



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

OFFICE OF THE UNIVERSITY PRESIDENT

**MEMORANDUM ORDER NO. 33 s. 2016**

**TO : ALL CAMPUS DIRECTORS**

**EMPLOYEES NOMINATED TO THE K-12 TRANSITION  
SCHOLARSHIP PROGRAM**

**Engr. LOINAZ D. DULAWAN - Dir., Administration/ CAO 1**

**Mrs. DOMINGA G. LUNAG, HRMO**  
*This University*


**SUBJECT : Teaching/ Workload of IFSU Employees accepted in the K-12  
Transition Scholarship Program**

**DATE : July 20, 2016**

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1. The Commission on Higher Education's K-12 Transition Scholarship Program offers a golden opportunity for employees of Higher Education Institutions (HEIs) in the country to pursue their advance studies during this period of transition to the K to 12 education reform.
  2. The CHED enjoins all sending higher education institutions (SHEIs) including state universities and colleges to support their employees who avail of the program by way of allowing them to go on official study leave during the duration of scholarship. Notwithstanding, the SHEIs retains the authority over its employees and discretion on how to strike a balance between the need of the institution for the services of its employees and the need of the employees to have ample time to focus on their advance studies.
  3. It is an established policy of the Ifugao State University to require employees who pursue their advance studies under its various faculty-staff development windows to render limited services to the university by maintaining teaching/ workloads in the exigency of the service.
  4. To balance between the interest of the employees who avail of the K-12 Transition Scholarship Program and the students and clients they were hired to serve, the following guidelines are to be followed:
    - 4.1. Scholars who are enrolled in programs (masteral and doctoral programs) with class schedules during weekdays (from Monday to Friday of the week) are to be allowed to go on full-time study leave;
    - 4.2. Scholars who are enrolled in programs (masteral and doctoral programs) with class schedules during weekends (Saturdays and Sundays, including those under open distance education) are to be given limited teaching/ workloads following the schedule below:

Location of Delivering Higher Education Institution (DHEI)	Estimated distance from station	1st Sem (SY 2016-2017)	2nd Sem (SY 2016-2017)	1st Sem (SY 2017-2018)	2nd Sem (SY 2017-2018 till end of contract)
1. Masteral Program					
Manila, Laguna, Baguio, La Union, etc. (e.g. Ate-neo, DMMSU, UC)	> 200 kms	3-6 units	3 units	0	0
Nueva Vizcaya, Isabela, etc.	<200 kms	6-9 units	6 units	0	0
2. Doctoral Program					
Manila, Laguna, Baguio, La Union, etc. (e.g. Ate-neo, DMMSU, UC)	> 200 kms	2-6 units	3 units	0	0
Nueva Vizcaya, Isabela, etc.	<200 kms	6-9 units	6 units	3 units	0

5. The teaching/ workload assignments are to be given by the immediate supervisors (College Deans/ Department Directors) to be approved by the Campus Directors. In approving the teaching/ workload assignment, the Campus Directors are enjoined to consider the need of the campus and the actual situation/ challenges faced by the scholars.
6. The scholars are to report only during the schedule of their teaching loads or assigned workloads in the university. They are to time-in prior to their schedule and time-out after their scheduled work. They may be required to attend important meetings and activities provided these are not in conflict with their study schedules/ commitments.
7. While in the university, they are allowed to use any of the university facilities and services.
8. Any other issues not addressed herein may be referred to Ms. Dominga G. Lunag, the designated coordinator for the K-12 Transition Scholarship grant for referral to the undersigned.
9. For your commitment and compliance.

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

*Copy furnished: All Campus Directors, concerned employees, Records Office, file.*