



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

S.5. Workload Guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks.

Documents attached:

- MEMORANDUM ORDER No. 05 Series of 2018
- OFFICE MEMORANDUM ORDER No. 04 Series of 2016
- OFFICE MEMORANDUM ORDER No. 18 Series of 2015
- FACULTY MANUAL



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Republic of the Philippines  
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
 Office of the Vice-President for Academic Affairs

**Memorandum Order**  
**No. 5, Series of 2018**

**TO :** ALL DEANS AND CHAIRPERSONS

**FROM :** VPAA MANUEL M. MUHI

**SUBJECT :** Renewal of Part-Time Faculty  
 Distribution of Teaching Loads Based on Evaluation Rating

**DATE :** APRIL 14, 2018

Please be reminded of our requirement for the part-time faculty members to take masters degree. Part-time faculty who are not enrolled in graduate studies shall not be recommended for renewal this coming school year.

Also, please be reminded to observe the distribution of teaching loads based on the faculty members' classroom performance evaluation rating. Attached is a copy of the Matrix for your ready reference.

For strict compliance.

*Handwritten notes:*  
 CE - 1/10/18  
 EE - Velina C. Puy  
 ECE  
 ME  
 CpE 4/14/18

2nd Floor, South Wing, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila  
 Tel.Nos. 713-3532; 335-1718 local 206; 722  
 Website: www.pup.edu.ph

*Handwritten signature:* ME



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**FACULTY WITH SATISFACTORY RATING IN THE STUDENT EVALUATION**

Condition	Temporary/Regular Faculty	Part-Time Faculty	Retirees
2 Consecutive Semesters with Satisfactory Rating	<ul style="list-style-type: none"> <li>No temporary substitution load</li> <li>With maximum of 9 hours part-time load</li> </ul>	<ul style="list-style-type: none"> <li>*With maximum of 9 hours part-time teaching load</li> <li>No temporary substitution teaching load</li> </ul>	<ul style="list-style-type: none"> <li>With maximum of 6 hours teaching load</li> </ul>
3 Consecutive Semesters with Satisfactory Rating	<ul style="list-style-type: none"> <li>With maximum of 6 hours part-time teaching load</li> <li>No temporary substitution teaching load</li> </ul>	<ul style="list-style-type: none"> <li>With maximum of 6 hours part-time teaching load</li> <li>No temporary substitution teaching load</li> </ul>	<ul style="list-style-type: none"> <li>With maximum of 3 hours teaching load</li> </ul>
4 Consecutive Semesters with Satisfactory Rating	<ul style="list-style-type: none"> <li>No part-time teaching load</li> </ul>	<ul style="list-style-type: none"> <li>Non-renewal of appointment</li> </ul>	<ul style="list-style-type: none"> <li>Non-renewal of appointment</li> </ul>

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CE

**OFFICE MEMORANDUM ORDER**  
 No. 04, Series of 2016

FOR : ALL DEANS  
 FROM : DR. MANUEL M. MUHI  
 Vice President  
 SUBJECT : DISTRIBUTION OF CLASSES  
 DATE : March 19, 2016

Please be reminded that the total number of sections per year level should be properly distributed, to wit:

<u>Year Level</u>	<u>Day School</u>	<u>Night School</u>
First Year	70%	30%
Second Year	60%	40%
Third Year	50%	50%
Fourth Year	40%	60%
Fifth Year	30%	70%

Furthermore, the following guidelines on the scheduling of subject offerings shall be observed:

1. Break periods shall be scheduled after two (2) 3-hour classes or four (4) 1.5-hour classes, and not after more than six (6) hours.
2. Subjects from the same service department shall be scheduled for at least two consecutive periods, to maximize the services of the professor.
3. PE subjects shall not be scheduled on the rest day of the students.
4. There shall be a break/gap between a PE class and an academic class.

For your strict compliance.

MC - [Signature]  
 COE - [Signature]  
 03/21/16  
 DE - [Signature]  
 IE - [Signature]  
 CE - [Signature]  
 CE - [Signature]

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Republic of the Philippines  
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 OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

December 21, 2015

OFFICE MEMORANDUM NO. 18  
 Series of 2015

TO: THE CHAIRPERSONS AND DEANS OF COLLEGES  
 FROM: DR. MILAGRINA A. GOMEZ

Please be reminded of the guidelines on the distribution of subject loads to faculty members during our meeting on October 23, 2015,

1. Faculty members in the University are evaluated in terms of the four (4) functions of higher education institutions as reflected in the IPCR such as: instruction, research, extension, and publication. As such, we limit teaching load of a regular or part-time faculty member to a maximum of 39 units to give elbow room for other functions if he/she has a Very Satisfactory or Outstanding student rating.

