



4 September 2020

MEMORANDUM CIRCULAR NO. 85
Series of 2020

T O: All Department/Office Heads
R E: Revised Contract for Part-time Instructors

The existing system of paying the services of our Part-time Instructors appears no longer applicable at this time especially this first semester, SY 2020-2021 due to the change of the modality in transferring knowledge to the students brought about by the health pandemic. As such, part-time faculty members are now assigned to do tasks which were not required of them before, among others, to include preparation of modules, helping the department in packaging completed modules prior to delivery to recipient students and other related tasks. They are likewise expected to study their subjects and look for ways wherein they can effectively transfer their knowledge to their students.

As such, they are required to report to the office to do these tasks, among others, under the supervision of the department head. As agreed during the UADCO meeting, payment of their services will no longer be based on contact hours but based on the number of hours they actually worked in the department especially that the opening of classes is moved to October 5. Their payment shall therefore be based on the actual number of hours of attendance, but the amount shall not be higher than the salary of a regular Instructor I.

Attached therefore is the new template for the contract of part-time faculty members. Please disregard previous contract template since it is no longer applicable.

For your guidance.


EDGARDO E. TULIN
President