



# LEYTE STATE UNIVERSITY

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*Office of the President*

19 October 2005

**MEMORANDUM NO. 268**

Series of 2005

**T O: All Concerned Faculty Members**

**R E: Appointments**

Please be informed that to clarify matters, faculty members issued appointments last June 2005 with item numbers indicated in their appointments but actually have not been recommended by the APB for item since they do not have as yet a Master's degree, shall be issued a contractual appointment effective November 1, 2005.

In addition, this is to remind everybody of the provisions of the ViSCA Code which states that "All assistant instructors and instructors and their equivalents shall hold temporary appointment renewable every year; Provided, that in no case shall the temporary status exceed seven (7) years." Hence, all faculty members who are converted to contractual status shall remain as contractual until the completion of their MS degree.

For information and guidance.

  
**PACIENCIA P. MILAN**  
President