



## APPROVED FACULTY WORKLOAD POLICY\* 2019 Revision (8<sup>th</sup> Edition)

### 1. PURPOSE

This faculty workload policy is revised to ensure that funds allocated to support Instruction, Research, Extension, Production and Administrative (IREPA) functions are used with maximum efficiency.

This faculty workload policy provides guidance to the faculty, Program Chairs, and Deans in making workload of faculty. This policy likewise assists to equitably distribute faculty responsibilities across faculty in the College. It is recognized that there is rich diversity across institutes and individual faculty members in the College. This policy further supports all involved to make more equitable workload decision through discussion, negotiation, and resource allocation. That is, this policy shall assure that full-time faculty members have comparable total effort, although individual distribution of IREPA may vary across faculty members.

### 2. SCOPE

This faculty workload policy is valid to undergraduate programs of the College.

### 3. POLICY STATEMENTS

#### GENERAL

- 3.1. A full-time faculty with plantilla will have a regular workload of eighteen (18) units. This covers instruction, research, extension, production and administrative (IREPA) functions. IREPA functions are given equivalent faculty workload units.
- 3.2. A full-time faculty on contract of service will have a regular workload of (21) units. This covers instruction only.
- 3.3. A part-time faculty who is a government employee may be given a maximum workload of nine (9) units in instruction.
- 3.4. In meritorious cases, a faculty may have an overload of 9 units. In all cases, a faculty shall have a maximum IREPA workload of twenty-seven (27) units but limited to six (6) units in instruction, and 3 units in REPA.
- 3.5. A faculty who is underloaded in a semester shall be given workload in the special program/continuing studies or other assignments to comply with the regular faculty workload.
- 3.6. A faculty workload beyond the regular faculty workload is considered overload. This overload shall be paid or given service credits at the end of the semester. However, payment for overload shall not exceed 9 units. Overload in excess of 9 units shall be





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converted to service credits. Computation of overload shall be done as soon as the faculty loading is finalized.

3.7. Supporting documents to be attached to the overload payroll are the following:

- Payroll
- Individual faculty workload
- Certification from the Dean on the Accomplishment of Faculty Workload
- Completion Report/Report on Status of Outputs for REP workload
- Faculty Workload Policy

3.8. In the computation of overload, one-hour lecture is equivalent to one unit and one-hour laboratory is equivalent to 0.75 unit. Determination of hourly rates of overload pay shall be based on the DBM formula.

3.9. Determination and computation of overload shall be prepared by the HR Office and reviewed by the VP. Payment of overload shall be based on 100% of DBM Prime Hourly Teaching Rate. Funds shall be taken from DBM and other funds of the College funds. If funds are not available, the overload shall be converted to service credits.

3.10. The College observes the "forty hours work week" subject to CSC rules and regulations. As such, a faculty shall render no less than 40 hours services per week which include instruction (whether lecture or laboratory) research, extension, production, administrative, creative writing, student consultation and other functions which are duly authorized by the College President.

Moreover, a faculty may avail of flexi-time while those with designations may opt for sliding flexi-time. In the case of flexi-time, a faculty member shall observe approved core time. For sliding flex-time, designated faculty members shall be allowed to render service regardless of hours per day as long as this will total to 40 hours per week.

In addition, a faculty who needs to report to the College during Saturdays/Sundays may be given overtime pay subject to approval of the President and availability of funds (e.g. Advanced Studies, Continuing Studies) or may have a day off during the week to be approved by the concerned authority. However, should their services be needed by the College during the scheduled day off, they may be allowed to apply for Compensatory Time-Off (CTO). CTO guidelines shall be observed on this matter.

3.11. A Faculty shall perform quasi-teaching assignments (QTA) and other non-regular and ad hoc assignments given or authorized by the College President. Designations such as committees on accreditation, ISO certification, SUC levelling shall be considered QTA. QTA and other assignments will not be counted in the overload but as integral function or service to the College.

## INSTRUCTION

3.12. Faculty members shall be assigned to teach courses in their field of specialization based on their highest educational qualification. However, they shall be allowed to teach courses allied to their field of specialization in case of inadequate faculty members to teach the said courses.





