



April 4, 2023

MEMORANDUM CIRCULAR NO. 18
Series of 2022

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

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

All academic units are directed to submit the Individual Faculty Workload (IFW) of all their faculty for Second Semester SY 2022-2023 in three copies, directly to OVPAA on or before **April 21, 2023**. 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