



5 December 2017

MEMORANDUM CIRCULAR NO. 93

Series of 2017

T O: All Deans, Department Heads and Part-time Instructors

R E: Services for December 2017

Since we moved the end of classes this 1st Semester 2017-2018 from December 15 to December 1, all part-time instructors must sign another Contract of Services for the period Dec. 1-15, 2017 indicating the specific services schedule and number of hours needed to accomplish such tasks. Tasks should include updating/preparation of instructional materials, preparation of AACCUP documents, etc. Checking test papers and computing grades are not included.

Please note that the total number of hours that can be paid in this second contract should cover only the unserved balance from their first contract. For instance, if in their first contract, the stipulated maximum number of hours is 400 and the part-time instructor has only served 300 hours due to the cutting short of the class days by two weeks, the total number of hours that can be included in the second contract shall not exceed 100 hours.

The Daily Time Record (DTR), Contract and Report of Specific Accomplishments signed by the head shall be attached to the payroll.

Please be guided accordingly.


EDGARDO E. TULIN
President *Dec 12/5/17*