



Malayan Colleges Laguna  
A MAPÚA SCHOOL

REVISION NO. :  
REVISION DATE:

02
MAR. 10, 2017

### NATIONAL SERVICE TRAINING PROGRAM ACCEPTANCE OF ADDITIONAL ASSIGNMENT

<b>NAME</b>		<b>DEPARTMENT</b>	
<b>ADDRESS</b>		<b>DATE FILED</b>	

Please find below your teaching assignment/s for the **1st term** of the Academic Year **2020 - 2021**

COURSE	COURSE CODE	SECTION	UNITS	EFFECTIVE DATE
<b>TOTAL NUMBER OF UNITS</b>				

**CONFORME:**

I hereby accept the above teaching assignment/s for the **1st term** of the Academic Year **2020 - 2021**

<b>SIGNATURE OF FACILITATOR</b>		<b>DATE</b>	
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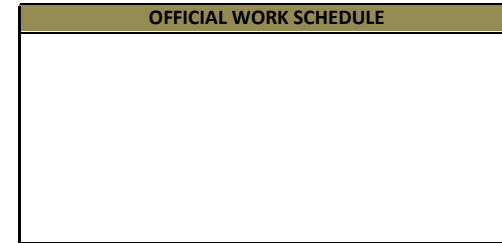
**RECOMMENDING APPROVAL:**

*Additional notes/comments from the immediate superior/department head:*

<b>DEAN/DEPARTMENT HEAD</b>		<b>DATE</b>	
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<b>APPROVED BY:</b>	<b>NOTED BY:</b>
DIRECTOR, CSCE / DATE	VP FOR ACADEMIC AFFAIRS / DATE

THIS FORM SHOULD BE PREPARED AND SUBMITTED TO THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS NO LATER THAN:



**Tabulated Schedule of Classes**  
School Year 2020 - 2021 Term 1

TOTAL HRS

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00AM							
8:30AM							
10:00AM							
11:30PM							
1:00PM							
2:30PM							
4:00PM							
5:30PM							
7:00PM							
8:30PM							

TEACHING/ADVISING HOURS

CONSULTATION HOURS

COMMITTEE WORKS\*

**TOTAL HRS/WK**

\_\_\_\_\_  
FACULTY MEMBER

\_\_\_\_\_  
PROGRAM CHAIR/ DEAN

REQUIRED CONSULTATION HOURS BASED ON TEACHING LOAD					
No. of Units	No. of Hours Total	No. of Units	No. of Hours Total	No. of Units	No. of Hours Total
15	10.00	10	6.67	5	3.33
14	9.33	9	6.00	4	2.67
13	8.67	8	5.33	3	2.00
12	8.00	7	4.67	2	1.33
11	7.33	6	4.00	1	0.67

\*Hours allocated for Committee works for full time faculty members is the balance of the required no. of hours to be rendered by the faculty member less the teaching/advising and the consultation hours. (Required Total Hours for 12 units -32 hrs, for 15 units and above - 40 hrs)