



22 March 2021

MEMORANDUM CIRCULAR NO. 32 *
Series of 2021

T O: All Concerned

R E: Revised Contract for Part-time Instructors effective 2nd Sem SY 2020-21

Please be informed that the template of Contract of Teaching Services used last semester is no longer applicable this semester. Hence, attached herewith is the new template of the Contract for Teaching Services to be used effective 2nd semester SY 2020-21 until otherwise revised. Likewise, the adoption of flexible class schedule (synchronous, asynchronous, online) shall be continued.

For efficiency and transparency, each concerned Part-time Instructor shall be furnished a Report of Maximum Contact Hours and monthly payslip by the Office of the University Registrar and Office of the Head of Payroll and Leave Benefits, respectively.

Likewise, Part-time Instructors are directed to report to office to perform their teaching services under the guidance and supervision of the Department Head and to have ready access to a stable internet connection. They shall indicate in their Daily Time Record their attendance during the performance or conduct of their flexible class schedule and are expected to study their subjects and look for ways wherein they can effectively transfer their knowledge to their students.

For your information and compliance.


EDGARDO E. TULIN
President

cc: Office of the University Registrar
Office of the Head of Payroll and Leave Benefits
File