


Office of the Vice President for Academic Affairs

1st Endorsement
June 3, 2025

SULTAN KUDARAT STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT
RECEIVED
JUN 03 2025
DATE

Respectfully forwarded to the Office of the University President, DR. SAMSON L. MOLAO, the herein attached letter of DR. ROMMEL M. LAGUMEN, Director, Isulan Campus re: request of PROF. PATERNA MURILLO and PROF. AMY ARMADA for Compensatory Time Off (CTO).

This office notes the request of the above-named faculty members for Compensatory Time Off (CTO) as compensation for service rendered from May 8 to 21, 2025 is in order and justified. During this period, the two (2) faculty members dedicated their time to facilitating and completing the backlog of academic tasks left by Prof. Gina Rose Trexianne S. Sy. Hence, this request is respectfully endorsed for your approval and consideration.


MARITES B. JAVA, EdD
Vice President for Academic Affairs

Approved.


SKSU HRMDO
RECEIVED
6/4/25


May 15, 2025

SAMSON L. MOLAO, EdD

President

ACCCESS Campus, FJC Montilla, Tacurong City

24-134.1
4/6/25

THRU

DR. MARTIN B. JARA, EdD

Vice President for Academic Affairs

ACCCESS Campus, FJC Montilla, Tacurong City

Sir:

Warm greetings and peace!

I respectfully submit this letter to request Compensatory Time Off (C'TO) for the following faculty members: Prof. Paterna Maurillo and Prof. Amy Armada.

These faculty members will be tasked with facilitating and completing the backlog of academic tasks left by Prof. Gina Rose Trexame S. Sy for her students across several course subjects in the College of Industrial Technology and the College of Engineering.

The intervention and academic support of the aforementioned professors are essential to ensure that the affected students will be appropriately issued their remarks and final grades. These responsibilities are being undertaken in addition to their regular duties and will require substantial time and effort beyond their normal teaching loads.

In light of this, we respectfully request your kind approval for the granting of Compensatory Time Off (C'TO) as compensation for the services they will render. Prof. Paterna Maurillo and Prof. Amy Armada will dedicate their time to address this matter over a period of 10 days, from May 8 to May 21, 2025.

Please see the attached schedule of activities, which outlines the specific tasks that Prof. Paterna Maurillo and Prof. Amy Armada will undertake to address the academic backlogs left by Prof. Gina Rose S. Sy. This initiative has the full support of the University President, and for your reference and perusal, the approved letter dated May 6, 2025, is also attached. We sincerely thank you for your kind consideration and hope we may count on your favorable response.

Respectfully yours,

CHARLIE J. MAGILANOV, EdD

Dean, College of Industrial Technology

ENGR. LENNAR CATAJAY

Dean, College of Engineering

Noted:

ROMMEL M. LACUEN

Campus Director

ACTIVITIES TO BE DONE

Course Subject GE 707 Readings of Philippine History

Professor Paterna Monllo

Date	Remarks/Activities
May 8, 2025	Preparing the Class Lesson
May 9, 2025	Lecture Session
May 12, 2025	Lecture Session
May 13, 2025	Lecture Session
May 14, 2025	1 st Examination (Midterm)
May 15, 2025	Checking of the papers, etc
May 16, 2025	Lecture Session
May 19, 2025	Lecture Session
May 20, 2025	2 nd Examination (Final Examination)
May 21, 2025	Checking and Computation of Grades

Course Subjects GE 109 The Life and Works of Jose Rizal

GE 705 Contemporary World

Professor Amy A. Armada, MAT

Date	Remarks/Activities
May 8, 2025	Preparing the Class Lesson
May 9, 2025	Lecture Session
May 12, 2025	Lecture Session
May 13, 2025	Lecture Session
May 14, 2025	1 st Examination (Midterm)
May 15, 2025	Checking of the papers, etc
May 16, 2025	Lecture Session
May 19, 2025	Lecture Session
May 20, 2025	2 nd Examination (Final Examination)
May 21, 2025	Checking and Computation of Grades



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Province of Sultan Kudarat

ACA-ARTA Form 02

Revision No. 001

Date



Campus : Isulan
Updated : 05-15-2025

INDIVIDUAL FACULTY WORK LOAD
1st semester A.Y. 2023 - 2024

Name : GINA ROSE TRIXIANNE S. SY
Degree :

College : College of Computer Studies
Major :

Course Code	Course Description	Course	Day	Time	Room	Unit	No. of Hours		Faculty Load	No. of Students
							LEC	LAB		
GE707	Readings in Philippine History	BSINTECH 2D	MWF	09:00am-10:00am	Rm. INDUSTRY-1	3.00	3	0	3.000	36
GE707	Readings in Philippine History	BSINTECH 2E	MWF	10:00am-11:00am	Rm. INDUSTRY-1	3.00	3	0	3.000	36
GE709	The Life and Works of Jose	BSIS 2A				3.00	3	0	1.500	39
GEC 007	Readings in Philippine History	BSCPE 1A	TH	09:00am-10:30am	CoE Rm 527	3.00	3	0	3.000	39
GEC 007	Readings in Philippine History	BSCPE 1B	TH	10:30am-12:00pm	CoE Rm 527	3.00	3	0	3.000	37
GE709	The Life and Works of Jose	BSIS 2B				3.00	3	0	3.000	33
GE705	The Contemporary World	CS-2A				3.00	3	0	1.500	22
Teaching Load						21.00	21	0	18.000	
Designation : 0									0.000	
Total Load :									18.000	
Preparations : 4										

Conforme.

GINA ROSE TRIXIANNE S. SY
Name/Signature over Printed Name

1-15-2

Date

Prepared by:

Approved:

Program Chairman

College Dean

Note:

- Regular number of students in the class:
Lecture: 40, Lab: 25
- Load of teaching lab only 0.8 per contact hour/week/semester
Load of teaching lecture only 1.0 per contact hour/week/semester
- Thesis in firm adviser:
0-15 students, 1 unit
16-30 students, 2 units
31-45 students, 3 units
- Compute additional unit as:
0.33 unit/subject after the 2nd class preparation
0.02 unit/subject in excess of the set regular number

cc.

- 1 - VP ACA
- 1 - Registrar
- 1 - Dean
- 1 - Department Chairman
- 1 - Faculty Concerned

ACKNOWLEDGMENT RECEIPT

Date: 5/15/25

Time: 11:16 AM

By: [Signature]

Name & Signature of Auth. Representative