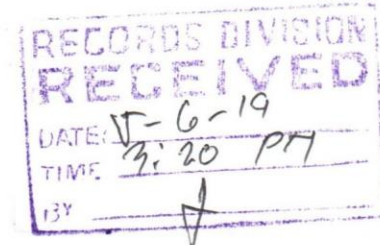




30 April 2019

MEMORANDUM NO. 207

Series of 2019



T O: Ms. Maria Theresa Cruz

R E: Review of Computations re Undertime of Faculty Members

The issue on deductions due to undertime was discussed in a dialog with faculty members last April 16, 2019 at the Convention Center. It was agreed that the computations be reviewed to ensure correctness in the period of incurred undertime by concerned faculty members.

Anent to this, you are directed to review and finalize the computation of the undertime incurred by concerned faculty members. The final computation will be used to determine deduction from their existing leave/service credits or salaries, as appropriate. Should there be excess deduction in the previous computation, such will also be returned (for credits) or refunded (in case of cash deduction).

In the review, please consider the following:

1. The default reporting schedule is the regular government hours (8:00-12:00 ; 1:00-5:00)
2. The reporting time of faculty shall automatically change upon start of classes which shall follow the schedule of classes as given by the Office of the Registrar.
3. The faculty shall be given the option to submit his/her preferred time of noonbreak.
4. The department head should attach a certification of any change of reporting schedule of faculty especially during examination period so that the faculty who reports to office following the default reporting schedule shall not be considered undertime if he/she will not report following the earlier class schedule.

Please submit the final computation with the following information: name of faculty, month, adjusted number of undertime (in hours and minutes), actual deduction from leave balance or salary, and excess period of undertime to be restored to leave record or to be refunded to faculty concerned.

Attached in the initial list of faculty and supporting documents for your review. Please secure the rest of the documents for other faculty concerned from PRPEO.

For immediate compliance.


EDGARDO E. TULIN
President



INITIAL LIST OF FACULTY WITH UNDERTIMES FOR REVIEW

1. Arian G. Acampado (January to February, 2019)
2. Errol C. Fernandez (August 2018 to January, 2019)
3. Syrene P. Nayre (September 2018 to December 2018)
4. Sheena Eunice B. Tabudlong (September – November 2018)
5. Florife A. Gatchalian (August 2018 – December 2018)
6. Edilberto A. Artiga Jr. II (August 2018 – December 2018)
7. Beljun P. Enaya (November 2018 – February 2019)
8. Precious Elaine D. Tubigan (January 2019 – February 2019)
9. Hilda A. Pedrera (August 2018 – January 2019)
10. Lyndon L. Maningo (August 2018-December 2018)
11. John Martin A. Diao (January 2019 – February 2019)