

<u>Section 2. Administrative Employees</u>	
ARTICLE 128. Hours of Work	76
<u>Section 3. Regular Faculty Members</u>	
ARTICLE 129. Regular Faculty Members, Hours of Work	76
ARTICLE 130. Full-time Equivalent (FTE) of Faculty Loads	77
ARTICLE 131. Overload of Full-time Faculty Members	77
ARTICLE 132. Consultation Hours	77
<u>Section 4. Quasi-Administrative Faculty Members (QF)</u>	
ARTICLE 133. QF, Hours of Work	77
ARTICLE 134. QF, Schedule of Teaching Load	77
<u>Section 5. Part-time Faculty Members</u>	
ARTICLE 135. Teaching Load, Part-time Faculty Members	78
<u>Section 6. Permits for Various Undertakings</u>	
ARTICLE 136. Permit to Practice Profession or Engage in Business	78
ARTICLE 137. Permit to Teach Outside the University	78
ARTICLE 138. Permit to Study	78
<u>Section 7. Class Attendance Monitoring</u>	
ARTICLE 139. Monitoring of Class Attendance of Faculty Members	78
CHAPTER 10. LEAVE PRIVILEGES	
<u>Section 1. General Provision</u>	
ARTICLE 140. General Provision	79
ARTICLE 141. Conditions for the Granting of Vacation and Sick Leave	79
ARTICLE 142. Leave of Contractual Employees	79
ARTICLE 143. Study Leave	79
ARTICLE 144. Special Leaves	80
<u>Section 2. Types of Leaves</u>	
ARTICLE 145. Teachers Leave	80
ARTICLE 146. Maternity Leave for Female Workers in the University	80

ARTICLE 130. Full-time Equivalent (FTE) of Faculty Loads. The FTE shall be eighteen (18) units or eighteen (18) hours of actual teaching per week which shall be within the official time of the faculty concerned subject to pertinent University rules and regulations and DBM requirements. The FTE may include unit equivalents for research and/or extension service as may be provided in the research or extension contract of the faculty with the University, subject to University rules and regulations. The FTE in Campuses under the trimestral system shall be 12 units or such number of hours as may be determined by University rules and regulations in accordance with this Article.

ARTICLE 131. Overload of Full-time Faculty Members. A faculty member shall be allowed a total maximum load in excess of the FTE up to twelve (12) units or as may be provided by University rules and regulations.

ARTICLE 132. Consultation Hours. Each member of the regular faculty shall be available for consultation with the students at least three (3) hours per week either on-line or face-to-face, subject to University rules and regulations. The Dean or Campus Director in consultation with the concerned regular faculty member, shall determine these hours for the convenience of both students and faculty member.

Section 4. Quasi-Administrative Faculty Members (QF)

ARTICLE 133. QF, Hours of Work. Employees holding faculty appointments and are assigned to various offices or designated to various positions to perform administrative work are referred to as quasi-administrative faculty members. Unless otherwise provided, they shall render a minimum of forty (40) hours per week on official time.

ARTICLE 134. QF, Schedule of Teaching Load. Unless otherwise directed by the President and as may be provided in relevant University rules, the following schedule of minimum teaching load as part of their official time shall be observed by the QF:

- a. Vice Presidents, if applicable – 3 units
- b. Deans - 6 units
- c. Campus Directors - 6 units
- d. Dean of Student Affairs - 6 units
- e. Dean of Student Admissions and Registration - 6 units
- f. Directors - 6 units
- g. College Secretaries - 6 units
- h. Heads of offices with “Head” designation - 9 units
- i. Assistant Directors - 9 units
- j. Sports and Cultural coaches and trainers, Research and Extension employees - 12 units
- k. QF not included above - 12 units

Section 5. Part-time Faculty Members

ARTICLE 135. Teaching Load, Part-time Faculty Members. Part-time faculty members may be given up to thirty (30) units of teaching load in the undergraduate, and/or a maximum of six (6) units in the graduate programs, provided that the total number of units shall not exceed 30 units or in accordance with relevant University rules and regulations.

Section 6. Permits for Various Undertakings

ARTICLE 136. Permit to Practice Profession or Engage in Business. No officer or employee of the University, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA 6713, other special laws, and through written permission granted by the President which shall be renewed annually.

Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose conflict or tend to conflict with the official functions and must be fixed by the President.

The facilities of the University, equipment, computers, and supplies shall not be used while the officer or employee is engaged in private business or practice of profession (ORAOHRA of 2017, Section 136).

ARTICLE 137. Permit to Teach Outside the University. Regular and quasi-administrative faculty members may be allowed to teach in other schools with the written permission of the President provided the schedule shall not conflict with the working hours in the University nor affect adversely the performance of the faculty member, subject to University rules and regulations.

ARTICLE 138. Permit to Study. Employees who may wish to study in any program in the University shall not need a permit to study. Such permit shall be required to be given and signed by the President or his authorized representative should the employee enroll or study in another school, provided that his official functions are not affected thereby, and that the time given to his studies must be outside of his official time in the University.

