



POLICY –GUIDELINES NO. 68–2015

**IMPLEMENTATION OF WORKLOAD FOR ALL FACULTY MEMBERS
 IN THE UNIVERSITY AS PER NBC 461 AND IFSU CODE
 EFFECTIVE 1ST SEMESTER S.Y. 2015-2016**

I. Rationale

The Job Description of faculty members in Ifugao State University (IFSU) is distributed according to academic ranks in the four areas of instruction, research, extension, and production following the matrix in Table 1 as stated in the Academic Manual (1.5.2.3, p.62) of the IFSU Code.

Table 1. Matrix showing the interplay of the faculty rank and their involvement in the four-fold functions of the University

Functions	Working Percentage (%)				
	Instructor	Assistant Professor	Associate Professor	Professor	University Professor
Instruction	80	70	50	35	30
Research	10	10	20	30	30
Extension	5	10	10	10	10
Production		5	10	5	5
Others	5	5	10	20	25

Following the principle of “equal pay for equal work”, higher academic rank is accompanied by higher salary in consideration of the higher quality/ output demanded therein. This is the principle for which the National Budget Circular (NBC) No. 461 was issued by the Department of Budget and Management to govern the promotion of faculty in State Universities and Colleges (SUCs). It was designed to promote faculty members based on their qualifications, experience and actual achievements that will forestall how much can they contribute to their institution’s development. Thus, as a faculty member moves up the ladder of their academic rank, they must be more involved in the four-fold functions of the University namely a) instruction, b) research, c) extension, and d) production as shown in Table 1.

As per observation however, some of the faculty members are not performing in accordance with the above matrix. There are faculty members with high academic rank (e.g. Professor VI with a monthly salary of PhP73,099.00 SG 29) who performs almost the same functions (i.e. plain teaching) as an Instructor I (with a monthly salary of PhP19,940.00 SG 12) which is contrary to the principle of “equal pay for equal work”. Aside from the obvious imbalance, injustice and non-adherence to the principle of equal work for equal pay, this situation also contributes to low performance of the University in the said functions and low morale of faculty. To be able to maximize the performance of all faculty members, the Board of Regents approved the strict implementation of the workload

distribution as stated in the IFSU Code covering all faculty members of the University as per BOR Resolution No. 472, s. 2015.

II. Policy Terms and Conditions

1. The term “Workload” (WL) is hereby simplified to refer to loads of work given to faculty members per semester that includes assignments/ functions in a) instruction, b) research, c) extension, d) production/ IGP and e) others/ administrative designations. The regular WL of a faculty in Ifugao State University is 18 units. In general, WL will be used in computing for excess loads to be converted into compensatory time-offs (CTOs).
2. Teaching Load (TL) refers to actual teaching loads given to faculty members measured in unit load of subjects to teach (under a. instruction) assigned to a teacher. It excludes work assignments in b) research, c) extension, d) production and e) others/ administrative designations. The regular TL of faculty in Ifugao State University is 18 units. In general, Teaching load is to be used in the computation of “teaching overload/ honoraria” in compliance with the General Provisions of the General Appropriations Act, FY 2015 in Sec. 55, p. 1535 where it was stipulated that appropriations for honoraria may only be paid to (a) Teaching personnel of the DepEd, TESDA, SUCs and other educational institutions, engaged in actual classroom teaching, whose teaching load is outside of the regular office hours or in excess of the regular load.
3. Workload distribution of faculty in Ifugao State University

3.1. For Faculty without Administrative Designation.

3.1.1. Faculty members without any administrative designation shall be assigned WL following the distribution in Table 2 below:

Table 2. Distribution of job functions for faculty without administrative designation by units

Functions	Workload Distribution (Units)				
	Instructor	Assistant Professor	Associate Professor	Professor	University Professor
Instruction	15	12	9	6*	5*
Research	2*	3*	6*	9	9
Extension	1*	1*	2*	2*	3*
Production		1*	2*	1*	1*
Others	1*	1*	2*		

3.1.2. The WL of 18 units shall be composed of ‘mandatory’ (i.e. a must) and ‘optional’ (i.e. choose among options). In the above matrix, ‘mandatory’ are those highlighted in boldface fonts while the ‘optional’ are marked with asterisk (*). That means the remaining units can be taken from among the options therein. In application, an instructor must have a mandatory load of 15 units in Instruction and 3 units in either one or all of the options (research, extension, and production). A Professor must have a mandatory load of 9 units in Research and the remaining 9 units either in Instruction, Extension, and/or Production. Supervisors, however, needs to ensure that other mandated functions (extension, production) are carried out in their respective department/college.

3.2. For Faculty with Administrative Designations

3.2.1. Faculty members with administrative designation shall be assigned WL following the distribution in Table 3 below.

3.2.2. Designation refers to administrative assignments that require a faculty to report even during summer, semestral and December breaks or under Vacation Sick Leave Status (VSL) with an equivalent workload of 6 units or above.

