



29 September 2016

MEMORANDUM CIRCULAR NO. 65  
Series of 2016

**T O: All Vice Presidents/College Deans/Department Heads/Center Directors**

**R E: List of Faculty and Workload Units Devoted to Consultancy Services**

Comparative data of faculty engaged in consultancy services by departments, colleges and centers in terms of workload units is needed in the completion of the Institutional Profile (IP) under Area III (Faculty). Existing records at the Office of the Vice President for Instruction did not reflect this data.

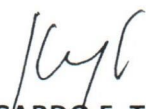
The university considers as consultancy services rendered by faculty members to other agencies include chairmanship or membership in regional R & D teams, regional and technical working groups of various commodities, evaluators of research, development and extension projects as well as serving as technical consultants of international funded projects, among others.

In view of this, all department heads and center directors are requested to fill up the herein template and submit to the Office of the Director for Administration not later than 12:00 noon tomorrow c/o Ma. Fe L. Gayanilo. There is an urgent need to complete the IP for submission to AACCUP before the week ends. Below is the suggested template to be filled up for the purpose.

Name of Department/Center: \_\_\_\_\_

Name of Faculty	Number of workload units	Remarks if any
1.		
2.		
3.		
4.		

For strict compliance.

  
EDGARDO E. TULIN  
President  
o/c  
9/29/16