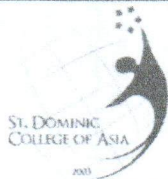


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1.0 OBJECTIVES

- 1.1 To provide standard procedure on faculty loading and overload.
- 1.2 To avoid confusion during faculty loading, overload, and substitution.

2.0 SCOPE

It covers the policies and procedures on faculty loading, overload, and substitution.

3.0 POLICIES

- 3.1 Teaching load may be given to those faculty members who got an excellent and or very good rating on their performance evaluation in the previous academic year.
- 3.2 The tentative teaching load is given to the faculty before the start of regular classes.
- 3.3 A maximum of forty (40) hours (teaching and non-teaching) per week for full- time faculty to encourage his/her visibility and accessibility to his/her students and foster increased academic interaction and collaboration between and among faculty.
- 3.4 A teacher may be assigned loads according to qualification, experience, and performance rating.
- 3.5 Regular teaching schedule and load of a teacher are as prescribed by the DepEd (no more than 360 minutes of actual teaching per day).

3.6 FACULTY LOADING

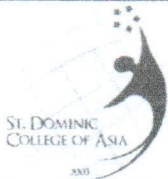
3.6.1 Teaching Load

3.6.1.1 The regular teaching is determined in terms of:

- 3.6.1.1.1 Modality (In-person Class or Online Distance Learning (ODL) (Synchronous and Asynchronous)
- 3.6.1.1.2 Consultation and mentoring sessions

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3.6.1.1.3 Number of preparation or subjects handled

Number of Preparation or Subjects Handled	No of Teaching Hours Credit
1-2	0
3-4	1
4-5	2
6-7	3

3.6.1.1.4 Number of classes or sections

Number of Classes or Sections Handled	No of Teaching Hours Credit
1-6	0
7-9	1
10-12	2
12-15	3

3.6.1.2 The regular teaching load for full-time faculty is twenty (20) hours which are distributed throughout five (5) days of the week.

3.6.1.3 The regular teaching load for coordinator should not exceed twelve (12) hours which are distributed throughout five (5) days of the week.

3.6.1.4 The regular teaching load for assistant principals/deputy director should not exceed eight (8) hours which are distributed throughout five (5) days of the week.

3.6.1.5 Teachers are expected to render the remaining hours for other tasks such as proctoring assessments, checking papers, preparing instructional materials, researching, or any other relevant task approved by the principal.

3.6.1.6 Teaching loads are prepared by the Assistant Principal and approved by the Principal.

3.6.2 Nonteaching Load

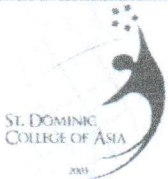
3.6.2.1 Teachers may be assigned nonteaching loads such as class adviser, club/organization moderator, scouting troop leader, and others approved by the Principal.

3.6.2.2 Teachers assigned nonteaching load are given an honorarium which is made a part of the teacher's salary.

3.6.2.3 Nonteaching loads are prepared by the Deputy Director for Student Affairs and Services, and approved by the Principal.

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3.6.3 Special Load

3.6.3.1 Overload

3.6.3.1.1 An overload is a teaching assignment given beyond the regular teaching load.

3.6.3.2 Underload

3.6.3.2.1 A teacher who is given a teaching load less than twenty (20) hours is given an ancillary task such as supervisory rounds and other tasks as determined by the assistant principal and principal.

3.6.3.3 Tutorial Classes

3.6.3.3.1 Tutorial classes intend to reinforce the learning of students.

3.6.3.3.2 Teachers may be given tutorial classes based on their qualification and experience.

3.6.3.3.3 The tutor receives a separate pay based on the tutorial fee.

3.6.3.4 Substitution Load

3.6.3.4.1 A substitution load is given to teachers who can teach the subject or who is available during the period in lieu of an absent teacher.

3.6.3.4.2 A teacher who substitutes for an absent teacher is given an extra pay provided that s/he has a minimum teaching load of twenty (20) hours.

3.6.3.5 Overload and substitution pay is computed based on the existing policy on overload and substitution pay.

3.6.3.6 Teachers who are on official business must look for another teacher with whom s/he can swap schedules so that no substitution is kept to a minimal.


4.0 PROCEDURES

4.1 Teaching and Nonteaching Load

Responsibility	Activity
Assistant Principal (AP) and Deputy Director for Student Affairs and Services (DDSAS)	1. Prepares and recommends the faculty loading to the principal
Principal	2. Reviews and endorses the faculty loading

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4.2 Tutorial Classes

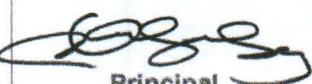
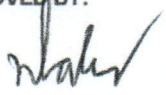
Responsibility	Activity
Student/Parent	1. Pays the tutorial fee
	2. Presents a copy of receipt to the Assistant Principal
Assistant Principal	3. Consults faculty for scheduling
	4. Prepares tutorial schedule
	5. Disseminates tutorial schedule to the faculty and student/parents

4.3 Substitution

Responsibility	Activity
Absent Faculty	1. Informs the Academic Coordinator for his/her absence
	2. Prepares and shares plans of activities for his/her classes
Academic Coordinator	3. Prepares the substitution program
	4. Informs the substitute teacher(s) of the substitution program
	5. Reports the substitution program to the Assistant Principal

5.0 LIST OF FORMS

- 5.1 Substitution Form
- 5.2 Seat-in and Tutorial Class Form

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