



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum Circular No. 172**  
Series of 2024

TO: **All College Deans  
All Department Heads**

RE: **Reporting of Part-time Faculty for the 1<sup>st</sup> Semester of AY 2024-2025**

FROM: **DR. PROSE IVY G. YEPES**  
University President

DATE: **August 8, 2024**

As we prepare for the start of classes on August 12, 2024, you are directed to inform your part-time faculty members who are approved for hiring to report to their respective departments starting **August 9, 2024** as their first day of service. You shall meet them to discuss subject/s to be taught, class schedule, and address any questions or concerns.

This is to ensure that they will be aware of their responsibilities and expectations before the start of classes, and to provide a smooth transition for the beginning of the semester.

The start of the period of service in their Contract of Service (COS) shall be on August 9, 2024 and shall end two (2) weeks after the last day of final exam.

Further, please inform them to participate in the mandatory Faculty On-Boarding session on August 12, 2024 to be oriented on existing university policies and procedures related to teaching function.

For your information and usual support.

cc: HRMO Director  
VPAA

**OFFICE OF THE PRESIDENT**

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**FM-OOP-02**  
V05 06-06-2024  
No. 24-172