



MEMORANDUM

No. 116 s. 2024

TO : All Department Heads
FROM : Campus Director
DATE : 20 August 2024
SUBJECT : Overload Concerns

I just learned from **Prof. Dionisio Cecilio** of the Industrial Technology Department that EVSU Ormoc has the practice of treating “5:00pm down teaching time” as overload. As far as my knowledge is concerned, there is no policy that says that teaching time after 5:00pm must be treated as overload. In principle, faculty can have regular teaching load/time between 7:00am and 8:30pm, Mondays through Fridays. The overload of our faculty depends entirely on the “overload schedule” stipulated in their workloads.

Please be guided accordingly.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director

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