



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS
Ormoc City - 6541

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 41 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 6 March 2024

SUBJECT : **Duty hours for regular and temporary faculty without designations**

As stipulated in our faculty workload, all regular and temporary faculty are required to render certain number of hours for consultation purposes and other office/department related tasks "every day". Since we have not yet specified the exact number of hours that our faculty without designations (including faculty that function as office/program coordinators) have to render on a daily basis, I am, in the meantime, **requiring the said faculty members to render two (2) hours every day, Mondays through Fridays, for consultation purposes and other office/department related tasks. For this reason, please require the said faculty to write (handwritten will do; just insert somewhere) in their workload their preferred duty time.**

Please feel free to come up with any mechanism that you will use in checking their attendance. Just make sure that faculty with absences must attach in their certificate of service rendered (CSR) valid excuse letter.

Please submit to my office copies of your faculty's workload with their preferred duty time on or before 5pm, Friday, 8 March 2024.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

Copy furnished:

- HRMO Designate
- Head, Admin and Finance Services