



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

MEMORANDUM NO. 63 , s. 2015

**To : ALL CAMPUS DIRECTORS
ALL DEANS
This University**


From : SERAFIN L. NGOHAYON, Ph.D.
University President

Subject : Performance Based Renewal of Instructor/Lecturer Contracts of Service

Date : October 19, 2015

In line with the pursuit of this University's 5th Development Goal of Excellence in Administration and Governance through the streamlining of our administrative processes and procedures, the Contracts of Service of existing Contract of Service Instructors/Lecturers **whose (1) services are still needed during the Second Semester of this Academic Year and (2) whose performance ratings are very satisfactory** will be **renewed** without undergoing the usual selection and screening process. To facilitate this, you are hereby directed to undertake the following:

1. Program Chairpersons are directed to evaluate the performance of Instructors/Lecturers, on Contract of Service, under their supervision using the IPCR form and submit the same to their respective Deans;
2. Deans are directed to affirm the ratings by affixing their signatures on the space provided for in the form and to make a summary of the IPCR ratings following the template below;

| SUMMARY OF RATINGS | | | |
|--|-------------------------|-----------|-------------------|
| CONTRACT OF SERVICE PERSONNEL OF COLLEGE XYZ, bbb CAMPUS | | | |
| Name | Field of Specialization | Rating | |
| | | Numerical | Descriptive |
| 1. Bagan 'nak Ballituk | Crop Science | 4.68 | Very satisfactory |
| 2. Wign 'nak Allaga | English | 3.8 | Satisfactory |
| 3. Etc | | | |

3. Campus Directors are directed to cross-check the names of the personnel, fields of specialization and ratings with the previously submitted needs assessment for Second Semester, SY 2015-16 and to prepare a **list of contract of service academic personnel** whose (1) ratings are very satisfactory and (2) services are needed for the coming semester, following the template below:

| LIST OF CONTRACT OF SERVICE ACADEMIC PERSONNEL OF bbb CAMPUS RECOMMENDED FOR RENEWAL | |
|--|-------------------------|
| Name | Field of Specialization |
| 1. Bugan 'nak Ballituk | Crop Science |
| 2. Wign 'nak Allaga | English |
| | |

4. **Submit to HRDS on or before Friday, 23 October 2015** said list, including the ratings, for HRDS to remove their specializations from the list of vacancies (to be filled by Contract of Service) to be posted.
5. HRDS will prepare the contracts of service accordingly.

This measure will ensure that academic personnel will be available to all academic units at the start of the coming semester.

For your commitment and guidance.

*cc: HRDS
VPAA
Records
File*