



4 January 2022

MEMORANDUM CIRCULAR NO. 05
Series of 2022

T O: All Concerned

R E: Contract for Teaching Service of Part-time Instructors due to Adjustments in Academic Activities/Schedules for 1st Sem SY 2021-22

Due to the aftermath of Typhoon Odette wherein conduct of online classes and examinations, as well as compliance of academic requirements are abruptly coming to a halt, an OP Memorandum Circular No. 138 s. 2021 was issued providing the Adjustments in Academic Activities/Schedules. Section 1f of the said issuance provides *"The contract of Part-time faculty ended in December 24, 2021. However, they can sign another contract covering the period January 10-28, 2022 to finish the grades and do other tasks like assisting the department in preparing for the ISO SSA, AACUP Accreditation, etc. They will report physically to the department for four (4) hours per day only" xxx*

In this regard, attached is the template for the supplemental contract for Teaching Service of Part-time Instructors that covers from January 10-28, 2022.

Please be guided accordingly.


EDGARDO E. TULIN
President