

## **Gov. Alfonso D. Tan College** Maloro, Tangub City

## FACULTY

# **Faculty Loading**

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Faculty Load Report



### Gov. Alfonso D. Tan College Institute of Business and Financial Services Human Resource Management Program



### **Summary of Faculty Loads**

7	6	CI	44	ယ	2	н	No.
							Employee No.
Diego Cartajenas Jr.	Rodolfo Reyes Jr.	Jordine Concepcion	Ryan Ram Elesterio	Nova Joy Sarno	Lovely Marygold Calatrava	Christian Louie Cuizon	Faculty
15 units	9 units	18 units	18 units	18 units	18 units	5 units	Units teaching Load
9 units	9 units 6 units	6 units	6 units	6 units	6 units	13 units 6 units	Units for other Academic Loads
Research, Extension and Other Academic Functions & Institute Prefect of Discipline Coordinator	Program Head Research, Extension and Other Academic Functions	Research, Extension and Other Academic Functions	CAES Coordinator Research, Community & Extension	Research, Extension and Other Academic Functions & Practicum Coordinator	Research, Extension and Other Academic Functions & Library Coordinator	Sports Development Coordinator Research, Extension and Other Academic Functions	Description
24 units	24 units	24 units	24 units	24 units	24 units	24 units	Total Units

Prepared by:

GLYZAMIE GALVEZ
Institute Secretary

Noted:

ILYN R. DAGUMAN, MBA Institute Dean



### FACULTY LOAD REPORT 2<sup>ND</sup> semester 2018-2019

Name: **CUIZON, CHRISTIAN LOUIE** 

Institute: Institute of Business and Financial Services

Date: Nov. 19, 2018

Important to Teacher:

1. Indicate accurately the data required in this Faculty Load Report Form.

2. Submit the accomplished from within the first two weeks of classes to your Department Head who will endorse it to the College President

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approval. Change the time and/or room should be coordinated with the Registrar's Office

OF REMARKS Approving Poly Poly Poly Poly Poly Poly Poly Poly								
Tutorial  Venue IBFS IBFS IBFS						Sports Development Coordinator	Sports Develop	
REMARKS Tutorial Venue IBFS IBFS					Type of Assignment	Type of	E. Other Assignment	E. Other
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REMARKS Tutorial Venue IBFS		10:00	08:30			W		
REMARKS Tutorial Venue		02:30	01:00			HIM		
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REMARKS	, mark	siness	Introduction to Business	IBFS- OFFICE	HTM	10:00-11:30	BA 100	1182807
REMARKS	STUDENTS	ļ Ş	DESCRIPTION	ROOM	DAYS	TIME	SUBJECT	SECTION
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6					Academic	Research, Extension and Other Academic Functions	Research, Exte	
Onus Approving mean		Time	Start Time	Day		Type		
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		*	1 Herrich I Verschul en anne en	AB-203	WED	10:00-1:00	BAC 126	1182430
3 34		Altonsos	Empowering the Attonsos	AB-203	TF	10:00-11:00	ALWAYS 2	1182426
STUDENTS		TION	DESCRIPTION	ROOM	DAYS	TIME	SUBJECT	SECTION

### ç, SOME SPECIFIC DUTIES AND RESPONSIBILITIES OF GADTC FACULTY 1. Facilitates learning activities and manages academic duties, such as: 1.1 effective classroom or out classroom instruction

- 1.2 regular evaluation of student's performance (includes test administered before each examination)
  1.3 prompt submissions of grades
  1.4 regular updating of syllabi
  1.5 continuing production of instruction materials

- Attends to administrative responsibilities, such as
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   involvement in college functions, like Enrollment, Commencement Exercises, Foundation Day, ICG, Intramurals, Christmas Programs, as well as in LGU initiated activities.
   active participation in faculty development/in service activities, i.e., seminars, workshops, conferences, symposia, for a colloquia, recollections, retreats, etc.
   4 acting as resource person/facilitator/speaker in academic gatherings.
   Submission of required reports and documents on time.

