



# LEYTE STATE UNIVERSITY

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## *Office of the President*

20 February 2004

### **MEMORANDUM CIRCULAR NO. 16**

Series of 2004

**T O: All Concerned Faculty Members**  
**R E: Minimum Qualification for College Teaching**

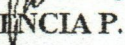
Please be informed that there is an existing policy that all college teachers must possess a Master of Science/Master of Arts degree. In the event that there is no applicant with advanced/graduate degree, a BS/AB graduate may be temporarily hired. An excerpt from the Academic Personnel Board during its meeting on September 25, 2003 quoted hereunder states:

"For new hire, a contract shall be executed by the employee that he/she is aware that he/she has only up to five years to pursue graduate studies. Non-compliance will mean that he/she will not be renewed after the said period. It does not mean also that he is automatically assured of renewal of employment if he/she has a Master's degree, when the need for his/her services cannot be justified."

For existing faculty members who have been in the service for more five years, they are reminded and encouraged to pursue their Master's degree. This provision does not apply to faculty hired on part-time basis.

In the event that said faculty members cannot comply with the abovementioned policy, it shall be a ground for non-renewal. The faculty member(s) shall be given sixty (60) days written notice (ViSCA Code Chap. 16, Art. 8, Sec. 160).

For strict compliance.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAA  
HRMDO