



FACULTY WORKLOAD FORM A
FACULTY PROFILE

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:

College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who belong to or are detailed in units other than the colleges:

Mother Unit: n/a **Home Department:** n/a

Name: REYES MERCEDITA M.
Family Given Name M.I.

CLSU E-mail (@clsu2.edu.ph): mercedita.reyes@clsu2.edu.ph Contact Number: 09564205998

Date of Birth (mm/dd/yyyy): 07/30/1978 Gender [(1) Male; (2) Female]: 2

Generic Faculty Rank: Associate Prof IV Own Plantilla (PS) Item [Yes/No]: Yes

In active duty during the entire semester? [Yes/No]: Yes

On leave with pay? Type of Leave: n/a

Period [indicate date (mm/dd/yyyy)]: n/a

On leave without pay? Type of Leave: n/a

Period [indicate date (mm/dd/yyyy)]: n/a

Academic Degrees Obtained:

	Degree Title/ Major	Date Completed (mm/dd/yyyy)[OR Status]*	Where Obtained (School/Address)	Wrote Thesis as Part of the Degree (Yes/No)
Baccalaureate	Bachelor of Secondary Education	04/16/1999	Central Luzon State University	No
Master's	Master of Arts in Education major in English Lang Teaching	04/07/2008	Wesleyan University Phils.	Yes
Doctoral	Ph.D. in Literature (English Stream)	04/15/2014	PNU Manila	Yes

**Status: (1) Still being pursued / (2) Not yet started / (3) Started but not actively pursuing the degree; Please do NOT indicate "1" if you are (a) NOT enrolled, (b) on official LOA, or (c) on residency.*

Discipline Classification of Primary Teaching Load:**

First Specific Discipline where most teaching is done: 221503

Second Specific Discipline where most teaching is done: 140403

****Please refer to 6-digit discipline codes by CHED from the CLSU website:**

<http://clsu.edu.ph/downloads/Faculty%20and%20Staff/Faculty%20Files/Discipline%20Codes/index.php>

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For faculty members who belong to a college:

Certified correct:

Prepared by:

MERCEDITA M. REYES
Faculty Member

MERCEDITA M. REYES
Department Head

JAY C. SANTOS, PhD
Dean

Date: 2/11/2022

Date: 2/11/2022

Date: _____

Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

Prepared by: _____ Certified correct: _____

Date: _____

Date: _____

Date: _____

Date: _____

ACA.XXX.YYY.F.013 (Revision No. 3; November 18, 2021)



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

FACULTY WORKLOAD FORM B-1
ACTUAL TEACHING LOAD

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:

College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who belong to or are detailed in units other than the colleges:

Mother Unit: n/a **Home Department:** n/a

For faculty members who have administrative or other functions that entitle them to carry a minimum of 10 h of actual teaching load:

Area Leader – Area VI (Extension and community Linkages)
Department Accreditation Coordinator
Curriculum Development and Review Committee Member
Class Adviser, BALIT4
Member, University Evaluation Committee for GAD R&E Proposals

Designation/s: College GAD Focal Person

Name: REYES MERCEDITA M.
Family Given Name M.I.

Category of Faculty Member

Please choose only one category:

- ☐ 1. Regular Faculty: Faculty member not holding any administrative designation (normal Actual Teaching Load [ATL] = 18 units or h/week)
- ☒ 2. Faculty member holding any of the following administrative designations: Vice President, Dean or Director (normal ATL = 10 units). A Vice President may choose to be on Full Release, in which case his/her normal ATL is 0.
- ☐ 3. Faculty member holding any of the following administrative designations: Institute/ Center/ Department/ Lab/ Facility Head or sub-unit in-charge, who is directly under a degree-granting college as well as specialized R&D or division head of the Research and Extension program or sub-unit in-charge (normal ATL = 12 units).
- ☐ 4. Non-regular Faculty: Faculty member who is classified as Professor Emeritus, affiliate faculty member, adjunct faculty member, visiting faculty member, exchange faculty member, substitute, part-time or JO faculty member.