- 3. Provide a specific schedule in campus to attend to student need outside class hours specifically for:
  3.1 consultation with students
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### FACULTY LOAD REPORT 2nd semester 2018-2019

## Institute: Institute of Business and Financial Services

Date: November 15, 2018

### CALATRAVA, LOVELY MARYGOLD A.

- Insportant to Teacher:

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approval.

Change the time and/or room should be coordinated with the Registrar's Office.

SUBSPECT   TIME   DAYS   CODE			24 Finits			jā.				
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SCALL SON		STUDENT	1	LIGIN	DESCRIPTION	ROOM	DAYS	TIME	SUBJECT	SECTION

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### FACULTY LOAD REPORT 2<sup>rd</sup> semester 2018-2019

Institute: Institute of Business and Financial Services

Date: November 15, 2018

### Name: **NOVA JOY S. SARNO**

- Important to Teacher:

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SUBJECT   TIME   DAYS   ROOM   DESCRIPTION   UNITS   STUDENT		To the second se	36 Ilnits						4 17 ° 4 17 °	
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AYS         ROOM         DESCRIPTION         UNITS         NO. OF STUDENT         REJ           ATH         AB-202         TRAINING AND DEVELOPMENT         3         29         3           ATH         AB-206         COOPERATIVE MANAGEMENT         3         20         3           ATH         AB-202         STRATEGIC HUMAN RESOURCE         3         21         43           TF         AB-202         STRATEGIC HUMAN RESOURCE         3         21         3           TF         AB-204         INTERNATIONAL TRADE         3         17         43           AYS         Start Time         End         Units         Approving H           AYS         ROOM         DESCRIPTION         NO. OF ALFONSOS         REMARKS         Approving H           TF         AB-205         EMPOWERING THE ALFONSOS BUSINESS         25         NO. OF BUSINESS									Assignment	E. Other
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AYS ROOM DESCRIPTION UNITS NO. OF STUDENT SATH AB-202 TRAINING AND DEVELOPMENT 3 29  ATH AB-206 COOPERATIVE MANAGEMENT 3 20  ATH FIELD PRACTICUM 6 43  ATH AB-202 STRATEGIC HUMAN RESOURCE 3 21  MANAGEMENT 3 20  TF AB-204 INTERNATIONAL TRADE 3 17  BAB-204 INTERNATIONAL TRADE 3 17  Time 6  AYS ROOM DESCRIPTION STUDENTS  ALFONSOS PALFONSOS 25	6		944	SOTO	INTRODUCTION	IBFS	TF	4:00-5:30	BA 100	1182887
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TIME         DAYS         ROOM         DESCRIPTION         UNITS         NO. OF STUDENT           7:00-8:30         MTH         AB-202         TRAINING AND DEVELOPMENT         3         29           8:30-10:00         MTH         AB-206         COOPERATIVE MANAGEMENT         3         20           10:00-11:30         MTH         FIELD         PRACTICUM         6         43           2:30-4:00         MTH         AB-202         STRATEGIC HUMAN RESOURCE         3         21           11:30-1:00         TF         AB-204         INTERNATIONAL TRADE         3         17	ng Head	Approvi	Units	End	Start Time	Day		Type		
SUBJECT CODE         TIME         DAYS         ROOM         DESCRIPTION         UNITS STUDENT           HM 103         7:00-8:30         MTH         AB-202         TRAINING AND DEVELOPMENT         3         29           HM 108         8:30-10:00         MTH         AB-206         COOPERATIVE MANAGEMENT         3         20           BA 105         10:00-11:30         MTH         FIELD         PRACTICUM         6         43           HM 106         2:30-4:00         MTH         AB-202         STRATEGIC HUMAN RESOURCE         3         21           BA 115         11:50-1:00         TF         AB-204         INTERNATIONAL TRADE         3         17		Appen added to recognity a living annulating the second	and decided to a production of the second se					ınctions	ADEMIC F	3. Other AC
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SUBJECT CODE         TIME         DAYS         ROOM         DESCRIPTION         UNITS         NO. OF STUDENT           HM 103         7:00-8:30         MTH         AB-202         TRAINING AND DEVELOPMENT         3         29           HM 108         8:30-10:00         MTH         AB-206         COOPERATIVE MANAGEMENT         3         20           BA 105         10:00-11:30         MTH         FIELD         PRACTICUM         6         43		21	ω	N RESOURCE VENT	STRATEGIC HUMAI	AB-202	HIM	2:30-4:00	HM 106	1182538
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	REMARK	NO. OF STUDENT	UNITS	NOLLA	DESCRI	ROOM	DAYS	TME	SUBJECT	CODE
ng Load									oad	A. Teaching Load

