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Office of the President

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MEMORANDUM CIRCULAR NO. 44

Series of 2015

T O: All Department Heads, Registrar and ODAHRD

R E: Service Contract of Part-time Faculty

It has been observed that part-time faculty are resigning from service just weeks after they have been hired and we have no way of forcing them to stay until end of their contract since the contract itself has not been issued. Hence, all Department Heads are advised of the following:

1. Submit recommendation to hire/rehire two months before the end of the semester.
2. Submit actual workload to the Registrar's Office one week after start of semester, so that the Registrar's Office can prepare the number of contact hours for submission to ODAHRD who will in turn prepare the service contract of faculty members after two weeks.
3. Advise part-time faculty of the FIFTY THOUSAND PESOS (P50,000.00) penalty for breach of contract.

For information and implementation.


JOSE L. BACUSMO

President