B. Schedule of Actual Teaching Load

Catalogue Number	Subject Title	Days	Time	Room	Course, Year, & Section	Hours per Week	No. of Students	ATL
LIT 3205	Literatures of Europe	M_W	10:00-11:30	215	BALIT 3	3	36	3
ENGL 3125	Technical Writing	T_Th	1:00-2:30	115	BSA2-3	3	25	3
ENGL 3125	Technical Writing	T_Th	2:30-4:00	117	BSA2-4	3	29	3
ENGL 3125	Technical Writing	M_F	1:00-2:30	118	BSA2-6	3	32	3
LL 745A	Linguistics and Literature	F	5:00-8:00	DEH	MALL	3	5	3
TOTAL								15

Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

- **Class: (LEC) Lecture / (LAB) Laboratory / (REC) Recitation. Please include course, year and section in Class.**
- **ETL: 1 hr of undergraduate/graduate courses Lec/Rec/Lab = 1 ATL**

C. Academic Advising/Consultation Hours (Must be five (5) hours per week)

Days	Time	Room	Days	Time	Room
Monday	8:30-9:30 AM	Online	Thursday	8:30-9:30 AM	Online
Tuesday	8:30-9:30 AM	Online	Friday	8:30-9:30 AM	Online
Wednesday	8:30-9:30 AM	Online	Saturday	n/a	

D. Assignment in Student Research Supervision (Residential Mode)

Attachment: Faculty Workload Form B-2

Assignment	Total ETL
Chair of graduate thesis/dissertation committee	N/A
Supervisor of graduate special problem class (if no regular weekly meeting specified in Item B)	N/A
Member graduate thesis/dissertation committee	
Adviser/Committee Chair of undergraduate thesis (or equivalent)	4.0
Critic/Committee Member of undergraduate thesis (or equivalent)	0
TOTAL	4.0

Schedule of Student Research Consultation (Maximum of six (6) hours)

Total number of hours is either six (6) or the total ETL for student research supervision

Days	Time	Room	Days	Time	Room
Monday	4:00-5:00	Online	Thursday	4:00-5:00	Online
Tuesday	4:00-5:00	Online	Friday	4:00-5:00	Online
Wednesday	4:00-5:00	Online	Saturday	4:00-5:00	Online

E. Summary of Actual Teaching Load

Relevant CMO (based on the main degree program where you serve as faculty member)	CMO No. 21 s. 2017
Maximum number of subjects per semester set by the relevant CMO	<input checked="" type="checkbox"/> 4 preparations <input type="checkbox"/> other (please specify) : _____ <input type="checkbox"/> Not mentioned in the CMO
Total number subjects this semester (must not exceed the limit set in the relevant CMO)	3
Maximum actual teaching load prescribed in the relevant CMO	<input checked="" type="checkbox"/> 24 units (or h per week) <input type="checkbox"/> other (please specify) : _____ <input type="checkbox"/> Not mentioned in the CMO
Minimum actual teaching load per week that you need to carry this semester (please select the most applicable, based on Item A of this form)	<input type="checkbox"/> 18 h <input checked="" type="checkbox"/> 12 h <input type="checkbox"/> 10 h
Total actual teaching load this semester (must neither be lower than the minimum actual teaching load prescribed by the university policy nor higher than the maximum specified in the relevant CMO)	15

For faculty members who belong to a college:

Prepared by:

Certified correct:

MERCEDITA M. REYES

Faculty Member

Date: 2/11/2022

MERCEDITA M. REYES

Department Head

Date: 2/11/2022

JAY C. SANTOS, PhD

Dean

Date: _____

For faculty members who belong to or are detailed in units other than the colleges:

Prepared by:

Noted:

Certified correct:

Faculty Member

Date: _____

Director/Dean of the
Mother Unit

Date: _____

Head of the Home
Department

Date: _____

Dean of the Home College

Date: _____

APPROVED:

RENATO G. REYES, PhD

VPAA

Date: _____



FACULTY WORKLOAD FORM B-2
ASSIGNMENT IN STUDENT RESEARCH SUPERVISION
(RESIDENTIAL MODE)

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:
College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who are detailed in units other than the colleges:
Mother Unit: N/A **Home Department:** N/A

Name: REYES MERCEDITA M.
Family Given Name M.I.

Graduate Thesis/ Dissertation/ (as Chair)	ETL	Graduate Thesis/ Dissertation (as Member)	ETL	Undergraduate Thesis (as Adviser /Chair)	ETL	Undergraduate Thesis (as Critic /Member)	ETL
N/A		N/A		Diana Bolocon/ Irish Almodovar	0.5		
				Nicole Galo Anulacion	0.5		
				Rizza Simana/Noreen Gacos	0.5		
				Rosalinda Wabe	0.5		
				Anthonnete Cruz	0.5		
				Jessa Sabado	0.5		
				Monique Soro	0.5		
				Sherlyn Rosel	0.5		
TOTAL		TOTAL		TOTAL	4.0	TOTAL	

Recommending Approval:

MERCEDITA M. REYES
Department Head
Date: 2/11/2022

Approved:

JAY C. SANTOS, PhD
Dean
Date: _____



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

FACULTY WORKLOAD FORM C
NON-TEACHING FUNCTION

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:

College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who belong to or are detailed in units other than the colleges:

Mother Unit: N/A **Home Department:** N/A

For faculty members who have administrative or other functions that entitle them to carry a minimum of 10 h of actual teaching load:

Designation/s: DEPARTMENT HEAD

Name: REYES MERCEDITA M.
Family Given Name M.I.