# G. SOME SPECIFIC DUTIES AND RESPONSIBILITIES OF GADTC FACULTY 1. Facilitates learning activities and manages academic duties, such as: 1.1 effective classroom or out classroom instruction 1.2 regular evaluation of student's performance (includes test administered before each examination) 1.3 prompt submissions of grades 1.4 regular updating of syllabi 1.5 continuing production of instruction materials

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### FACULTY LOAD REPORT 2<sup>nd</sup> semester 2018-2019

Institute: Institute of Business and Financial Services

Date: November 16, 2018

### Name: ELESTERIO, RYAN RAM G.

Important to Teacher:

Indicate accurately the data required in this Faculty Load Report Form.

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leading 2	Approving				nent	Type of Assignment	Other Assignment	E. Other
		01:00PM	10:00AM	10:		H		
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<b>5</b> 1	,	Himos	Business Eunics	AB-206	W	01:00PM-4:00PM	BA 101	1182768
1	, 45	ering	Empowering Alfonsos	AB-203	W	8:00AM- 10:00 AM	ALWAY 2	1182421
	STUDENTS		DESCRIPTION	ROOM	DAYS	TIME	SUBJECT	SECTION
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	s 0	ytics	Fundamentals of Business Analytics	AB-202	귂	07:00AM -08:00AM	BAFBANA	1182482
	3 4	of Business	Fundamentals of Business Analytics	AB-204	HTM	2:30PM - 04:00PM		1182490
	3 0	into System	Comp. Based Info System	MB-209	HIM	11:30AM - 01:00PM	COMP 111	107/67
	, ,	of Business flics	Fundamentals of Business Analytics	AB-202	HTM	8:30AM - 10:00 AM	BAFABANA	1182422
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### FACULTY LOAD REPORT 2nd semester 2018-2019

Institute: Institute of Business and Financial Services Date: November 20, 2018

lame:

JORDINE ANG CONCEPCION

- Important to Teacher:

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F. Total Paying Units		E. Other Assignment				D. Consultation Hours		1182778 I	1182648 <sub>1</sub>	SECTION S	C. Other Academic Functions with Compensation		B. Other ACADEMIC Functions	1182454	1182502	1182452	1182418		1182449	SECTION	(
ing Units		signment				ion Hours	HM 101	HM 101	HM 101	CODE	nic Function	EXTENS	DEMIC	BL 100	BL 100	HM 105	BAC 126	PPDC 114	182	CODE	
	Type of		T	HIM	Day		1:00-2:30	1:00-2:30	1:00-2:30	TIME	is with Comper	Type	unctions	2:30-4:00 PM	1:00-2:30 PM	10:00-11:30	7:00-8:30	2:30-4:00 PM	10:00-11:30 AM	TIME	
	Type of Assignment						HIM	HTM	HIM	DAYS	sation	2		TF	TF	Ť		MTM	МТН	DAYS	
			San Surperior		-		IBFS	IBFS	IBFS	ROOM		Day		AB-202	AB-204	AB-206	AB-203		AB-204	ROOM	
j			8:30	8:30	Start Time		LEGISLATIONS	LABOR LAW AND SOCIAL LEGISLATIONS	LABOR LAW AND SOCIAL LEGISLATIONS	DESCRIPTION		Start Time									
			10:00	10:00	ime End Time		TONS	IONS IONS	IONS OCIAL	NOLLA		ne End Time		OBLIGATIONS AND CONTRACTS	OBLIGATIONS AND CONTRACTS	LABOR RELATIONS AND NEGOTIATIONS	MANAGEMENT	PERSONAL AND PROFESSIONAL DEVELOPMENT	RECRUITMENT AND SELECTION	DESCRIPTION	
241	Approving				me			j-mad		NO. OF		e Units		ယ	w	w	w	ω	3	SEINU	
24 Units	ing Head		IBFS OFFICE	IBFS OFFICE	Venue		Terbrial	Turbrided	Tutorial	REMARKS				26	24	31	40	41	26	NO. OF STUDENTS	
			ICE	ICE						Approving Head		Approving Head					Confidence of the contract of			REMARKS	

