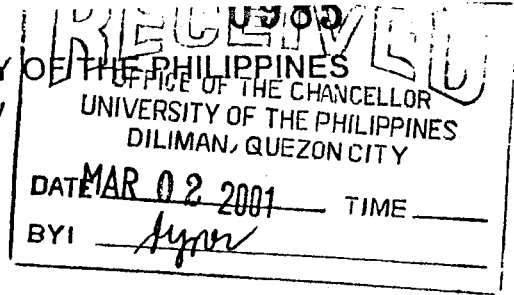


UNIVERSITY OF THE PHILIPPINES
Quezon City



OFFICE OF THE PRESIDENT

26 February 2001

MEMORANDUM NO. FN-01-18

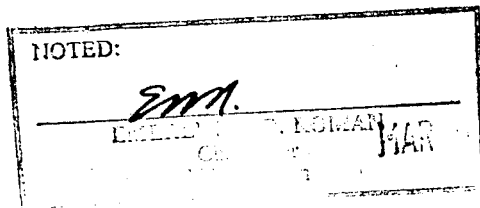
To : All Vice President, Chancellors, Deans,
Directors, Department Chairs, Heads of Units


Subject : Teaching Load/Overload of UP Officials Including
Deans, Directors, Department Chairs, Heads of Units
Administrative Personnel and REPS

To ensure the highest quality of teaching while promoting the effective and efficient administration of the University, the following guidelines shall be implemented effective First Semester 2001-2002:

1. For purposes of overload, the teaching load of faculty administrators, i.e., UP officials, deans, directors, department chairs and heads of units shall be limited to six (6) course credits per semester or twelve (12) course credits per year, provided that the overload payment is based on teaching units and not on course credits. At least three (3) course credits of the overload must be taught after office hours.
2. Administrative personnel and REPS may teach only after office hours and after written permission has been granted. The maximum teaching load they can handle is six (6) course credits per semester, including their load within and outside UP (if any).
3. As a general rule, faculty members with administrative or research load credits may not teach in other educational or training institutions.

For information and compliance.




MARIA SERENA I. DIOKNO
Officer-in-Charge