



OVCA FORM 102B: INDIVIDUAL INSTRUCTOR/TEACHER SCHEDULE (SHSSHS)

Name of Instructor/Professor: SURNAME FIRST NAME M.I.

Full Time Permanent Full Time Probationary Full Time Fixed Part Time

Take note of the following in accomplishing this form:

- 1. Write the course, section, room assignment and learning modalities in each box slated for teaching hour/s.
2. Write CH (Consultation Hour), AW (Administrative Work), ARP (Academic-Related Pursuits) in the schedule.
3. Shade fully the boxes which are not used for teaching/consultation/ administrative work/ academic-related pursuits.

\*Note: For full-time/fixed term faculty, minimum of 6 hours is required for CH and ARP

Table with 7 columns (TIME/DAY, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and 14 rows of time slots (7:45-8:00 to 4:15-5:15). Includes shaded rows for CLASS ASSEMBLY, AM RECESS, LUNCH, and PM RECESS.

Teaching Load: Units No. of Teaching Hrs./Week, No. of Consultation Hrs./Week, No. of Hrs. for Academic-Related Pursuits/Week, No. of Hrs. for Administrative Work/Week, Total No. of Hours/Week

CONFORME:

Signature of Instructor / Teacher

ENDORSED:

RECOMMENDED:

APPROVED:

Academics Coordinator

Dean

Naomi M. de Aro, RN, MAN, EdD Vice Chancellor for Academics

Note: Please accomplish in four (4) copies: Faculty Member, Department Chair/Program Director, Dean, File

Philippine Copyright, 2017

By DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE, DR. J.O.C

All Rights Reserved

No part of this form maybe reproduced, stored in a retrieval system, or transmitted, in any form or any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the Institute.