


VERSION NO. <b>3</b>	MANUAL TITLE <b>HUMAN RESOURCE DEPARTMENT MANUAL</b>	DOCUMENT NO. <b>HRM 6.07</b>
	DOCUMENT NAME <b>REPORTING OF FACULTY MEMBER WITHOUT TEACHING LOAD DURING A PARTICULAR SEMESTER</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>SEPTEMBER 1, 2016</b>
		PAGE NO. <b>1 of 3</b>

**HRM 6.07 REPORTING OF FACULTY MEMBER WITHOUT TEACHING LOAD DURING A PARTICULAR SEMESTER**

**1. OBJECTIVES**

- 1.1 To ensure prompt submission of reports on faculty members without teaching loads within two (2) weeks after the start of classes.
- 1.2 To help expedite the preparation of accurate final lists of faculty members every semester and to update the Payroll System.

**2. SCOPE**

This procedure is applicable to Deans and Academic Department Heads who have faculty members who have retired, resigned, were terminated, went on absence without official leave or went on vacation/ sick/ study leave and when there is no teaching load available.

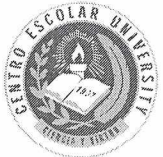
**3. REFERENCE**

None

**4. POLICIES**

- 4.1 Within two (2) weeks after the start of classes in a regular semester, the Dean, in coordination with the Academic Department Head concerned shall report to HRD the faculty members without teaching load during that particular semester.
- 4.2 The HRD shall furnish the Accounting Department, Internal Audit Department, Dean and Academic Department Head concerned of the report duly noted.


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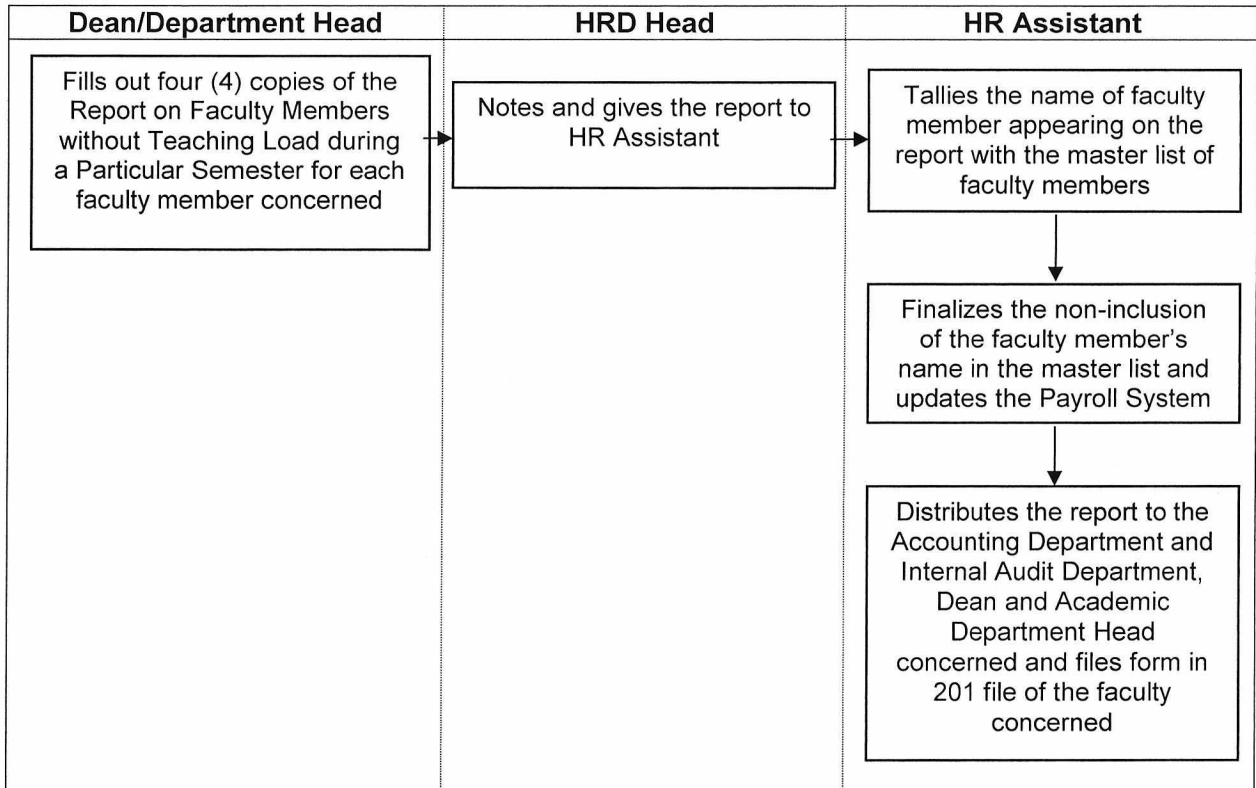
## 5. NARRATIVE PROCEDURE

<b>Responsibilities/ Authorities</b>	<b>Activities</b>
Dean/ Academic Department Head	1. Fills out four (4) copies of the Report on Faculty Members Without Teaching Load During A Particular Semester for each faculty member concerned
Assistant Head, HRD	2. Notes and gives the report to HR Assistant.
HR Assistant	3. Tallies the name of faculty member appearing on the report with the master list of faculty members.  4. Finalizes the non-inclusion of the faculty member's name in the master list and updates the Payroll System.  5. Distributes the report to the Accounting Department and Internal Audit Department, Dean and Academic Department Head concerned and files form in 201 file of the faculty concerned.

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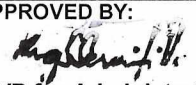
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## 6. FLOWCHART



## 7. FORM USED

6.1 Report on Faculty Member Without Teaching Load During A Particular Semester

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