



28 September 2023

**MEMORANDUM CIRCULAR NO. 43**  
Series of 2023

**T O: All College Deans, Directors, Department Heads and Faculty Members**

**R E: Submission of INDIVIDUAL FACULTY WORKLOAD for First Semester, SY 2023-2024**

All academic units and research centers are directed to submit the Individual Faculty Workload (IFW) of all their faculty for First Semester SY 2023-2024 in three copies, directly to OVPAA on or before **October 20, 2023**. The data from the IFW will be encoded in the **CHED's HEMIS database** as basis in the normative financing of the university. For those with RDE involvement, we will be the one to forward them to OVPREI. To facilitate approval of the IFW, please include only RDE functions that are officially approved and recorded at OVPREI and that you have been issued **official appointment** by the Office of the President.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs