**(SCHOOL)**

(Date)

**Dear Ma’am/Sir:**

This is to inform you of your teaching workload this Second Semester, 2024-2025. Please start preparing your course syllabi and other learning resources. Thank you very much!

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Code | Course Number | Descriptive Title | Units | Workload Units | Contact Hours | Schedule  (Time/Day) | Room | Re-requisite |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Sub-total | | | |  |  |  |  |  |
| Admin Function | | | |  |  |  |  |  |
| Total | | | |  |  |  |  |  |
| Number of Preparation | | | |  |  |  |  |  |

Yours truly,

**(NAME)**

Dean- (School)