**REQUEST FOR DE-LOADING OF TEACHING UNITS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

President Date

This University

Sir/Madam:

 This is to respectfully request for the de-loading of \_\_\_\_\_ teaching units of the undersigned faculty member this \_\_\_\_ semester of A.Y. \_\_\_\_\_\_\_\_. The undersigned is currently assigned under the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with present academic rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This de-loading is requested in order to provide enough time for the conduct and completion of the approved research proposal/s with the following details:

|  |  |
| --- | --- |
| **Research ID:** |  |
| **Research Title:** |  |
| **Lead Researcher:** |  |
| **Co-researcher/s:** |  |
|  |
| **Source/s of Funding:** |  |
| **Amount of Funding:** |  |
| **Project Duration (in months)** |  |
| **Start Date of Implementation** |  |
| **Expected Date of Completion**  |  |

\*Add more table as needed

 This request signifies the commitment and contract of the undersigned to perform and complete the research/es, as indicated in the above tables, and to abide to the existing Implementing Rules and Regulations on the Research Undertaking of Faculty Members with Academic Rank of Assistant Professor and Up of TSU. However, if the undersigned fails to finish the research on the prescribed time, the following sanctions will be imposed:

1. The unit off shall be added to the faculty member’s teaching load for the next semester.
2. An outright “unsatisfactory” rating in the research area shall be given in the IPCR.

(Ref.: Administrative Council Resolution No. 21, s. 2019; Approved Research Manual BOR Resolution No. 14, s.2020)

Very truly yours,

\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member

Concurred:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommending Approval:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director, URO Vice President, RES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Academic Affairs

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, TSU