



EXCERPT FROM THE APPROVED MINUTES OF THE
97th VSU Board of Regents Meeting
28 April 2020

Visayas State University
(by Teleconference)

**Proposed Additional Guidelines in the Grant of
Overload Pay for Teaching**

The Board passed

BOR Resolution No. 44, s. 2020

A Resolution Approving the Proposed Additional Guidelines in the Grant
of Overload Pay for Teaching.

(attached: BOR approved Guidelines)

BOARD ACTION : **APPROVED**
Date : 28 April 2020

Certified True and Correct:

FRANCISCO G. GABUNADA, JR.
Board Secretary

Cc: OP
OVPI
ODAHRD
PRPEO
Graduate School
Finance Office
Budget Office
Accounting Office
4 Component Campuses



VISAYAS
STATE UNIVERSITY

**Office of the Director for Administration
and Human Resource Development**

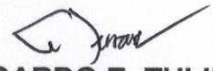
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**PROPOSED ADDITIONAL GUIDELINES IN THE GRANT
OF OVERLOAD PAY FOR TEACHING**

Submitted:


BEATRIZ S. BELONIAS
Vice President for Instruction
& Chairman, APB

Recommending Approval:


EDGARDO E. TULIN
University President

APB Action: APB Resolution No. 109
Series of 2020

Recommending approval, as presented, subject to BOR approval through the
UAdCo.
February 28, 2020

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PROPOSED ADDITIONAL GUIDELINES IN THE GRANT OF OVERLOAD PAY FOR TEACHING

Rationale

On July 12, 2019, the BOR issued BOR Resolution No. 78 s. 2019 approving the grant of overload pay for teaching to faculty of the VSU system. During its first implementation in the 1st semester 2019-2020, a number of unforeseen issues were realized which need to be clearly defined. There were also some aspects which were missed out in the original proposal. This present proposal is made in order to address the identified issues for a smooth and easy implementation.

1. Designated position

Under the existing policy, a faculty who occupies a “*designated position not lower than department head*” can qualify for reduced teaching load under the categories shown below. This is based on the premise that the administrative load of faculty holding such positions is heavy and the responsibilities attached to the position is huge, giving them less time to devote to teaching. A faculty member holding any such position has an assigned office or building and is supervising and monitoring a number of resident faculty or staff or both. Submission of reports, preparation of OPCR, approval of documents such as DTRs, payrolls, travel orders, leave applications, recommendations, clearances, IPCRs, etc are part of their normal duties. The performance of duties is regular or year-round, not seasonal, not activity-based, not project-based. Positions that do not fall under these are only given equivalent workload units.

The following are the qualified designated positions:

1. President
2. Vice Presidents
3. Chancellors
4. College Deans, Graduate School Dean, Dean of Students
5. Heads of academic departments (only if the department is offering a degree program(s), a major

Category	Maximum Teaching Hours/Week	Maximum No. of Hours Given Overload Pay
F. Teaching with administrative designation not lower than Department Head or its equivalent, no research or extension involvement	12	6
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	6
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	6
field(s), or a set of service courses, and has its own office/building with a set of faculty and administrative staff being supervised by the head).		
6. Directors of degree-granting institutes, i.e. IHK, ITEEM, ISRDS		
7. Directors of research centers and research institutes		
8. Director or Head of IGP (if managing at least 5 IGP projects earning income)		
9. Director of QAC (if supervising quality assurance activities of at least 10 programs)		
10. Director for Instruction (for external component campuses, if supervising instruction activities of at least 5 curricular programs)		
11. Director for Research and Extension (for external component campuses, if supervising at least 6 research and extension projects)		
12. Director for Administration and Finance (for external component campuses)		
13. Head of International Affairs Office		
14. Head of Information Office/Web Team		
15. Head of Bids and Awards (main campus)		
16. Head of Student Affairs (external component campuses)		
17. Head of the Office of the Editor-in-Chief of the Annals of Tropical Research		

*Although the **Chairman and members of the Bids and Awards Committee (BAC)** are not equivalent to Department Heads, it is proposed that they are included in the list due to the exceptionally voluminous work that the committee has to do. The Committee meets almost every day to tackle procurement matters. Furthermore, the Faculty Regent is also proposed for inclusion considering the amount of work he/she has to do as Faculty Federation Regent, Faculty Regent of one campus, as member of the APB, the VSFCAS, the UADCO, the UAC, the BOR Academic Committee, the BOR Finance Committee, the BOR Administrative Committee and the BOR itself.*

2. Teaching Load

Under the existing policy, the number of class hours is used in the computation of total teaching hours, regardless of whether the class is a laboratory or a lecture class. Considering that a lecture class has usually more students and is by nature, more taxing than a laboratory class, the following pro-rated class hours is proposed for the purpose of giving overload pay:

<i>3-hour/week lecture class</i>	<i>= 3.0 teaching hours</i>
<i>2-hr/week lecture class</i>	<i>= 2.0 teaching hours</i>
<i>3-hour/week laboratory class</i>	<i>= 2.5 teaching hours</i>
<i>6-hr/week laboratory class</i>	<i>= 5.0 teaching hours</i>
<i>8-hr/week hospital duty (RLE)</i>	<i>= 2.5 teaching hours</i>

3. Requested Subjects

For undergraduate subjects requested by graduating students having only very few students, the following scheme is proposed:

<i>6 students and above:</i>	<i>full teaching hours</i>
<i>5 students or less</i>	<i>½ of full teaching hours</i>

4. Extramural classes

To get credit for extramural classes, there should be an official online/virtual classroom managed by the professor that can specifically log the actual number of hours the teacher has spent in his/her virtual classroom, what lessons/topics were discussed, what activities were conducted, etc. It should also show the list of students who logged into the classroom.

5. Grade submission

Teaching overload pay for all the teachers in a whole department shall only be released after final grades in all subjects offered by the college during the semester are all submitted to the Registrar's Office, as certified by the University Registrar.
