



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

**MEMORANDUM NO. 68 s. 2014**

**TO :** **ALL VICE PRESIDENTS, CAMPUS DIRECTORS, DEANS AND DEPARTMENT CHAIRPERSONS**  
This University

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

**SUBJECT :** Instructions in giving teaching loads to faculty members (permanent and contractuels) and other relevant academic matters.

**DATE :** October 15, 2014

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1. Due to the action of government to withhold funds allocated to positions that are vacant/unfilled and automatically place them under the Miscellaneous Personnel Benefit Funds (MPBF) and the removal of honoraria fund of IFSU for that purpose, the university cannot afford to continue paying huge overload pays. As such, there is a need to reduce overload pays and finance the services of faculty through other means of fund utilization strategies.
  2. In relation thereto, the Vice President for Academic Affairs, the Deans and the Campus Registrars must follow the following principles in giving teaching loads to faculty members, both permanent and those on Job Order/ Contractual status.
    - a. All permanent teachers must be given regular teaching loads using 1) the standard regular teaching load requirement of 18 units or 2) the regular workload requirement of 24 units whichever is best suited for every faculty. Thereafter, the contractual teachers will be given their loads.
    - b. The faculty status as research-based or instruction based-faculty must be considered in giving teaching loads/ workloads.
    - c. The maximum teaching load must be given to contractual teachers whenever there are still subjects to be given. Maximum teaching load for contractual teachers are stated in Section 1.4.4.2.2 of the Faculty Manual quoted hereunder:
      - 24-27 units of actual teaching per week = Instructor 1 Step 1
      - 28-30 units of actual teaching per week = Instructor 1 Step 2

- d. In giving loads above the regular load (i.e. overloads), priority must be given to faculty with Instructor 1 to Assistant Professor positions. Faculty with Associate Professor and Professor positions/ ranks must not be given excess load as they are 1) required to do research for which they need time and 2) to be paid high overload pays.
- e. At the College of Health Sciences, it is recommended that Job Orders shall be given some teaching functions and Clinical Instructors hired be given RLE functions as well.
- f. Classrooms in colleges must be shared to other colleges/ students whenever they are vacant or not needed. A free 9-10 time slot will be a great relief to a college/ class who have no room or are staying in tightly packed room. Classrooms must not be treated as exclusively owned or for the exclusive use of a college or department that manages them.
- g. For the graduate school where the subject Thesis/ Dissertation Writing I & II are being offered, these must be given/ assigned to the adviser instead of another teacher. With the new policy of giving a good amount of honoraria to the adviser, he/she needs to really do constant advising to the student. Thus, the adviser should handle Thesis/ Dissertation Writing without need to be paid. This will make the student have time to confer and seek guidance from the adviser.

3. For the guidance and commitment of all concerned.