



2 copies  
Memo

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**MEMORANDUM No. 35- 2010**

TO : **ALL REGULAR AND GUEST FACULTY**  
- This University

FROM : **SERAFIN L. NGOHAYON, Ph.D.**  
President  
This University

SUBJECT : **PAYMENT OF OVERLOAD OF REGULAR FACULTY AND HONORARIA  
OF GUEST FACULTY**

DATE : April 1, 2010

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In line with the computation of workload of permanent faculty which is usually done at the end of the semester, the overload pay shall be given after the end of the semester i.e. only after the end of the semester where overload of faculty are determined.

Similarly, the payment of honorarium of guest faculty will be given at the end of the semester where their service is already rendered.

For the information and guidance of all concerned.

Cc: All Colleges & Campuses, Accounting, Records, file