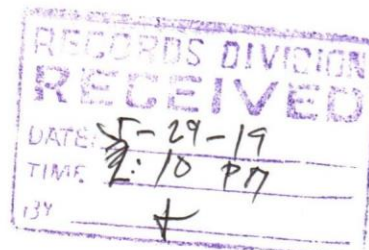




27 May 2019

MEMORANDUM NO. 241

Series of 2019



T O: All Concerned

R E: Submission of Per Semester Flexi-schedule of Reporting for Faculty Members

During the reflection cum dialogue with faculty members held at the Convention Center in the morning of April 16, 2019, the following matters were agreed upon:

1. Before start and after last day of classes, the default reporting schedule for all faculty members, including those with designated positions such as department heads, directors, deans and vice presidents shall follow the prescribed government working hours of 8:00AM – 12:00NN and 1:00PM to 5:00PM.
2. Every beginning of the semester, faculty members are required to submit their schedule of reporting to the department head for recommendation to the College Dean, Academic Personnel Board, and final approval by the Vice President for Instruction. The schedule of classes from the Registrar should always be within the requested reporting schedule and lunch breaks should be clearly identified. Once approved, said reporting schedule shall be used by the PRPEO as basis for computing undertime, if any.
3. During the examination period, faculty members shall follow the government prescribed reporting hours (8:00AM – 12:00NN and 1:00 PM – 5:00PM). Those who have to administer examinations scheduled outside the above prescribed reporting hours shall be exempted upon attachment of a certification signed by their department head to their biometrics – generated DTR.
4. As previously agreed, all Daily Time Records of faculty with computed undertime by PRPEO are now under review by the IASO. IASO is expected to submit the result of the review to the Academic Personnel Board for final recommendation, then approval by this office.
5. Concerned faculty shall be furnished with the result of the final review and computation. If the earlier computed deductions are found to be correct, the action of deducting the undertime from leave/service credits or from the salaries for those without leave/service credits shall be deemed final. However, for those with different computation, the leave/service credits deducted shall be correspondingly adjusted. For those with excess deduction from their salary, appropriate refund shall be given as soon as possible.



6. As part of their responsibilities, department heads should monitor the reporting time of their respective faculty. They should ensure no misrepresentations of entries in the Daily Time Record as they will be held equally liable for such offense. It is likewise the responsibility of the department head to ensure that the faculty who needs to work beyond their work schedule is covered with an approved permit to render overtime work. Such will ensure attainment of the desired output during the overtime work, and at the same time provision of the appropriate (possible and allowable) benefits to the faculty concerned.

For immediate compliance.


EDGARDO E. TULIN
President