



June 8, 2020

MEMORANDUM CIRCULAR NO. 13

Series of 2020

T O: College Deans, Department Heads and Faculty

R E: OVPI Requirements for Clearance of Faculty on Teachers' Leave and Part-time Faculty

Please be informed of the following requirements for 2nd Sem, SY 2019-2020 clearance:

A. Regular and Substitute Faculty


1. Certification from the Department Head, endorsed by the Dean, that the faculty has accomplished the outputs he/she has committed to produce:
 - a. Written coursebook/courseware/ learning module(s) for subject(s) to be handled in the 1st semester, SY 2020-2021
 - b. Virtual classroom(s) for these subjects
 - c. Submitted grades in all subjects handled this 2nd sem, SY 2019-2020
2. Letter of the faculty addressed to the Registrar's Office designating another faculty who will take charge of his/her academic responsibilities while on leave. The letter has to be endorsed by the Department Head and confirmed for acceptance by the designee.

B. Part-time Faculty

1. Certification from the Department Head, endorsed by the Dean, that the faculty has submitted the grades in all subjects handled this 2nd sem SY 2019-2020.
2. Letter of the faculty designating another faculty who will take charge of his/her academic responsibilities (all class records should be turned over to the designee with complete and specific instructions on how students with INCs can have their grades completed).

All faculty on Teachers' Leave status shall be given their full salary for the month of June. However, they have to pass their clearance for the release of their July salary.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Instruction

cc. Registrar's Office: Ms. MA Castañeda
ODAHRD: Dr. LB Cano
PRPEO: Ms. HSV Colis