A. Administrative, and Co-Curricular and Extra-Curricular Assignments

Please attach the designation/appointment

Type of Assignment	Designation/s	ETL
1. Administrative Positions (Designations 1-4, Revised Policy on Faculty Workload)	Department Head	7
	SUBTOTAL	7.0
2. Academic Related Functions (Designations 5-23, Revised Policy on Faculty Workload)	Area Leader, Area VI (Extension and Community Linkages)	1
	Curriculum Development and Review Committee Member	0.5
	College GAD Focal Person	2
	SUBTOTAL (maximum of 6 ETL)	3.5
3. Other Functions (Designations 29-52, Revised Policy on Faculty Workload)	Class Adviser, BALIT4	0.5
	GAD Proposal Evaluation Committee	0.5
	Department Accreditation Coordinator	1
	SUBTOTAL	2.0
TOTAL (Maximum of 15 ETL)		12.5

B. Research, Extension and Production

Designations 60-63, Revised Policy on Faculty Workload; Please attach the designation/appointment

Designation/s	Title of Project	ETL
	None	
TOTAL		0

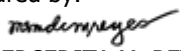
C. Summary

Teaching Load and their Equivalent	Normal	Maximum	ATL/ETL
1. Actual Teaching Load	10, 12 or 18	Based on CMO	15.0
2. Academic Advising/Consultation Hours*	-	5	5.0
3. Assignment in Student Research Supervision (Residential Mode)	5	6	4.0
4. Administrative, Co-Curricular and Extra-Curricular Functions	-	15	12.5
4.a. Administrative Function			
4.b. Academic Related Function	-		
4.c. Other Functions	-		
5. Research, Extension and Production	-	9	0
TOTAL	30	-	36.5

* As prescribed in the Faculty Manual

For faculty members who belong to a college:

Prepared by:

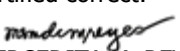


MERCEDITA M. REYES

Faculty Member

Date: 2/11/2022

Certified correct:



MERCEDITA M. REYES

Department Head

Date: 2/11/2022

JAY C. SANTOS, PhD

Dean

Date:

For faculty members who belong to or are detailed in units other than the colleges:

Prepared by:

Faculty Member

Date:

Certified correct:

Director/Dean of the Mother Unit

Date:

Head of the Home Department

Date:

Dean of the Home College

Date:

APPROVED:

RENATO G. REYES, PhD

VPAA

Date:

Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

ACA.XXX.YYY.F.034 (Revision No. 1; November 18, 2021)



FACULTY WORKLOAD FORM D
ADDITIONAL ACADEMIC ASSIGNMENTS

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:

College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who belong to or are detailed in units other than the colleges:

Mother Unit: N/A **Home Department:** N/A

Name: REYES MERCEDITA M.
Family Given Name M.I.

A. Residential Mode (Saturday and Beyond Office Hours)

Catalogue Number	Subject Title	Days	Time	Room / Class Code	Course, Year, & Section	Hours per Week	No. of Students	(ETL)
	N/A							
TOTAL								

B. Distance Education Mode

Catalogue Number	Subject Title	Days	Time	Room / Class Code	Course, Year, & Section	Hours per Week	No. of Students	(ETL)
	N/A							
TOTAL								

C. Expanded Tertiary Education Equivalency and Accreditation Program

Catalogue Number	Subject Title	Days	Time	Room / Class Code	Course, Year, & Section	Hours per Week	No. of Students	(ETL)
	N/A							
TOTAL								

D. National Service Training Program

Catalogue Number	Subject Title	Days	Time	Room / Class Code	Course, Year, & Section	Hours per Week	No. of Students	(ETL)
	N/A							
TOTAL								