Table 3. Distribution of job functions for faculty with administrative designation by units

Functions	Workload Distribution (Units)				
	Instructor	Assistant Professor	Associate Professor	Professor	University Professor
1. Program Chairperson (Designation = 6 units and 12 units for other mandated functions)					
Instruction	9*	8*	6*	4*	4*
Research	2*	2*	3*	5*	5*
Extension	1*	2*	2*	2*	2*
Production		1*	2*	1*	1*
Others/ Designation	6	6	6	6	6
2. Dean, Director (Designation = 9 units and 9 units for other mandated functions)					
Instruction	6*	5*	4*	3*	3*
Research	2*	2*	3*	4*	4*
Extension	1*	1*	1*	1*	1*
Production		1*	1*	1*	1*
Others/ Designation	9	9	9	9	9
3. Dean, Director (Designation = 12 units and 6 units for other mandated functions)					
Instruction	3*	2*	1*	1*	1*
Research	2*	2*	3*	2*	2*
Extension	1*	1*	1*	2*	2*
Production		1*	1*	1*	1*
Others/ Designation	12	12	12	12	12
4. Dean, Director (Designation = 15 units and 3 units for other mandated functions)					
Instruction	1*	1*	1*	1*	1*
Research	1*	1*	1*	1*	1*
Extension	1*	1*	1*	1*	1*
Production		1*	1*	1*	1*
Others/ Designation	15	15	15	15	15

3.2.3. In the matrix in Table 3, mandatory functions are those highlighted in boldface fonts while the optional functions are with asterisk (*). In application, an Asst. Professor designated as Dean with a mandatory equivalent teaching load of 15 units may render the remaining 3 units load in any or all of the four (4) functions (instruction, research, extension, and production). The equivalent unit of a designation must be computed based on the applicable matrix in the faculty manual. A designated faculty member has the option to increase his/her workload units in either or both instruction and research in lieu of his/her extension and/or production functions; and to interchange the number of units assigned to instruction and research provided, the minimum 18 units workload is satisfied.

4. Other quasi-judicial assignments as coach, adviser, coordinators, trainer (as stated in Table 5 in Sec. 1.5.2 of the Faculty Manual) may still be included provided these a) are not financially compensated and b) are on top of the regular WL of 18 units and thus to be treated as overload to be converted into CTOs only. Participation as Thesis/ Dissertation adviser, statistician, referees, etc. that are paid honoraria or fees will not be given WL equivalents.
5. The maximum WL that will be considered for any faculty is 30 units. Any workload in excess of that will not be given credit for CTOs and treated as services to the university to be given recognition in any other forms.
 - 5.1. An Instructor with a WL & TL of 24 (teaching 8 subjects of 3 units each) will be given an overload pay/ honoraria for the 6 units overload.
 - 5.2. An Instructor with a WL of 30 (from doing research, extension, IGP) but with a TL of only 18 units (teaching 6 subjects of 3 units each) will not be given honoraria/ overload pay. It must be noted that researchers, extensionists and IGP managers/ workers are given incentives under separate incentive schemes.
 - 5.3. A faculty designated as Dean of a College with a WL of 30 units but with a TL of only 12 units (teaching 4 subjects of 3 units each) will not be given an overload pay/ honoraria but will be given a CTO of 12 units. Similarly, a Vice President with a WL of 30 but with a TL of only 6 units (teaching 2 subjects with 3 units each) even in the graduate school during regular semester will not be given overload pay/ honoraria.
6. A faculty member designated as Vice President/appointed as President satisfied the equivalent WL of 18 units, hence he/she has the option to do activities supportive to any combination or all the mandated functions of the University.
7. All other assignments with monetary remuneration (e.g. thesis adviser) will not be given any workload equivalent.
8. Policies governing research-based faculty shall remain in effect but to be aligned to this new issuance.
9. The IGP Manual of the University shall be used as guide when a faculty member is involved in Production function.
10. For research functions, one research study is equivalent to 3 units WL. A research study will be considered WL in a semester if it is to be implemented within a minimum of 3 months within said semester. Lower than that, it will be treated a fraction thereof (e.g. study for 2 months will be 1.2 WL only as a result of $3/5 = .6 \times 2 = 1.2$). For team research, the equivalent WL units shall be divided based on the number of researchers. For research studies/ projects funded by personal funds or sourced out from external funding agencies, these can be given due WL provided these had been properly reported to and recorded by RDET and a research contract had been executed between the researcher and the University stipulating among others that the result must be

published or patented. In application, a Professor required to have a mandatory research WL of 6 must have at least 2 research studies.

11. On extension, short-term training/seminar shall be given 1 unit equivalent WL while long-term extension projects (5 months or more) shall have an equivalent WL of 3 units.
13. A faculty member must satisfy the mandatory functions before accepting optional loads. In the exigency of the service, additional load maybe given to a faculty provided.
14. Special subjects offered upon request of students and agreed to be handled by a faculty even without remuneration must not be included as a WL/ TL.
15. The WL/ TL herewith required must be used as basis in rating the performance of faculty members for Performance Based Bonus and Performance Enhancement Incentives and other bonuses subject to existing rules and regulations.
16. Effectivity. These policy guidelines will take effect 1st Semester of SY 2015-2016.
17. Repealing Clause. Any provisions of previous policies approved by the Board contrary to these policy guidelines are deemed repealed.

Approved as per Board of Regents Resolution No. 472 s. 2015 dated January 15, 2015.

"RESOLVED TO APPROVE the strict implementation of workload for all faculty members in the University in terms of instruction, research, extension, and production as per NBC 461 and the University Code."

Certified true and correct:



SERAFIN L. NGOHAYON, PhD
University President

Issued this 25th day of March, 2015