



Republic of the Philippines
MINDANAO STATE UNIVERSITY
 Marawi City

**DEAN'S REPORT ON
 FACULTY TEACHING LOAD**

Note: Prepare in quadruplicate : one for the Registrar,
 one for the personnel Office, one for the Vice Chancellor
 for Academic Affairs, and one for the Dean's File.

Faulty: _____ Rank: _____
 College: _____ Department: _____
 Semester/Summer: _____ Academic Year: _____

Course No.	Section	Course Description	Teaching Load Units	Course Classification	Time	Day	Room	Class

Total: _____ *Classify courses such as to basic or major
 Equipment Intensive or non-equipment
 Intensive.

SUMMARY REPORT

No. of preparations _____ No. of Courses _____ Total Class hour/week _____ Average Class size _____
 Average Class hours/week _____ Average Teaching Units _____ if undertaking research project, fill up and
 submit also in quadruplicate, faculty report on Research activities(MSU Form 50) to the office indicated on the
 right-hand corner. If performing regular administrative duties give brief description or such position and duties
 (State Special Order for designation, if any)

CONSULTATION HOURS

DAY

TIME

VENUE

Prepared by:

 (Faculty)

 Dean

Noted by:

 Chairman

 Date