- G. SOME SPECIFIC DUTTES AND RESPONSIBILITIES OF GADTC FACULTY

  1. Facilitates learning activities and manages academic duties, such as:
  1.1 effective classroom or out classroom instruction
  1.2 regular evaluation of student's performance (includes test administered before each examination)
  1.3 prompt submissions of grades
  1.4 regular updating of syllabi
  1.5 continuing production of instruction materials

- Attends to administrative responsibilities, such as
   1 attendance in faculty meetings/gatherings called by the department/college.
   2 involvement in college functions, like Enrollment, Commencement Exercises, Foundation Day, ICG, Intramurals, Christmas Programs, as well as in LGU initiated activities.
   3 active participation in faculty development/in service activities, i.e., seminars, workshops, conferences, symposia, for a colloquia, recollections, retreats, etc.
   4 acting as resource person/facilitator/speaker in academic gatherings.
   Submission of required reports and documents on time.



### FACULTY LOAD REPORT 2nd Semester 2018-2019

Name: REYES, RODOLFO T. JR,

Institute: Institute of Business and Financial Services

Date: November 12, 2018

w Important to Teacher:

i. Indicate accurately the data required in this Faculty Load Report Form.

2. Submit the accomplished from within the first two weeks of classes to your Department Head who will endorse it to the College President for

approval.

Change the time and/or room should be coordinated with the Registrar's Office.

	\$	24 Units						F. Total Paying Units	F. Total P
		Approving			9	gument	Type of Assignment		
					The second secon			E. Other Assignment	E. Other /
	The control of the co		2:00	1:00			Tuesday		
	IBFS	• •	12:00	11:00	ar the state of th		мешемау		
	Venue		End Lime	Start Jime			Day		
		inema					,	D. Consultation Hours	D. Consul
	Tutorial		it & Org.	Principles of Mgnt & Org.	11:30 AM	10:00	TF	Mgnt 100	Ilg 27aj
	Tutorial	<b>5</b> 6	it & Org.	Principles of Mgnt & Org	10:00 AM	8:30	Ħ	Mgm 100	1192732
		40	VAY4	ALFONSO'S WAY 4	11:00 AM	10:00	W	ALWAYS 4	1182456
		19	VAY4	ALFONSO'S WAY 4	9:00 AM	8:00	W	ALWAY 4	1182505
Approving Head	REMARKS	NO. OF		DESCRIPTION	ROOM	DAYS	TIME	CODE	CODE
						on	Other Academic Functions with Compensation	demic Function	C. Other Acad
		6	11:30 2:30	10:00	HTM	idemic	Research, Extension and Other Academic Functions	Research, Exter	
		0	5.00	2:30 1:00	HIM	on fred and an		Program Head	
g Head	Approving Head	Cnits	End Time	Start Time	Day		Туре	-	
				erand of the contract of the c	And the second s		Functions	B. Other ACADEMIC I	Other A
		3	anagement	Entropreneurial Management	AB-206	J.F	4:00 - 5:30 PM	OA 114	1182530
	ယ္အ	ω	nagement	Total Quality Management	AB-206	TF	2:30 - 4:00 PM	MGNT 104	1182541
	9	3	Organization	Human Behavior in Organization	AB-204	HLW	8:30 - 10:00 AM	MGNT 102	1182522
REMARKS	NO. OF	UNITS	MOLLA	DESCRIPTION	ROOM	DAYS	TIME	CODE	CODE
								Load	Leaching Load

