



October 5, 2022

MEMORANDUM CIRCULAR NO. 25

Series of 2022

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

R E: Submission of INDIVIDUAL FACULTY WORKLOAD for First Semester, SY 2022-2023

All academic units are directed to submit the Individual Faculty Workload (IFW) of all their faculty for First Semester SY 2022-2023 in three copies, directly to OVPAA on or before **October 28, 2022**. The data from the IFW will be encoded in the CHED's HEMIS database as basis in the normative financing of the university. All data must have been encoded by **November 7, 2022** hence your prompt action is highly needed. 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