



# LEYTE STATE UNIVERSITY

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*Office of the President*

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**T O: All Concerned**

**R E: Schedule in the Submission of DTR, Processing of Payroll and Payment of Honoraria of Part-time Instructors**

In order to streamline procedure and avoid delay and confusion in the processing of payroll and payment of the honoraria of part-time instructors, below is the schedule of activities for the guidance of all concerned:

- |                                                      |                                                                 |
|------------------------------------------------------|-----------------------------------------------------------------|
| 1. Submission of DTR to the HRMDO                    | - 1 <sup>st</sup> day of the following month                    |
| 2. Checking of DTR & preparation of payroll by HRMDO | - 2 <sup>nd</sup> day of the following month                    |
| 3. Processing of the payroll and cash advance        | - 3 <sup>rd</sup> to 4 <sup>th</sup> day of the following month |
| 4. Actual payment of honoraria                       | - 5 <sup>th</sup> day of the following month                    |

Delays in the preparation of payroll at the start of every semester usually happens due to delayed submission of workload to the Registrar's Office as basis in the preparation of the appointment. Departments/Colleges are therefore requested to submit the workload the earliest possible time for the benefit of the part-time instructors.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President