For every function, we assign a 3-unit equivalent load for these functions. Thus this distribution:

1.1. Instruction	
a. Regular load	- 15 units/hours
b. Part-time	- 12 units/hours
c. Temporary Substitution	- <u>12 units/hours</u>
Sub-Total	39 units/hours
	=====
	Equivalent load
1.2, Advising	- 10 hours
1.3 Research	3 hours
1.4. Extension	3 hours
1.5, Publication	<u>3 hours</u>
Total	58 hours/week

2. If the load is not enough in the college where the faculty member belongs, he or she can teach in other college/s provided they inform their Chairperson/Dean about their teaching load in other department/s. Likewise, the Chairperson from the other college who will assign additional load to the faculty is duty bound to inform the Chairperson of the mother college where the faculty belongs about the teaching load he/she intends to assign to the concerned faculty.
3. Advising time should be strictly observed and should not be in conflict with any teaching load.
4. In the interest of the service and in compliance with COA rules and regulations, the Dean is reminded to submit to this office teaching assignments not later than two weeks after the opening of classes for each semester. Non-compliance will mean service rendered will be subjected to COA rules and regulations.

Furthermore, it is the responsibility of the Chairs/Deans to observe the existing university policy implemented in assigning subject loads to the faculty members.

*Milagrina A. Gomez*  
 MILAGRINA A. GOMEZ

Vice President for Academic Affairs

cc.: The President  
 Executive Vice President  
 VP for Branches and Campuses



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# FACULTY MANUAL

Prepared by  
PUP Department of Research, Planning & Development



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- 4.2.1.2 Those who have at least two years of outstanding or very satisfactory teaching experience in the University;
- 4.2.1.3 Those who have reached at least the level of an assistant professor in which case they are awarded regular tenure.
- 4.2.1.4 Those who have at least a master's degree.
- 4.2.2 -Temporary appointments are given:
  - 4.2.2.1 Initially to those who meet the specific requirements for a teaching position in the University.
  - 4.2.2.2 To those with plantilla items but whose appointments are renewable every year.
- 4.2.3 Part-time appointments are those without tenure and without corresponding plantilla items. Appointment is renewable every semester.

5. WORKING HOURS/CONDITIONS

5.1 Working Hours

- 5.1.1 Full-time members of the faculty shall be required to render 25 hours (15 hours teaching and 10 hours advising) a week on campus, provided that the President may, under certain conditions require them to render more than 25 hours, but not exceeding 40 hours a week.
- 5.1.2 Faculty members with administrative assignments and those with reduced load shall be required to render 40 hours a week service.
- 5.1.3 All faculty members performing either academic or administrative functions or both shall be required to record their time services in the prescribed form (Form 48), which shall be submitted at the end of each month through the Dean or higher officials concerned, then to the Personnel Office of the University.

5.2 Working Conditions

Academic activities of full-time faculty members include:

5.2.1 Teaching

Teaching assignments are prepared by the College Dean or Institute Director in accordance with existing policies on teaching assignments and loads, subject to approval by the Vice President for Academic Affairs and the President or in his absence, the Executive Vice President.

5.2.2 Academic Counselling

Full-time faculty members should devote at least 10 hours a week for student consultation. Consultation schedule should be submitted to



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the College Dean or Institute Director not later than the third week of each semester.

5.2.3 Related Activities

In addition to class preparation, faculty members are expected to participate in seminars and workshops, enroll in advanced studies, undertake research, publish articles and other scholarly papers, and attend official functions like Commencement Exercises, Foundation Day activities, etc. Faculty members are further expected to submit timely and accurate reports like grade sheets, etc.

5.2.4 School Service

Faculty members may be asked to serve in councils and committees and to participate in academic planning that the College Dean/Institute Director, Vice President for Academic Affairs or the President, or in his absence, the Executive Vice President, may deem fit.

5.2.5 Community Service

Faculty members are encouraged to participate actively in community projects, especially those sponsored and/or approved by the University. They may be officially assigned to do this by the University President.

6. CRITERIA FOR FACULTY CLASSIFICATION

All faculty members shall be classified according to their appropriate academic ranks based on classification criteria duly approved for the purpose. The criteria may be used for entrance classification, as well as for promotion purposes. The same criteria shall be used for regular, temporary and part-time faculty. [See Appendix "A" - Philippine Association of State Universities and Colleges (PASUC) Criteria.]

6.1 Procedure

6.1.1 Faculty members shall submit their Personal Data Sheets (PDS), together with all the evidence to substantiate entries thereto to the Office of the Evaluation Committee duly designated by the University President. Only PDS substantiated by evidence shall be accepted by the Office.

6.1.2 Recommendation for promotion shall be made by the respective College Dean/Institute Director. However, only those with outstanding or very satisfactory efficiency rating and who have demonstrated appropriate qualities shall be recommended by the Dean/Director.

6.2 Factors in the Classification Criteria

The criteria shall include factors which are considered vital to the teaching profession as identified by PASUC in Appendix "A".