



May 4, 2020

MEMORANDUM CIRCULAR NO. 08
Series of 2020

**T O: College Deans, Department Heads, Faculty on Teacher's Leave Status,
Substitute and Part-time Faculty**

R E: Submission of Final Clearance

Please be informed that a final clearance is still required by the PRPEO as requirement for release of midyear salaries of regular faculty on Teachers' Leave status, and the May salary of substitute and part-time faculty.

To facilitate submission of the clearance, the clerks or the utility workers of academic departments can process the clearance of their faculty bearing the e-signature of their faculty.

Department heads and college deans must ensure that grades in all courses handled by the faculty have been submitted before signing the clearance.

For compliance.

BEATRIZ S. BELONIAS
Vice President for Instruction