



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

5 September 2024

MEMORANDUM CIRCULAR NO. 23

Series of 2024

T O: All College Deans, Directors, Department Heads, and Faculty Members

R E: Submission of Individual Faculty Workload for First Semester, AY 2024-2025

All academic units and research centers are hereby requested to submit **three (3) copies of the Individual Faculty Workload (IFW)** of all their faculty for First Semester AY 2024-2025 to the Office of the Vice President for Academic Affairs (OVPA), **no later than September 30, 2024.**

Please note that the data from the IFW will be encoded in the CHED's HEMIS database as basis in the normative financing of the university. All data must be encoded before the deadline hence your prompt action is highly needed.

For those with Research, Development, and Extension (RDE) involvement, we will be the one to forward these IFWs to the Office of the Vice President for Research, Extension, and Innovation (OVPREI). To facilitate the approval process, include only RDE functions that are officially approved and recorded by OVPREI and for which you have received an official appointment from the Office of the President.

For your guidance and compliance.

ROTACIO S. GRAVOSO, PhD
Vice President for Academic Affairs

**OFFICE OF THE VICE PRESIDENT
FOR ACADEMIC AFFAIRS**

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