



5 January 2024

MEMORANDUM CIRCULAR NO. 02
Series of 2024

T O: All VPs, Deans, Chancellors, Directors, Department/Unit/Office Heads

R E: Increase of Student Assistantship Stipend from P25.00 per Hour to P60.00 per Hour

This is to inform all the concerned of the approval of **BOR Resolution No. 92, s. 2003** which is a **"Resolution Approving To Increase the Amount of Student Assistant Stipend from P25.00 Per Hour to P60.00 Per Hour"** and this will take effect immediately.

In view of this, all the concerned are reminded of the student assistantship guideline in which students who are poor but deserving may be allowed to work part-time in the construction of repair of buildings and the fabrication or repair of equipment as part of their vocational training; and in academic, research and extension and administrative matters as part of their student practicum. However, the service will not exceed 4 hours/day exclusive of Saturdays, Sundays and holidays except for justifiable reasons as certified by the supervisor of the student assistant (SA) concerned. In addition, the SA should have no failing grades in any of the subjects during the previous semester immediately preceding the application.

The increase rate for student assistant stipends from P25.00/hour to P60/hour will greatly help VSU student assistants, especially in the difficulties associated with their financial circumstances and at the same time will promote fairness in the compensation given to our student assistants for their services in the university.

Please be guided accordingly.

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OIC President

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