44,299.98	
Instructor 1	22,938.00	12.00	0.00	9.00	21.00	3.00	0.00	0.00	2.00	0.00	36.00	214.97	412.88	-	14,863.68	14,863.68	OLD
Instructor 1	22,938.00	12.00	0.00	9.00	21.00	3.00	0.00	3.00	-	54.00	-	214.97	-	11,608.38	-	11,608.38	NEW
VARIANCE																3,255.30	
Asst. Prof IV	40,637.00	12.00	5.50	4.50	22.00	4.00	0.00	0.00	2.67	0.00	48.06	380.85	731.47	-	35,154.45	35,154.45	OLD
Asst. Prof IV	40,637.00	12.00	5.50	4.50	22.00	4.00	1.00	3.00	-	54.00	-	380.85	-	20,565.90	-	20,565.90	NEW
VARIANCE																14,588.55	
PROF. V	137,195.00	12.00	5.50	4.50	22.00	4.00	0.00	0.00	2.67	0.00	48.06	1,285.79	2,469.51	-	118,684.65	118,684.65	OLD
PROF. V	137,195.00	12.00	5.50	4.50	22.00	4.00	1.00	3.00	-	54.00	-	1,285.79	-	69,432.66	-	69,432.66	NEW
VARIANCE																49,251.99	

This Memorandum Circular, retroactive First Semester of S.Y. 2019-2020, is being released for the information, guidance, and compliance of all concerned and shall remain in force until revoked by a competent authority.


LOURDES C. GENERALAO
 President



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