



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

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MEMORANDUM CIRCULAR NO. 4
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T O: LSU Faculty Members

R E: Workload of Teachers

The working hours of faculty members of state universities and colleges are governed by the provisions of RA 1880 and Sec. 5 Rule XVII of E.O. No. 292. Accordingly they must render eight (8) hours of work a day, although actual teaching hours are limited only to a maximum of six hours a day. However, in the exigency of service, they may be required to render actual classroom teaching in excess of six (6) hours per day but they shall be paid corresponding additional compensation if it is considered an overload.

In the light of the above directive as relayed by the Civil Service Commission and the austerity measures we have to follow because of budgetary constraints, all faculty members must render the maximum total workload of 23 units per semester effective June 2002. No part-time instructors shall be hired unless all the regular faculty members and affiliates have complied with the aforementioned workload units.

For strict compliance.


PACIENCIA P. MILAN
President