- 3.13. As much as possible, faculty shall not be assigned to teach more than four (4) different preparations in any given semester except for the exigency of service.
- 3.14. Faculty members serving as advisory committee in the undergraduate Thesis Writing or Project Proposal or its equivalent shall receive honoraria per study/project as presented below. The honoraria shall be disbursed directly to the committee through the Institute with proper documentation.

Role	Honoraria (in pesos)
Adviser	1000
Chairperson	500
Member	300
Editor/Reader	500
Statistician/Data Analyst	500

## RESEARCH EXTENSION AND PRODUCTION

- 3.15. A faculty with academic rank of Professor shall perform research/ extension/ production function not less than nine (9) units equivalent faculty workload.
- 3.16. A faculty with academic rank of Associate Professor/Assistant Professor shall perform research/extension/production function not less than (six) 6 units equivalent faculty workload.
- 3.17. A faculty with academic rank of Instructor may engage in REP not more than three (3) units equivalent workload. He/she is encouraged to complete the master/doctoral degree or to focus on instruction workload and other service to the College.
- 3.18. If a faculty with academic rank of assistant professor and above has no research/extension/production engagement, he/she shall perform instruction function with regular loads/units and additional assignments to be given by the Administration.
- 3.19. A faculty with permanent plantilla position is allowed to do REP. A faculty on temporary status or on contract of service may serve as research assistants as part of their QTA or service to the College without equivalent faculty workload.
- 3.20. The designations as provided below shall be considered in determining the unit equivalent of the faculty workload or honoraria, as follows:

Role	Local	Regional	National	International
Leader	3	4	5	6
Member	1.5	2	2.5	3





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3.21. Categories of research, extension, and production programs/projects shall be based on the level of funding institution, as follows:

- Local – DNSC funded
- Regional – funded by regional agencies
- National – funded by national agencies
- International – funded by international agencies

3.22. Roles of the program/leader, study leaders and research assistants shall be, as follows:

## Program/ Project Leader

The Program/Project Leader shall carry-out the objectives of the R & E Program/Project through the performance of the following duties and responsibilities:

- Formulates research/extension project plans and operational schemes;
- Carries-out program/project plans and oversees their full implementation;
- Identifies problems that may adversely affect the implementation of the project and provides solution thereof;
- Prepares preliminary reports on the program/project and helps finalize terminal reports and other write-ups of projects and studies under one program/project;
- Sees to it that the welfare of the REP Project Staff is properly taken care of; and
- Observes/ Evaluates REP Projects Staff performance.

## Study Leader

The Study Leader shall carry-out the objectives of the study through the performance of the following duties and responsibilities:

- Helps prepare Research Proposals;
- Carries-out and oversees full implementation of the plans/proposals in coordination with program/project leader (if the study is under a project/program) and makes necessary reports on activities undertaken;
- Identifies problems that may affect the implementation of the project and provides solution;
- Prepares preliminary reports on the study and prepares terminal reports and other write-ups of study.
- Observes/ Evaluates Research Projects and Staff performance;
- Supervises enumerator/s in the conduct of their activities;
- Performs other duties related to the conduct of the R & E and other jobs as required by the program/project leader.

## Research Assistant (RA)

- Assists in the conduct of experiments/studies according to the approved proposal;
- Helps the field staff in day to day activities and/or problems related to the study and ensures smooth communication and relationship between and among other members;
- Gathers data needed in the project experiment and helps analyze and interpret results;





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- d. Supervises research aides and laborers in the efficient conduct of their activities;
- e. Reports to the study leader the status of the experiment / study and problems encountered;
- f. Undertakes solution of problems suggested to them by the study leader;
- g. Cooperates with the research team where their professional competence is needed; and
- h. Performs other duties and responsibilities as may be required by the study/project leader.

3.23. Every REP study/component shall have one (1) leader with a maximum of 2 members. If more than 2 members, the points shall be equally divided among the members.

3.24. As much as possible, funds per REP project shall be seventy-five thousand pesos (P75,000) or above subject to the availability of funds.

3.25. The load release for REP projects shall be counted within the duration in which these are conducted as per approved Special Order. (For example: REP projects for one year or 2 semesters shall have equivalent faculty workload in each semester. Hence, for 3 units equivalent faculty workload, it shall be counted 3 units in each semester, so it shall have 6 units for the whole duration.