# G. SOME SPECIFIC DUTIES AND RESPONSIBILITIES OF GADTC FACULTY 1. Facilitates learning activities and manages academic duties, such as: 1.1 effective classroom or out classroom instruction 1.2 regular evaluation of student's performance (includes test administered before each examination) 1.3 prompt submissions of grades 1.4 regular updating of syllabi 1.5 continuing production of instruction materials

- Attends to administrative responsibilities, such as
   1 attendance in faculty meetings/gatherings called by the department/college.
   2 involvement in college functions, like Enrollment, Commencement Exercises, Foundation Day, ICG, Intramurals, Christmas Programs, as well as in LGU initiated activities.
   3 active participation in faculty development/in service activities, i.e., seminars, workshops, conferences, symposia, for a colloquia, recollections, retreats, etc.
   4 acting as resource person/facilitator/speaker in academic gatherings.
   Submission of required reports and documents on time.

- 3. Provide a specific schedule in campus to attend to student need outside class hours specifically for:
  3.1 consultation with students
  3.2 advising of individual student/student groups/organizations
  3.3 supervision of co-curricular activities
  3.4 regular updating of syllabi
  A full-time faculty devotes his total working day (8 hours) to the school.
  A part-time faculty shall devote at least one (1) hour per week for every three (3) units of teaching assignment.
- 4. Gets involved in research and publication.

  5. Participates in community outreach activities undertaken by the department/college.



### FACULTY LOAD REPORT 2<sup>ND</sup> semester 2018-2019

Name: CARTAJENAS, DIEGO JR. D.

Institute: Institute of Business and Financial Services

Date: Nov. 06, 2018

Important to Teacher:

1. Indicate accurately the data required in this Faculty Load Report Form.

2. Submit the accomplished from within the first two weeks of classes to your Department Head who will endorse it to the College President for approval.

3. Change the time and/or room should be coordinated with the Registrar's Office.

Tutorial  Tutorial  Venue  IBFS Office  IBFS Office  IBFS Office	Approving Head							
Tutorial  Tutorial  Venue  IBFS Office  IBFS Office  IBFS Office					Type of Assignment	Type of /	C	
Tutorial  Tutorial  Venue  IBFS Office  IBFS Office							Other Assignment	E. Other
Tutorial  Tutorial  Venue  IBFS Office  IBFS Office		05:30	02:30			Thursday	r	
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Tutorial Tutorial Venue		05:30	02:30			Monday		
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Tutorial	i de la constante de la consta	1					D. Consultation Hours	D. Consul
Tutorial	A STATE OF THE PARTY OF THE PAR	cedures	Legal Office Procedures	BFS	7	2:30-4:10	- 07 11G	118811
*		horthand	Foundations of Shorthand	AB-205	MTM	5:00-6:30	FSC116	1182881
	40	fonsos	Empowering the Alfonsos	AB-205	Ħ	12:00-1:00	ALWAY 2	1182518
REMARKS Approving	STUDENTS		DESCRIPTION	ROOM	DAYS	TIME	SUBJECT	CODE
-					tion	Other Academic Functions with Compensation	lemic Functions	C. Other Acad
					ordinator	Institute Prefect of Discipline Coordinator	Institute Prefec	
	9	ng din uhindi i	A		Academic	Research, Extension and Other Academic Functions	Research, Exte	
Approving areas	SES	Time	Start Time	Day		Type		angunario in 6 mg andrés andrés angunarios de la constantina della
		Manual and some reference for the state of t		Quadrature and the state of the		Functions	Other ACADEMIC Fu	B. Other AC
	3	& Customer ns	Principles of Public & Customer Relations	AB-206	Ŧ	1:00-2:30	OA105	1182529
3 5	G	ocedures(avu	Specialized Unice Procedures(Juv.	MB-225	W	7:00-1:00	OA122	1182533
22	, ,	noe Procedures	Elective 3-1 ourism Utilice Procedures	AB-204	MTH	1:00-2:30	OA113	1182525
1 42	, tu	athand	Advanced Shorthand	AB-205	HTM	8:30-10:00	ASC 128	1182513
STUDENTS REPERSE	CN	VOIT	DESCRIPTION	ROOM	DAYS	TIME	SUBJECT CODE	SECTION

