

**CITIZEN'S CHARTER
VISAYAS STATE UNIVERSITY**

Vision: Center of excellence in education and research in agriculture and allied fields in the Visayas.

Mission: Attainment of the highest quality of human capital and scientific knowledge for the sustained growth and development of agriculture, fisheries, forestry and agro-industries

CONTRACT OF PART-TIME TEACHERS

ODAHRD, Administration Building, Tel. No. (053) 563-7643

Head: Dr. Lourdes B. Cano

I. REQUIRED DOCUMENTS

- a. Excerpt from approved APB Minutes to hire part-time teacher
- b. Personal Data Sheet with copy of TOR & Diploma and Medical Certificate. Only Medical Certificate if renewal.

II. PROCEDURES :

STEP S	DEPARTMENT/ OFFICE CONCERNED	OFFICE ACTIVITIES	DURATION	PERSON IN-CHARGE
1	Submits copy required documents as stated above.	Receives the documents, checks completeness, records in the logbook and forwards to person in charge in contract preparation	15 minutes (Ms. Jona Degenion
		Checks the APB excerpts, the TOR & diploma (for new Part-time Teacher) to determine rate per hour and prepares the contract.	1 Hr	Ms. Lourdes C. Managbanag
		Reviews the terms in the contract and rate per hour and signs as one of the witnesses.	15 min	Dr. Lourdes B. Cano
		Forwards the contract to the department concerned for signature by the part time teacher	15 min.	Ms. Jona Degenion
2	Submits the contract for signature of other parties and have it notarized and returns the notarized contract to ODAHRD for distribution	Receives a copy of the notarized contract and distributes to concerned offices	30 min.	Ms. Jona Degenion & Ms. Felicisima Israel

For complaints, contact Drs. L B. Cano (053) 563-7643/Dr. R. Patindol (053) 563-7108)

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CERTIFICATION TO SUPPORT PAYROLL OF PART-TIME TEACHERS

ODAHRD, Administration Building, Tel. No. (053) 563-7643

Head: Dr. Lourdes B. Cano

I. REQUIRED DOCUMENTS

- a. Certified list of subjects (lecture and laboratory classes) and sections handled and contact hour per section from Registrar.
- b.

II. PROCEDURES IN PROCESSING CERTIFICATION TO PAYROLL OF PART-TIME TEACHERS

STEPS	DEPT./ PARTTIME CONCERNED	OFFICE ACTIVITIES	DURATION	PERSON IN-CHARGE
1		Computes the total amount due to the teacher for total contact hours and the corresponding preparation pay for both lecture and laboratory. Ensures that preparation pay for lecture will not exceed 4 preparations. Prepares the final certification.	ONE (1) Hr	Ms. Lourdes B. Managbanag
		Reviews and signs the certification; records and releases the certification to PRPEO for payroll preparation.	10 min	Dr. Lourdes B. Cano Ms. Jona Degenion
2	After 2 days, follows up status of certification needed for payroll preparation at PRPEO	Informs when certification was forwarded to PRPEO.	5 min.	Ms. Jona Degenion

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