





## PREPARATION OF TEACHING LOAD AND CLASS SCHEDULE

Doc. Control No.	PRMSU-ASA-COMPSP18
Effectivity Date	May 4, 2021
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### 1.0 OBJECTIVE

To establish and maintain a documented information procedure for the preparation and approval of individual teaching loads of faculty and class schedule of students.

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BY: [Signature]  
GERMEL URAYA

### 2.0 SCOPE

This procedure applies to all colleges in the university in Iba, Campus.

### 3.0 REFERENCES

PRMSU Faculty Manual  
Curriculum for specific programs/ Prospectus  
CMO for specific programs

### 4.0 DEFINITION OF TERMS

**Campus Director** – an administrative officer in charge of a campus.

**CAS** – refers to the College of Arts and Sciences who compiles all schedules for General Education Subjects and provide them with instructors.

**CCIT** – refers to College of Computing and Information Technology who compiles all schedules for IT-Related Subjects and provide them with instructors.

**Class Schedule** – refers to the list of subjects a certain student will take. It includes the time, day, room and instructor assigned for each subject.

**College Dean** – an administrative officer in charge of a college, faculty in a university and supervises the enforcement of rules.

**College Secretary/Clerk** – one who prepares the summary of teaching loads and class schedule and input them in the UIS.

**Faculty** – the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

**PE Department** – refers to Physical Education Department who compiles all schedules for Physical Education Subjects and provide them with instructors.

**Program Chair** – an administrative officer in charge of a program.

**Teaching Load** – refers to the summary of total units and subjects to be handled by a faculty for the semester.

**Vice President for Academic and Student Affairs** – an administrative officer in charge of academic division in a university and supervises the enforcement of rules.

**UIS** – University Information System

Prepared by:

**MARLON JAMES A. DEDICATORIA, Ph.D.**  
Dean, College of Engineering

Reviewed and Approved by:

**FELIPA M. RICO, Ph.D.**  
VP, Academic and Student Affairs

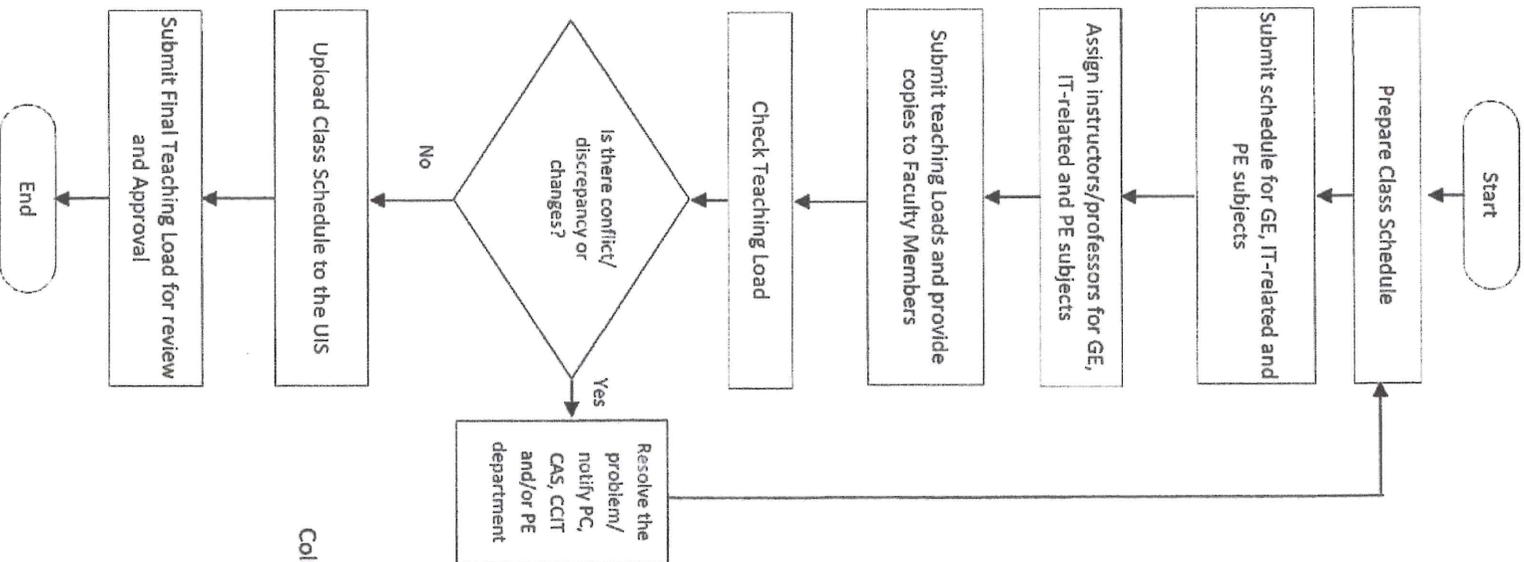


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### 5.0 PROCEDURES

#### PROCESS FLOW



#### RESPONSIBLE

  
**DETAILS**  
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**Program Chair**  
Prepares the class schedule for regularly offered and petition subjects for the next semester.

**Program Chair**  
Submits all schedules for General Education (GE) Subjects, IT-related Subjects and Physical Education (PE) Subjects to CAS, CCIT and PE Department, respectively.

**CAS, CCIT and PE Department**  
Checks the availability of instructors and assigns the instructors for the requested subjects to the different colleges.

**Program Chair**  
Submits to College Dean the teaching loads and class schedules. Provide a copy of the teaching loads to their Faculty members for them to prepare their syllabus, lesson plans, instructional materials and modules.

**Dean**  
Checks the teaching loads and class schedules for conflicts, overloads, number of preparations and any other discrepancies; if there's no conflict/discrepancy or changes, recommend for encoding in the system, else, if there's a conflict/discrepancy, resolve the problem before recommend to input in the system. Notify the Program Chairs, CAS, CCIT and/or PE Department for any changes in the teaching loads and class schedule.

**College Secretary/Clerk**  
Inputs the class schedule to the UIS.

**Dean**  
Submits Final Teaching Load to the Campus Director for review and VP for Academic and Student Affairs for approval.

Prepared by:

  
**MARLON JAMES A. DEDICATORIA, Ph.D.**  
 Dean, College of Engineering

Reviewed and Approved by:

  
**FELIPA M. RICO, Ph.D.**  
 VP, Academic and Student Affairs



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**6.0 ATTACHMENT/FORMS**

- Teaching load template/form
- Sample of Transmittal Letter of Teaching Load to Individual Faculty

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BY: *[Signature]*  
DATE: MAY 04 2021

Prepared by:  <b>MARLON JAMES A. DEDICATORIA, Ph.D.</b> Dean, College of Engineering	Reviewed and Approved by: <i>[Signature]</i> <b>FELIPA M. RICO, Ph.D.</b> VP, Academic and Student Affairs
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