




MEMORANDUM No. 38- 2012

TO : **DR. CAMILO A. PIMENTEL**
Vice President for Administration and Finance

MRS. SANDRA IRISH MARQUEZ
Director, Department of Human and Development
This University

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

SUBJECT : ***Review and enforcement of past "Study Contracts"***

DATE : July 24, 2012

1. In line with the university's pursuit of excellence in instruction services (1st Dev't Goal), the university encouraged, sent and supported faculty and staff in their pursuit of higher education. As a result, various employees executed study contracts with the university that stipulated, among others, the kind of support that the university extends to them and their corresponding responsibility to the university;
2. In conjunction with President P-Noy's high standard of accountability required of public servants and in relation to the university's pursuit of excellence in administration and governance (5th Dev't Goal), you are hereby tasked to review all contracts entered into by and between the employees with the University related to the approval of their requests to 1) study, 2) go on study leave and 3) avail of the various scholarships offered by the university and 4) avail of other privileges given by the university as a show of support to their higher study endeavors. In your review, you are to determine those 1) who were able to fully comply with the contract and 2) those who failed to comply even after the period stated to do so ended. Thereafter, you are to 1) extend appropriate recognition to those who successfully complied with their responsibilities in the contract and 2) enforce the contract stipulations/ demands for those who failed to comply even after the date stipulated to do so expired;
3. Submit regular update of your actions or recommended courses of action to this office for the undersigned's information, guidance and/or approval or appropriate action on or before August 30, 2012;
4. For your information and guidance.