



# KOLEHIYO NG LUNGSOD NG DASMARIÑAS

OFFICE OF THE PRESIDENT

## EXECUTIVE ORDER

No. 002 s. 2023

15 December 2023

To: **The KLD Community**

From: **Prof. Dr. Juanito O. Cabanias, LPT**  
*College President/College Administrator*

KOLEHIYO NG LUNGSOD NG DASMARIÑAS

**OFFICIAL RELEASE**

RECORDS SECTION

00219-12152023

*[Signature]*  
SABEN R. CAMPANER

Greetings!

Please be reminded of the Executive Order No. 002 s. 2023:

1. All KLD employees with Full-time JO appointment are only allowed to teach outside KLD during Saturdays or during their off days in the College. Likewise, all KLD administrators are only permitted to teach in other colleges and universities outside their reporting days and hours in the College. A permit to teach must be secured first by all concerned before committing and attending to their outside engagements.
2. Only courses/subjects included in the approved/noted curricula must be offered by the Institutes every semester/term. The Registrar and VPAA are hereby authorized to check and audit the subject offerings.
3. A maximum of 12 hours of teaching overload per week may be given to qualified faculty members every semester/term. However, 18 hours per week of teaching overload may be allowed due to lack of or insufficient number of faculty members who can teach the course/subject.
4. The KLD does not and shall not allow an entry of permanent substitution in the Individual Faculty Workload (IFW). If the subject/course has been decked to the faculty member, then that subject/course must be handled by the faculty member concerned until the end of the semester/term.
5. Filing of substitution form is a must if a faculty member has been asked to substitute or handle a class due to the absence of the faculty member handling the subject/course. The faculty substitute shall be paid according to his/her hourly rate and the faculty who is absent shall be given deduction from his/her salary for his/her absence. Internal arrangements and discussions relative to this without the approval of the authorities are strictly discouraged and prohibited.



6. A full-time faculty member with JO appointment is given a regular teaching load of 21 hours per week. To complete the 40-hour residency or more per week, faculty members should allot 7 hours of consultation for the regular 21 hours of teaching, 3 hours of Community Service (if so desired), 3 hours of Service to Committee (mandatory), and the remaining hours shall be devoted to Individual Faculty Academic Engagements (IFAE) which include instructional materials preparations, meetings, among others. If the faculty members have been given teaching overload, for example 12 hours, the total hours devoted to teaching shall now be 33 hours. Then the 7 hours of CH must be added, then for every section handled which forms part of the teaching overload, an additional one (1) hour of CH must be included in the IFW, meaning 7 hours plus 4 hours (for the additional 4 classes) for a total of 11 hours. Therefore, the faculty concerned shall now have 33 hours of teaching, 11 hours of CH and 3 hours of Service to Committee (mandatory) for a total of 47 hours per week. The 3 hours of Community Service (if so desired) and the Individual Faculty Academic Engagements (IFAE) may no longer be declared.
7. In the case of the faculty members with designations, following the de-loading applicable to their respective positions, they must observe the following also: regardless of the de-loading, faculty members with designations shall have 4 hours of CH, and additional one (1) hour of CH for every section added which forms part of their teaching overload, 3 hours of Service to Committee (mandatory), 3 hours of Community Service (if so desired), and the rest shall be Administrative Work. However, an administrator must render at least 15 hours of AW per week.
8. The 40-hour residency required of the faculty members and administrators is just the minimum residency requirement, but should not exceed to 49 hours per week. Please be reminded that the excess hours, 9 hours, in this case, shall not be converted to Compensatory Overtime Credit which allows the concerned to avail of the Compensatory Time Off. Please take note that excess in the number of hours of reporting only happens due to the teaching overload, which is initiated by and is the own volition of the faculty members and administrators themselves. Only the filed and approved COC may be used to avail of the CTO.

For strict compliance. Thank you very much.

cc: File