



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
**Baybay, Leyte**  
**Office of the President**

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MEMORANDUM NO. 47  
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T O: Dr. Vicente A. Quiton  
Dr. Remegio P. Mollaneda  
Dr. Justiniano L. Seroy  
Dr. Dolores L. Alcober  
Dr. Lelita R. Gonzal  
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SUBJECT: POLICIES AND GUIDELINES TO RATIONALIZE AND IMPROVE  
WORKLOAD DISTRIBUTION OF ACADEMIC STAFF MEMBERS

With Dr. Vicente A. Quiton as Chairman, and Dr. Dolores L. Alcober as Secretary, please constitute yourself into a committee to draft new and/or review policies and guidelines to rationalize and improve the workload distribution of academic staff members to include, among others:

1. Policies and guidelines to promote a more even distribution of workload among ViSCA academic staff.
2. Honoraria for work overload considering DBM guidelines.
3. Assignment of academic staff as advisers or members of graduate advisory committees.
4. Workload of academic staff with administrative designations.
5. Acceptance by academic staff of outside assignment with corresponding workload points.

  
**SAMUEL S. GO**  
President *JS*