


MEMORANDUM CIRCULAR NO. 171
Series of 2024

TO: All Concerned

**RE: Increase in the Hourly Rate of Faculty Under Contract of Service (COS)
Employment and Sample Contract Template effective 1st Semester
AY 2024-25**

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

DATE: August 6, 2024

We are pleased to inform that the VSU Board of Regents approved the proposal to increase the hourly rate of faculty under COS through the passage of BOR Res. No. 07 s. 2024.

Hence, effective 1st Sem AY 2024-25 the following are granted to faculty under COS in order for them to be paid at par with the basic salary of a regular faculty:

- Increase the hourly rate based on the CY 2023 Salary Tranche with 10% premium for Instructor under COS
- Increase the hourly rate by 10% based on the current rate for Adjunct, Guest Lecturer and Professor Emeritus
- Remove the colatilla that the total monthly pay of part-time instructors should not exceed the rate of Instructor I for those with master's degree and doctoral degrees.

Below are the new hourly rates of faculty on COS employment status effective 1st Sem. AY 2024-25:

Faculty under Contract of Service	New Hourly Rate
Instructor	
BS degree holder	182.00
MS degree holder	228.00
PhD degree holder	320.00
Adjunct Professor	440.00
Guest lecturer (ie. Lawyer, Prof. Mech. Engineer, PNP Officer, etc.)	550.00
Professor Emeritus	550.00

Further, please be guided in the preparation of contracts (see attached sample).

For your guidance.



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its University President, **Dr. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

and-

_____ of legal age, female, Filipino and residing at _____, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of a **Part-time** faculty member who will teach subjects at the _____ (Name of Department) _____, VSU, Baybay, Leyte during the ____ Semester, SY _____ at ____ per hour (P182.00, P228.00, and P320.00 per hour for BS, MS and PhD degree holder, respectively) of actual teaching service. Furthermore, a preparation pay will be given at the end of the semester, which will serve as supplemental payment for other tasks done outside the actual teaching hours such as, preparing learning materials for the class, grading exams and other course requirements, student consultation and feed backing, as well as computation and submission of grades. The preparation pay will be computed per subject of not more than four (4) different class preparations for lecture and actual number of subjects for laboratory,

WHEREAS, the SECOND PARTY possesses the needed professional and technical expertise to undertake the aforementioned job and is willing to be paid on a per hour basis, based on the actual teaching hours prescribed for each course/section handled, which shall commence on the first day of the start of classes and to end on the last day of the final examination. Attendance to the Faculty Onboarding will be paid, while missed class hours due to absence or due to officially declared class suspensions shall be paid after presentation of proof of conduct of make-up classes.

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the ____ Semester SY _____ but not limited to the following:

1. Prepare learning materials for the classes assigned.
2. Conduct classes as scheduled,
3. Conduct make-up classes in case of absence or officially declared class suspensions,
4. Employ varied teaching strategies to enhance the student learning,
5. Apply/conduct applicable modes of assessment of student learning,
6. Maintain an updated and orderly class record of all classes handled,
7. Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
8. Return corrected test papers and other assessment outputs to the students, and provide regular feedback to students on their class performance for improvement,
9. Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
10. Attend to student queries and other class-related concerns even outside class hours,
11. Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
12. Compute and submit grades and turn over class records to the Department Head on or before the deadline of grade submission,
13. Turn over complete hard copies of class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job to the department after the end of the semester. Hard copies of class records shall be turned over to another faculty or to the Department Head. In case of INC grades of some students, details on when and how the students can complete the grades should be provided.
14. Pass clearance at the end of semester.

THAT the hourly pay plus preparation pay remunerated to the SECOND PARTY cover the above-mentioned tasks.

THAT for and in consideration of the foregoing job to be performed, the FIRST PARTY agrees to hire and pay the SECOND PARTY on a monthly basis, and the details of the payment shall be as follows:

1. The computation for the rate/subject/semester will be as follows:

Rate/subject/semester = No. of units X credit hours/unit/semester X hourly rate (either P183.00, 229.00 and 321.00 for BS, MS or PhD holder, respectively)

The total number of hours to be paid per semester shall not exceed the maximum contact hours of her/his teaching load for the ____ semester of SY ____ plus the number of spent attending the Faculty Onboarding conducted on ____ until ____, as certified by the University Registrar and the Office of the Director of Instruction and Evaluation, respectively.

- 2. Monthly payment shall be supported with a Daily Time Record (DTR) and monthly accomplishment report of the SECOND PARTY, as certified by the Department Head on all the mandated teaching tasks as enumerated in the paragraph 5, items 1 to 11.
- 3. The last month's salary shall also be supported with a certification that the SECOND PARTY has complied with his/her responsibilities stipulated in paragraphs 5, items 12-14, re: submission of grades to the Registrar's Office, turning over of hard copies of class records, and clearance from the University.
- 4. Preparation pay shall be released at the last month of the semester and will be computed, as follows:

Lecture subjects:
Preparation pay = number of preparations x .33 x rate per hour x contact hours

Laboratory subjects:
Preparation pay = number of preparations x .11 x rate per hour x contact hours

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50, 000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY shall preserve the confidentiality of data and other information pertaining to the University, its faculty, staff, and students. Any disclosure and divulgement of confidential information (including grades, personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for contract termination without prejudice to filing of an appropriate case in Court. The confidentiality clause still applies even if the SECOND PARTY is no longer connected with the VSU unless the University gives its expressed consent.

THAT the SECOND PARTY shall at all times adhere to all the existing policies, rules and regulations of the University.

THAT this agreement shall not in any manner result to any employer-employee relationship between the parties.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, 2021, at Baybay, Leyte, Philippines.

By:
PROSE IV G. YEPES
President
(First Party) (Second Party)

Signed in the presence of:

Dept. Head **ALICIA M. FLORES** **HONEY SOFIA V. COLIS**
Head, Budget Office Director, HRMO

PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this ____ day of _____, personally appeared **Dr. Prose Ivy G. Yepes** with valid w/ valid ID No. V002163 and _____ with valid ID No. _____ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____