

**CITIZEN'S CHARTER
VISAYAS STATE UNIVERSITY**

Vision: A globally competitive university for science, technology, and environmental protection.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment

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 and other parties in the contract and have it notarized	15 min.	Ms. Jona Degenion
2	Submits the consummated contract duly notarized to ODAHRD for distribution	Receives a copy of the notarized contract and distributes to concerned offices for recording and basis for monthly payment for services rendered.	30 min.	Ms. Jona Degenion & Ms. Felicisima Israel

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