	<b>PREPARATION OF TEACHING LOAD AND CLASS SCHEDULE</b>	Doc. Control No.	PRMSU-ASA-COMSP18
		Effectivity Date	May 4, 2021
		Revision No.	00

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 BY: GERRY DA URAYA  
 DATE: MAY 8, 2021

**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.

**2.0 SCOPE**

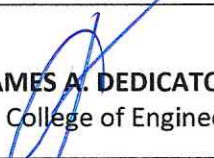

This procedure applies to all colleges in the university in Iba, Campus.

**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:  <div style="text-align: center;">   <b>MARLON JAMES A. DEDICATORIA, Ph.D.</b>            Dean, College of Engineering         </div>	Reviewed and Approved by:  <div style="text-align: center;">   <b>FELIPA M. RICO, Ph.D.</b>            VP, Academic and Student Affairs         </div>
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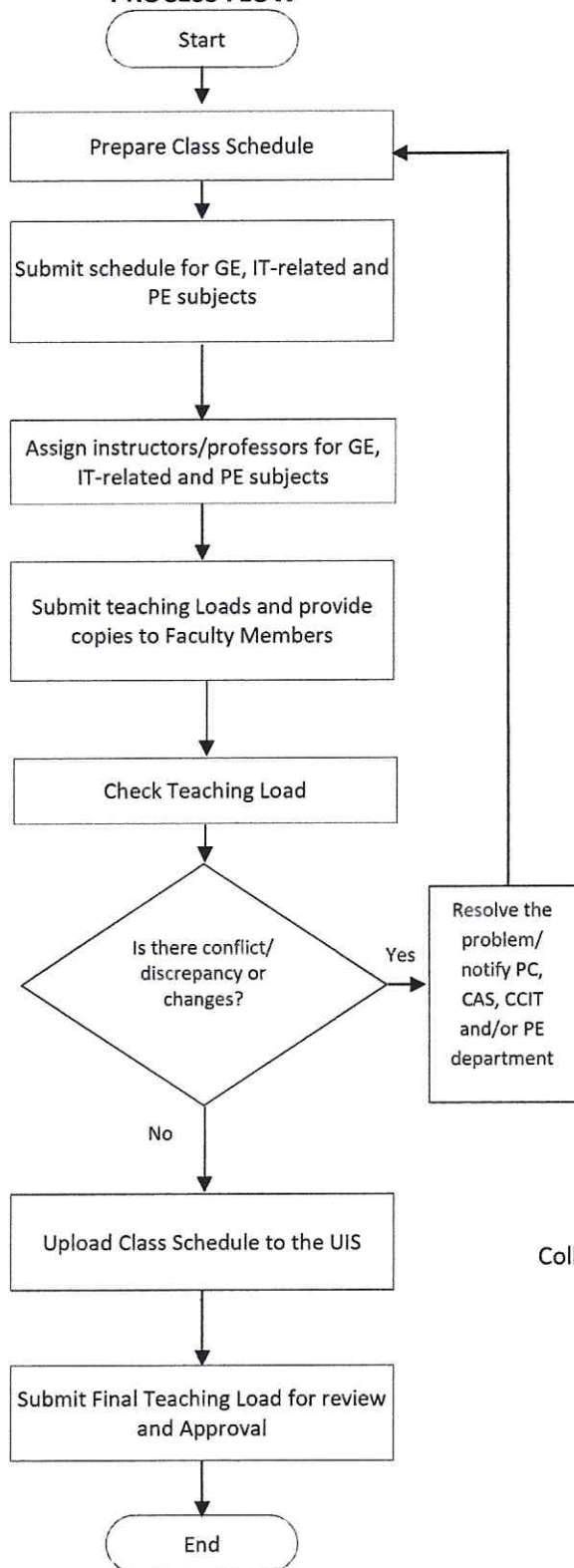
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## 5.0 PROCEDURES

### PROCESS FLOW



### RESPONSIBLE

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### DETAILS

- 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.
- Program Chair** Resolve the problem/notify PC, CAS, CCIT and/or PE department
- 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.

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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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