



6 July 2022

MEMORANDUM CIRCULAR NO. 74
Series of 2022


T O: All Chancellors, Deans, Directors, Department Heads, and Faculty

R E: Service Credits/Additional Pay during the Extension of Deadline for Grade Submission

Please be informed that as decided in the UADCO Meeting conducted on June 24, 2022, faculty members on Teacher's Leave Status (regular and substitute) are no longer entitled to service credits for computing and submitting grades, as well as thesis advising during the extension of the deadline for grade submission from July 2 – July 15. This is because the aforementioned activities and outputs are part of their workload and deliverables for the 2nd semester 2021-2022.

For part-time instructors, they are not also entitled to additional pay during the extension because these outputs are part of their deliverables during their contract period.

For your guidance.


EDGARDO E. TULIN
President *oic 7/17/22*