## 9 SOME SPECIFIC DUTIES AND RESPONSIBILITIES OF GADTC FACULTY 1. Facilitates learning activities and manages academic duties, such as: 1.1 effective classroom or out classroom instruction 1.2 regular evaluation of student's performance (includes test administered before each examination) 1.3 prompt submissions of grades 1.4 regular updating of syllabi

- 1.5 continuing production of instruction materials

## 2. Attends to administrative responsibilities, such as

- 2.1 attendance in faculty meetings/gatherings called by the department/college.
  2.2 involvement in college functions, like Enrollment, Commencement Exercises, Foundation Day, ICG, Intramurals, Christmas Programs, as well as in LGU initiated activities.
  2.3. active participation in faculty development/in service activities, i.e., seminars, workshops, conferences, symposta, for a colloquia, recollections, retreats, etc.
  2.4 acting as resource person/facilitator/speaker in academic gatherings.
  2.5. Submission of required reports and documents on time.

- 3. Provide a specific schedule in campus to attend to student need outside class hours specifically for:
  3.1 consultation with students
  3.2 advising of individual student/student groups/organizations
  3.3 supervision of co-curricular activities
  3.4 regular updating of syllabi
  A full-time faculty devotes his total working day (8 hours) to the school.
  A part-time faculty shall devote at least one (1) hour per week for every three (3) units of teaching assignment



### Gov. Alfonso D. Tan College Institute of Business and Financial Services Human Resource Management Program



### **Summary of Faculty Loads**

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						Employee No.											Employee No.	
Rodolfo Reyes Jr.	Kyan Kam Elesterio	Nova Joy Sarno	Efren Alagenio		Christian Louie Cuizon	Faculty	2nd S	Rodolfo Reyes Jr.			Jordine Concepcion		Ryan Ram Elesterio	Nova Joy Sarno	Calatrava	Christian Louie Cuizon	Faculty	
3 units	21 units (college) 4 units (senior high)	24 units	24 units		21 units	Units teaching Load	2nd Semester AY: 2017-2018	21 units			21 units		12 units	24 units	24 units	24 units	Units teaching Load	
21 units					3 units	Units for other Academic Loads	7-2018	3 units			3 units	6 units	6 units				other Academic Loads	Units for
Head, Culture, Arts and Sports		JEHRO adviser		Research JEHRO Adviser	Coordinator,	Description		Alumni Coordinator	4th year BSBA- HRDM adviser	functions	Research and other academic	Research & other functions	Program Head	1st year BSBA- HRDM adviser	HRDM adviser	2nd year BSBA- HRDM adviser	Description	
24 units	25 units	24 units	24 units		24 units	Total Units		24 units			24 units		24 units	24 units	24 units	24 units	Total Units	

	No.	<u> </u>	N	
	Employee No.			-
1 5	Faculty	Christian Louie Cuizon	Nova Joy Sarno	
1st Semester AY: 2017 - 2018	Units teaching Load	24 units	21 units (college)	4 units (senior high)
-2018	Units for other Academic			
	Description		/iser	
	Total Units	24 maits	25 units	

2 4 4 Employee No.
Jefferson Sabellano Rodolfo Reyes Jr. Efren Alagenio
yes Jr.
24 units 6 units
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1 100