E. Assignment in Student Research Supervision (Distance Education Mode)

Graduate Thesis/ Dissertation/ (as Chair)	ETL	Graduate Thesis/ Dissertation (as Member)	ETL	Undergraduate Thesis (as Adviser /Chair)	ETL	Undergraduate Thesis (as Critic /Member)	ETL
Name (PhD__)	1	Name (MS __)	0.5	Name (BS __)	0.5	Name (BS __)	0.3
Name (MS __)	1	Name (PhD __)	0.5	Name (BS__)	0.5	Name (BS __)	0.3
TOTAL	2	TOTAL	1	TOTAL	1	TOTAL	0.6

For faculty members who belong to a college:

Prepared by:

Certified correct:

MERCEDITA M. REYES
Faculty Member
Date: 2/11/2022

MERCEDITA M. REYES
Department Head
Date: 2/11/2022

JAY C. SANTOS, PhD
College Dean
Date:

Certified correct:

Dean, DOT-Uni
Date:

Head, NSTP
Date:

Head, ETEEAP
Date:

For faculty members who belong to or are detailed in units other than the colleges:

Prepared by:

Certified correct:

Faculty Member
Date:

Head of the Home
Department
Date:

Dean of the Home
College
Date:

Noted:

Certified correct:

Director/Dean of the
Mother Unit
Date:

Dean, DOT-Uni
Date:

Head, NSTP
Date:

Head, ETEEAP
Date:

APPROVED:

RENATO G. REYES, PhD
VPAA
Date:



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TEACHING ASSIGNMENT FORM

Semester: Second Semester **School Year:** 2021-2022

For faculty members who belong to a college:

College: College of Arts and Social Sciences **Department:** English and Humanities

For faculty members who belong to or are detailed in units other than the colleges:

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Area Leader – Area VI (Extension and community Linkages)
Department Accreditation Coordinator
Curriculum Development and Review Committee Member
Class Adviser, BALIt4
Member, University Evaluation Committee for GAD R&E Proposals

Designation/s: College GAD Focal Person

Name: REYES MERCEDITA M.
Family Given Name M.I.

CLSU E-mail (@clsu2.edu.ph): mercedita.reyes@clsu2.edu.ph

A. Category of Faculty Member

Please choose only one category:

- ☐ 1. Regular Faculty: Faculty member not holding any administrative designation (normal Actual Teaching Load [ATL] = 18 units or h/week)
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B. Schedule of Actual Teaching Load

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ENGL 3125	Technical Writing	M_W	1:00-2:30	118	BSA2-6	3	32	3
LL 745A	Linguistics and Literature	F	5:00-8:00	DEH	MALL	3	5	3
TOTAL								15

- **Class:** (LEC) Lecture / (LAB) Laboratory / (REC) Recitation. Please include course, year and section in Class.
- **ETL:** 1 hr of undergraduate/graduate courses Lec/Rec/Lab = 1 ATL

Prepared by:

Approved:



MERCEDITA M. REYES
Department Head
Date: 2/11/2022

JAY C. SANTOS, PhD
Dean
Date: _____



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines
Tel. No. (6344) 940-1405
E-mail Address: englishandhumanities@clsu.edu.ph
URL: <https://clsu.edu.ph>

Manila Office:
No. 7B, Nueva Ecija Street
Bago Bantay, Quezon City
Philippines

College of Arts and Social Sciences
Department of English and Humanities

Notice of Designations

to

MERCEDITA M. REYES, PhD

Effective upon receipt hereof, you are hereby designated as

Area Leader - Area VI (Extension and Community Linkages)
Member-Curriculum Development and Revisions Committee
Class Adviser-BALitt4
Department Accreditation Coordinator

for a period of one (1) year unless sooner terminated by the undersigned.
Issued this 13th day of January 2022 at the Department of English and Humanities,
College of Arts and Social Sciences, Central Luzon State University, Science City of Muñoz, Nueva Ecija.


MERCEDITA M. REYES, PhD
Department Head

"Excellent service to humanity is our commitment."

ACA.CAS.EAH.S.001 (Revision No. 0; September 7, 2020)



Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

ACA.XXX.YYY.F.034 (Revision No. 1; November 18, 2021)



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines
Tel. No. (6344) 456-0688; Fax (6344) 456-5202
E-mail Address: op@clsu.edu.ph, clsu@clsu.edu.ph
URL: <https://clsu.edu.ph>

Manila Office:
No. 7B, Nueva Ecija Street
Bago Bantay, Quezon City
Philippines

Office of the University President

Notice of Designation

to

MERCEDITA M. REYES

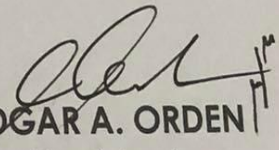
as

DEPARTMENT HEAD

**Department of English and Humanities
College of Arts and Social Sciences**

for the Calendar Year 2022 unless sooner revoked by the undersigned. The nature of such designation involves administrative duties and responsibilities for which you are given **seven (7) units** of equivalent teaching load (ETL).