3.26. Extended REP projects, which already earned equivalent faculty workload in the previous semester will no longer earn new equivalent faculty workload/overload pay/service credits.

3.27. For uncompleted terminated REP projects, the equivalent faculty workload shall be paid back in a form of cash or overload next semester.

3.28. REP projects with external funds shall have the option to claim for equivalent faculty workload or honoraria.

## ADMINISTRATIVE

3.29. The equivalent faculty workload provided below shall be considered in each designation, as follows:

Designations (As per 2019 DNSC Approved Organization Chart)	Equivalent Faculty Workload (In Units)
Vice Presidents	15
Deans/Directors	12
Board/College Secretary	12
Campus Heads	9
Center for Adult Education and Life-long Learning Head	6
Department Chairpersons	6
Unit/Division Heads	6



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<p>Office of the President Internationalization Initiatives Gender and Development Alumni Affairs Public Information Office Office of the Internal Audit Services</p> <p>Office of the VPAA Student Admission National Service Training Program Center for Learning Resources Development College Review Center</p> <p>Office of the Student Services Scholarship and Grants Sports Socio-cultural Student Organizations Guidance and Testing Student Discipline Student Publication Medical and Dental Services</p> <p>Administrative Services Division Procurement Service Unit Corporate Enterprise Management Unit Technology Support Services Unit</p> <p>Planning and Resource Management Planning Management Division Resource Management Unit</p> <p>Quality Assurance Accreditation, Program Compliance, and ISA Division Head for ISO-QMS Division</p>	
<p>Office of the REP Applied Communication and Publication Division Research Ethics Community Affairs Intellectual Property Knowledge and Technology Transfer</p> <p>Planning and Resource Management Project Monitoring and Evaluation Unit Engineering and Infrastructure Unit PBB and SUC Leveling Management Unit Management and Information System Unit Professional, Technical, and Policy Services Unit</p> <p>Quality Assurance Accreditation Unit Program Compliance and ISA Unit Document Control Unit Internal Quality Audit Unit</p>	3





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Risk Management Unit	
Institute-based Institute REP Head	

3.30. Equivalent faculty workload for designations by the President not included in the approved organizational chart shall be reflected in the memorandum or special order to be issued.

3.31. Service credit shall be earned for services rendered after core time for the following assignments below:

- CCE, QCE, RC Institutional Members
- CCE, QCE, RC Institute-based Members
- Internal Quality Assurance
- Instructional Materials Committee
- ISO Audit Team Members
- Ethics Committee Members

3.32. In case a faculty member has more than one designation with related functions, the designation which has higher equivalent load release shall be considered/counted.

3.33. Those designated as vice presidents, deans, directors, program chairperson, coordinators, and heads of unit/office shall be on Vacation Leave/Sick Leave (VL/SL) basis.

3.34. Designated faculty shall be allowed to have overload in instruction after core time or office hours.

## 4. RESPONSIBILITIES

Compliance, monitoring, and review. The compliance, monitoring and review of the faculty workload policy will be spearheaded by the administration and academic key officials.

Records management. The faculty workload policy will be kept by the Human Resource Management Office, Records Office, Vice Presidents for Academic and Administration, Deans, and Program Chairpersons and Board Secretary.

## 5. RELATED LEGISLATION AND DOCUMENTS

Policies for advanced studies and continuing studies are found in separate documents.

## 6. FEEDBACK

Faculty and students may provide feedback about this document by emailing [dnsc@edu.com](mailto:dnsc@edu.com)



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## 7. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	President, Administrative and Academic Councils, Board of Trustees
Administrator	Vice-President for Academics and Research, and Vice-President for Administration and Finance for overall responsibility for compliance, monitoring and review.
Next Review Date	Five (5) Year 2025 or as the need arises

Legend:        The underlined words are the revised or additional provisions.

Consolidated by:

  
**MARILON D. JUNSAY, Ph.D.**  
Vice President for Administration and Finance

Certified True and Correct:

  
**JEREMY B. BARNIDO**  
College and Board Secretary

*\*Endorsed by Admin Council dated December 14, 2019 and Academic Council dated December 16, 2019 and approved by virtue of DNSC BOT Resolution No. 55, series of 2019 dated January 08, 2020 during the 4<sup>th</sup> Regular Board of Trustees Meeting for CY 2019.*