



MEMORANDUM CIRCULAR

7 August 2019

MEMORANDUM CIRCULAR NO. 81
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T O: All Concerned
R E: Overload Pay for Teaching

The proposal to grant overload pay for teaching effective 1st Semester, SY 2019-2020 has been approved by the VSU Board of Regents during its 92nd Meeting last July 12, 2019 as per BOR Resolution No. 78, s. 2019. This is in order to maintain high quality education in VSU and hopefully reduce the expense for part-timers.

For the purpose of giving overload pay for teaching, faculty members shall be categorized into 8 based on the extent of their involvement in instruction, research and extension, production, and administration, as follows:

Category	Required No. of Hours for Teaching (Hrs/Week/Semester)	No. of Hours for Other Workload Assignments (Hrs/Week/Semester)	Required Total Working Hours/ Week/ Semester
A. Full-time teaching, no research, extension or production involvement, no administrative designation as department head/director or higher	18	22 (Thesis advising, academic advising, attending meetings/seminars/conferences, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, student consultation, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40
B. Teaching with at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching but serving as co-study leader or part	16	24 (Conducting research, supervising research staff, preparation/presentation/submission of research reports writing research proposals and publications, attending meetings/seminars/conferences, thesis advising, academic advising, meetings, class preparation, preparation of course	40

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Instructor:	143/hr or approx. 17,215.20/sem
Asst. Professor:	190/hr or approx. 22,898.40/sem
Asso. Professor:	282/hr or approx. 33,951.50/sem
Professor and Univ. Prof.:	521/hr or approx. 62,554.80/sem

**Rates are computed based on the Step 1, 4th Tranche basic salary of an Instructor I, Assistant Professor 1, Associate Professor I, and Professor 1.*

Overload beyond 6 hrs can be allowed, but not to exceed 12 hrs per week, **only under strongly justifiable reasons**, such as: all the faculty in the department has already reached the maximum overload of 6 hrs, or no other faculty in the department or in the other departments and RDE units of VSU has the expertise to teach the excess subjects/sections.

2. The hours spent for teaching outside office hours, i.e. before 8:00 AM and after 5:00 PM, including teaching on weekends, shall be included in the computation of the total number hours for teaching. Overload pay shall follow the same rate and shall only be given if the total number of hours of teaching exceeds the maximum required as stated above.
3. The teaching assignments of a faculty should not exceed four (4) subject preparations, as required by CHED in its CMOs and other related issuances. One purely lecture subject is one preparation. For a lecture-laboratory subject, teaching either the lecture or the laboratory only is also one preparation, but handling both the lecture and the laboratory of the same subject is still considered one preparation.
4. Grant of overload pay shall be supported by the faculty's Daily Time Record. In the event that the faculty is on travel or on leave on some class days making him/her unable to hold classes, an approved request to conduct make-up classes and a certification from the Department Head and Dean that such make up classes were indeed conducted shall be submitted to the ODAHRD, as requirement for payroll preparation.

Please be guided accordingly.


EDGARDO E. TULIN
President

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of a research team WITH honorarium		syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	
C. Teaching with at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching but serving as co-study leader or part of a research team WITHOUT honorarium	15	25 (Conducting research, supervising research staff, preparation/ presentation/submission of research reports, writing research proposals and publications, attending meetings/ seminars/conferences, thesis advising, academic advising, meetings, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40
D. Teaching with at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching, serving as single research leader, WITH honorarium	14	26 (Conducting research, supervising research staff, preparation/ presentation/submission of research reports, writing research proposals and publications, attending meetings/ seminars/conference, thesis advising, academic advising, meetings, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40
E. Teaching with at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching, serving as single research leader, WITHOUT honorarium	13	27 (Conducting research, supervising research staff, preparation/ presentation/submission of research reports, writing research proposals and publications, attending meetings/ seminars/conferences/thesis advising academic advising, meetings, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g.	40

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		accreditation, quality assessment and monitoring, etc.)	
F. Teaching with administrative designation not lower than Department Head or its equivalent, no research or extension involvement	12	28 (Doing functions and duties as unit head, thesis advising, academic advising, attending meetings/ seminars/ conference, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, student consultation, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40
G. Teaching, with administrative designation not lower than department head or its equivalent; at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching WITH honorarium	9	31 (Doing functions and duties as unit head, conducting research, extension or production activities, writing research proposals and publications, thesis advising, academic advising, meetings, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40
H. Teaching with administrative designation not lower than department head or its equivalent; at least one officially registered research/extension project of at least 6 months duration covering the particular semester he/she is teaching WITHOUT honorarium	6	34 (Doing functions and duties as unit head, conducting research, extension or production activities, writing research proposals and publications, thesis advising, academic advising, meetings, class preparation, preparation of course syllabi and other instructional materials, checking papers and other course requirements, computing grades, committee assignments e.g. accreditation, quality assessment and monitoring, etc.)	40

- *For the College of Nursing, the computation of hospital duty and skills training referred to as Related Learning Experience (RLE) is that 1 unit lab is equivalent to 51 hrs of RLE. Since in all other courses, a regular 1-unit lab is 3 hrs, 17 hrs of RLE is equivalent to only 1 hr of laboratory.*
1. Any excess of the maximum number of hours of teaching, but not exceeding 6 hours per week, shall be subjected to overload pay based on the following rates*:

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