Issued this 3rd day of January 2022 at the Central Luzon State University, Science City of Muñoz, Nueva Ecija.


EDGAR A. ORDEN
President

CC: Vice President for Academic Affairs
Vice President for Administration
Vice President for Research and Extension
Vice President for Business Affairs
Dean
Records
File

“Excellent service to humanity is our commitment.”

OUP.XXX.YYY.S.001 (Revision No. 4; September 7, 2020)



Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

ACA.XXX.YYY.F.034 (Revision No. 1; November 18, 2021)



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija, Philippines
Tel. No. (0344) 456-0688; Fax (0344) 456-0202
E-mail Address: op@clsu.edu.ph; clsu@clsu.edu.ph
URL: <https://clsu.edu.ph>

Manila Office:
No. 78, Nueva Ecija Street
Dago Bantay, Quezon City
Philippines

Office of the University President

MEMORANDUM NO.: 2022-01-21 (01)

**TO: ASSOC. PROF. JANET O. SATURNO
DR. JEANNIE-ROSE G. FABULA
DR. MERCEDITA M. REYES
DR. RONALIE B. RAFAEL
ASSOC. PROF. MA. CORAZON M. VERA CRUZ**

FROM: THE UNIVERSITY PRESIDENT


SUBJECT: EVALUATION COMMITTEE FOR GAD R&E PROPOSALS

DATE: JANUARY 21, 2022

With Assoc. Prof. Janet O. Saturno as the chair, Dr. Jeannie-Rose G. Fabula as the co-chair and the rest as members, you are hereby constituted as the committee to evaluate research and extension program/project proposals for funding under the CLSU Gender and Development (GAD) funds. Specifically, your tasks include:

1. review of proposals for CLSU GAD funding to ensure that they fully and strictly satisfy the requirements prescribed in the Harmonized Gender and Development Guidelines (HGDG),
2. review of proposals for submission to external funding agencies which require HGDG compliance check prior to acceptance,
3. issue the corresponding certification that attests to the compliance of the proposals to HGDG, and
4. perform other related functions as may be assigned by the undersigned.

For your guidance and usual cooperation,


EDGAR A. ORDEN
University President

Co: CASS
CVSM
URC
UEC
UGADO
Records Office

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CLUP-XXX.YYY.5.001 (Revision No. 4; September 7, 2020)



Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

ACA.XXX.YYY.F.034 (Revision No. 1; November 18, 2021)



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines
Tel. No. (6344) 458-0698; Fax (6344) 458-5202
E-mail Address: cp@clsu.edu.ph, clsu@clsu.edu.ph
URL: <https://clsu.edu.ph>

Manila Office:
No. 7B, Nueva Ecija Street
Raga Bantay, Quezon City
Philippines

Office of the University President

Notice of Designation

to

Dr. Mercedita M. Reyes

You are hereby designated as

GAD FOCAL PERSON


of the College of Arts and Social Sciences for Calendar Year 2022 unless sooner revoked by the undersigned.

Hence, as excerpted to Magna Carta Law of Women handbook, GAD Focal Person duties and responsibilities/functions are to:

1. Lead the assessment of the gender-responsiveness of policies, strategies, programs, activities, and projects of the college;
2. Prepare the annual College of Arts and Social Sciences GAD Plan and Budget, and GAD Accomplishment Report and other GAD reports that may be required;
3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating the sex disaggregated data;
4. Coordinate with other GAD groups to have a collaborative and integrated GAD PPAs;
5. Ensure that all personnel/students of the college are capacitated on GAD.

As such, you are given two (2) units equivalent teaching load (ETL).

Issued this 12th day of January 2022 at the Central Luzon State University, Science City of Muñoz, Nueva Ecija.


EDGAR A. ORDEN
University President

cc: University President
VPAA
CASS
Records
File

"Excellent service to humanity is our commitment."

GUP.XXX.YYY.S.001 (Revision No. 4; September 7, 2020)



Copies for: (1) OVPAA; (2) College/Department; (3) HRMO; (4) Faculty Member; (5) Committee on Faculty Workload

ACA.XXX.YYY.F.034 (Revision No. 1; November 18, 2021)