Republic of the Philippines

**CENTRAL LUZON STATE UNIVERSITY**

Science City of Muñoz, Nueva Ecija 3120

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**TEACHING ASSIGNMENT FORM**

| **Semester:** |  | | |  | **School Year:** |  | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *For faculty members who belong to a college:* | | | | | | | |
| **College:** |  | | |  | **Department:** |  | |
| *For* *faculty members who belong to or are detailed in units other than the colleges:* | | | | | | | |
| **Mother Unit:** | |  | |  | **Home Department:** | |  |
| *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:** | | |  | | | | |

| **Name:** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Family* |  | *Given Name* |  | *M.I.* |

| CLSU E-mail **(@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)

□ 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** | **ATL** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | x |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL** | | | | | | |  |

* ***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: |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Department Head |  | Dean |  |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |