



October 4, 2021

MEMORANDUM CIRCULAR NO. 21
Series of 2021

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

R E: Submission of INDIVIDUAL FACULTY WORKLOAD for First Semester, SY 2021-2022

All academic units are directed to submit the Individual Faculty Workload (IFW) of all their faculty for First Semester SY 2021-2022 in three copies, directly to OVPAA before **November 5, 2021**. The data from the IFW will be encoded in the CHED's HEMIS database to be used as basis in the normative financing of the university. All data must have been encoded by November 10, 2021 hence your prompt action is highly needed. For those with RDE involvement, we will be the one to forward them to OVPREI. To facilitate approval of the IFW, please include only RDE functions that are approved and recorded at OVPREI and that you have been issued **official appointments** by the Office of the President.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs