



BAGONG PILIPINAS

Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
JKC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

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25-0018

06-25-0025R

25-03570

Office of the Vice President for Academic Affairs

SULTAN KUDARAT STATE UNIVERSITY

OFFICE OF THE PRESIDENT

RECEIVED

JUN 03 2025

DATE

1st Endorsement
June 3, 2025

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.

CJL
MARITES B. JAVA, EdD
Vice President for Academic Affairs

Approval.
[Signature]

SKSU HRMDO
RECEIVED
06/04/25 *[Signature]*

May 15, 2025

SAMSON E. MOLAO, EdD
President
ACCESS Campus, IJC Montilla, Tacurong City

2025-2026
CFA/2025-2026

THREE DR. MARITES B. JAVA, EdD
Vice President for Academic Affairs
ACCESS Campus, IJC Montilla, Tacurong City

Sir:

Warm greetings and peace!

I respectfully submit this letter to request Compensatory Time OFF (CTO) 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 Trexiane 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 (CTO) 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. MAGHANOY, EdD
Dean, College of Industrial Technology

ENGR. LENMAR CATALAY
Dean, College of Engineering

Noted:

ROMMEL M. LAGUMEN
Campus Director

ACTIVITIES TO BE DONE

Course Subject: GE 707 Readings of Philippine History

Professor: Paterna Monlio

| 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 | 1st Examination (Midterm) |
| May 15, 2025 | Checking of the papers, etc |
| May 16, 2025 | Lecture Session |
| May 19, 2025 | Lecture Session |
| May 20, 2025 | 2nd 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 | 1st Examination (Midterm) |
| May 15, 2025 | Checking of the papers, etc |
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Campus : Isulan
Updated : 05-15-2025

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

| Name Degree | GINA ROSE TRIXIANNE S. SY | | College | College of Computer Studies | | | | | |
|----------------|----------------------------------|-------------|---------|-----------------------------|----------------|-------|--------------|---------|--------------------|
| Course Code | Course Description | Course | Day | Time | Room | Unit | No. of Hours | Faculty | No. of Students |
| 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 38 |
| GE709 | The Life and Works of Jose Rizal | 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 Rizal | BSIS 2B | | | | 3.00 | 3 | 0 | 3,000 33 |
| GE705 | 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

1-15-22

Date

Prepared by:

Program Chairman

Approved:

College Dean

Note:

1. Regular number of students in the class:
Lecture: 40, Lab: 25
2. Load of teaching lab only 0.8 per contact hour/week/semester
Load of teaching lecture only 1.0 per contact hour/week/semester
3. Thesis in firm adviser:
0-15 students, 1 unit
16-30 students, 2 units
31-45 students, 3 units
4. 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: 5/15/22

Time: 11:16 AM

By: 421160

Name & Signature of Admin. *represents