Section 7. Class Attendance Monitoring

ARTICLE 139. Monitoring of Class Attendance of Faculty Members; Prohibition Against Re-Scheduling of Classes. The actual teaching performance of the faculty members whether on face-to-face or flexible learning modes shall be ascertained by the department heads and the Deans or Campus Directors through procedures as provided under University rules and regulations. The above officials shall ensure proper documentation on the actual classes of the faculty members

COURSE	BSIE-ICT						BSIE IA					
YEAR LEVEL	1st Year						1st Year					
TIME/DAY	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT
7:00-8:00 AM		IA1E	IA1E	GEC1				HE1EL	HE1E	HE1E	HE1EL	
8:00-9:00 AM		IA1EL	IA1EL	GEC1	GEC7	NSTP2	GEC1	HE1EL	HE1E	HE1EL	HE1EL	NSTP2
9:00-10:00 AM		IA1EL	IA1EL	GEC1	GEC7	NSTP2	GEC1	HE1EL	PE2	HE1EL	HE1EL	NSTP2
10:00-11:00 AM	IA1E	IA1EL	IA1EL		GEC7	NSTP2	GEC1	PROFED3	PE2	HE1EL		NSTP2
11:00 -12:00 NN	IA1EL			PE2				PROFED3		PROFED3	PROFED4	
12:00-1:00 PM	IA1EL	AFA1EL		PE2	PROFED3						PROFED4	
1:00-2:00 PM	IA1EL	AFA1EL	PROFED3		PROFED3		IA1E	IA1E		PROFED4		IA1E
2:00-3:00 PM		AFA1EL		PROFED4	AFA1E		IA1EL	IA1EL				IA1EL
3:00-4:00 PM			AFA1E	PROFED4	AFA1E		IA1EL	IA1EL		GEC7		IA1EL
4:00-5:00 PM	AFA1EL		AFA1EL	PROFED4			IA1EL	IA1EL		GEC7		IA1EL
5:00-6:00 PM	AFA1EL		AFA1EL							GEC7		
6:00-7:00 PM	AFA1EL		AFA1EL									
7:00-8:00 PM												
8:00-9:00 PM						41						41

COURSE	BSIE HE						BTTE CP/EL						
YEAR LEVEL	1st Year						1st Year						
TIME/DAY	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	
7:00-8:00 AM		AFA1EL			GEC1				HE1E	IA1E	IA1E		
8:00-9:00 AM		AFA1EL	PROFED3		GEC1	NSTP2		PROFED4	HE1EL	IA1EL	IA1EL	NSTP2	
9:00-10:00 AM	GEC7	Arjay	PROFED3		GEC1	NSTP2	HE1E	PROFED4	HE1EL	IA1EL	IA1EL	NSTP2	
10:00-11:00 AM	GEC7	AFA1E	PROFED3	IA1E		NSTP2	HE1EL	PROFED4	HE1EL	IA1EL	IA1EL	NSTP2	
11:00 -12:00 NN	GEC7			IA1EL	PE2		HE1EL				PROFED3		
12:00-1:00 PM		IA1E		IA1EL	PE2		HE1EL			PROFED3			
1:00-2:00 PM	AFA1E	IA1EL	PROFED4	IA1EL		IA1E		GEC1	GEC7	PROFED3			
2:00-3:00 PM	AFA1E	IA1EL	PROFED4			IA1EL		GEC1	GEC7	PE2	HE1E		
3:00-4:00 PM		Jerome	PROFED4		AFA1EL	IA1EL	IA1E	GEC1		PE2	HE1EL		
4:00-5:00 PM				AFA1EL	AFA1EL	IA1EL	IA1EL	GEC7			HE1EL		
5:00-6:00 PM				AFA1EL	AFA1E		IA1EL				HE1EL		
6:00-7:00 PM				AFA1EL	AFA1E		IA1EL						
7:00-8:00 PM													
8:00-9:00 PM						42						41	
	5	8	6	7	9	7		8	7	6	8	9	3

COURSE	BSIE HE					
YEAR LEVEL	2nd Year					
TIME/DAY	MON	TUE	WED	THURS	FRI	SAT
7:00-8:00 AM		PROFED7			GEC6	
8:00-9:00 AM	PROFED7		TTL	HE3L	GEC6	
9:00-10:00 AM	PROFED7	PE4	TTL	HE3L	GEC6	
10:00-11:00 AM	HE3	PE4	TTL	HE3L		
11:00 -12:00 NN	HE3L				HE4	
12:00-1:00 PM		HE3L		HE4L	HE4	
1:00-2:00 PM		HE3L	HE4	HE4L		
2:00-3:00 PM	HE4L	HE3L	HE4L	HE4L	HE3	
3:00-4:00 PM	HE4L	HE3L	HE4L		HE3	
4:00-5:00 PM	HE4L		HE4L	PROFED8	HE3	
5:00-6:00 PM		PROFED8		PROFED8		
6:00-7:00 PM						
7:00-8:00 PM						
8:00-9:00 PM						

