Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: JULY 30, 2018

ACCEPTANCE OF TEACHING ASSIGNMENT

NAME OF FACULTY MEMBER		POSITION		DEPARTMENT / PROGRAM	
ADDRESS		EMPLOYMENT STATUS:	Fulltime		Part time
(A) TOTAL TEACHING UNITS SERVED FOR AY _____ (for admin & faculty with admin only)					

Please find below your teaching assignment/s for the _____ term of Academic Year _____.

(B) COURSES WITHIN THE ASSIGNED DEPARTMENT				(C) COURSES FROM OTHER DEPARTMENTS				
Courses	Section	Units*	Effective Date	Courses	Section	Units*	Effective Date	Name and Signature of Head from Other Department
NUMBER OF UNITS				NUMBER OF UNITS				

(D) Administrative/Research Work	Units*	Effective Date	(E) Integrative Course Group Code	Units*	Effective Date
NUMBER OF UNITS			NUMBER OF UNITS		

(F) Practicum Advising Course Code	No. of Students	Signature of Practicum Coordinator	TOTAL EFFECTIVE UNITS	

(G) EMPLOYMENT OUTSIDE MALAYAN COLLEGES LAGUNA

Name of Employer / College or University	Position / Status (Full time / Part time)	Courses / Subjects Handled and Number of Units	Hours per Week

(H) EMPLOYMENT WITHIN MALAYAN COLLEGES LAGUNA AS NON-TEACHING EMPLOYEE

Name of Department	Position	Name and Signature of Department Head

I hereby accept the above teaching assignment/s for the _____ term of Academic Year _____.

SIGNATURE OF THE FACULTY _____ DATE _____

(I) Recommending Approval:

Provide a justification for part time faculty who has more than 11 effective units or for full time faculty who has exceeded 18 effective units. Otherwise, write NA.

_____

_____

PROGRAM CHAIR/CLUSTER CHAIR _____ DATE _____

Approved:	Noted by:	Received by:
	MARIBEL G. SONGSONG	
DEAN / PRINCIPAL DATE	VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE	HRMO PERSONNEL DATE

THIS FORM SHOULD BE PREPARED AND SUBMITTED TO THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS NOT LATER THAN MARCH 17, 2020