

FACULTY SERVICE RECORD1st/Trimester AY 2022-2023PRINTED NAME: Tinao Maria Maura S FACULTY: FICS
(Family) (Given) (M.I.)STATUS OF APPOINTMENT: UPOU FACULTY: Permanent X Temporary Substitute RANK: AFFILIATE FACULTY: RANK Asst. Prof. 1 PROF. LECTURER: RANK **I. TEACHING LOAD****A. In the UPOU**

Course Number	Course Title	No. of Students (A)	Course Credits w/o multipliers (B)	Student Credit Units (A x B)	Teaching Load Credits w/Multipliers (to be filled by UPOU Faculty Dean)

TOTAL: 0**B. In Other UP Units (Indicate UP unit/s)**

Course Number	Section Code	Room	Days	Time	Hours per Week	No. of Students (A)	Course Credits w/o multipliers (B)	Student Credit Units (A x B)	Teaching Load Credits w/Multipliers (based on the attached FSR from other UP unit)
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

TOTAL:

Concurrent teaching load outside UP: Please do not leave blank. Write none in the blanks below if no teaching load outside UP listed above.

COLLEGE OUTSIDE U.P. SYSTEMNo. of SubjectsNo. of Units (w/o multipliers)

NOTE: A faculty member teaching in another U.P. College or AU should file a separate Form 67 (FSR) in that college or AU. A copy of FSR filed with a UP unit/college should be attached to this UPOU FSR. For UPOU full-time faculty members teaching outside the UP System, an official permission from the Chancellor is required.

II. RESEARCH/TEXTBOOK WRITING/COURSE DEVELOPMENT/CREATIVE WORK: (Please attach Progress Report)

TITLE	NATURE OF INVOLVEMENT	START DATE MM/DD/YY March 2023	END DATE MM/DD/YY Ongoing	Funded (Y/N) Honorarium (Y/N)	Approved Credit Units

TOTAL: **III. ADMINISTRATIVE WORK** (to include course managers, asst. to the director, learning center coordinator, program chair, etc.). Specify UP units where administrative workload is to be credited. Include even if no load credit or no honorarium is received. Program Chairs and Faculty Deans should initial to indicate that the load credit units for work inside the Faculty are approved at their level.

Position/Nature of Administration Work
Program Development Associate/ UPOU
Repository

Office/Unit
Office of the Vice
Chancellor for Academic
Affairs

Approved Credit Units
3

TOTAL: 3.0

(Items IV-VIII FOR UPOU FULL TIME FACULTY ONLY)

IV. TUTORIAL WORK

Course	Learning Center	No. of Students	Approved Credit Units
<i>Johnson</i> COMPED 10	UPOU	80	6
TOTAL:			6.0

V. EXTENSION AND COMMUNITY SERVICE (e.g., training programs, services to UP-PGH, Pahinungod, etc.)
Include all extension and community service this semester- and all work in the immediately preceding semester which was not reported at that time- even if no load credits or honorarium are received. Program chairs and Deans should initial the credit units which they approved or endorsed.

Position/Nature of Extension Work

Office/Unit

Approved Credit Units

TOTAL:

VI. STUDY LOAD: Degree enrolled in: _____ University enrolled in: _____
On full study leave with pay? Yes _____ No _____ Recipient of faculty fellowship? Yes _____ No _____
Total Units enrolled in _____

TOTAL FACULTY LOAD IN CREDIT UNITS

9.0

VII. LIMITED PRACTICE OF PROFESSION

Have you applied for official permission for limited practice of profession? Yes _____ No _____

If yes, indicate date (MM/DD/YY) permission was submitted _____ and approved _____

VIII. PROFESSORIAL CHAIR OR FACULTY GRANT RECIPIENT or NOMINEE:

Please write NA at the space on the right if neither a recipient nor a nominee: _____

No appointment has been approved as of today but Faculty has already nominated? (Y/N) _____

CHAIR _____ GRANT _____ : CHAIR/GRANT TITLE _____

APPROVED START DATE (MM/DD/YY) _____ END DATE: _____

IX. CONSULTATION HOURS: (From the UP Faculty Manual: At least 10 hours per week during regular hours.)

Days

Time

Place

- X. **CERTIFICATION:** The faculty member certifies that all information provided above is correct as of the date of signing. The Program Chair and the Faculty Dean certify to the correctness of the reported data on teaching, administrative and study load. **PRINTED NAMES AND SIGNATURES.**



Maria Mafra S. Tinao

FACULTY



Emely M. Amoloza

PROGRAM CHAIR



Diego S. Maranan

DEAN

Date _____

Note: Every faculty member in residence (i.e., receiving salary from UP), including those in full study leave with pay, fellowship or sabbatical, is required to fill up a Faculty Service Record every semester. File copies of this form shall be maintained in the Faculty, at the OUR and at the OVCAA.