

UNIVERSITY OF THE PHILIPPINES

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OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

12 December 2020

MEMORANDUM NO. AAP 2020-021

TO : All Deans, Directors and Heads of Units

SUBJECT : Clarification on the Payment of Lecturers for the First Semester AY 2020-2021

Lecturers are contractual, part-time faculty of the University and are appointed on a yearly basis. The appointment serves as a contract with the University.

In issued appointments, the lecturers are paid the honoraria rates based on actual service rendered in addition to the payment of examinations of two periodical examinations and one final examination.

Honoraria for lecturers:

Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical, or other qualifications; Provided, That the rate shall not exceed the allowed rate per lecture hour set by the University. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria. [UP Diliman Faculty Manual]

Due to the pandemic, the Office of the Vice President for Academic Affairs issued a memo on the revised calendar for AY 2020-2021 (OVPAA Memorandum 2020-143). This includes shortened first and second semesters from the regular 16 weeks to 14 weeks.

Further, OVPAA issued a memorandum on academic breaks for reading wellness on November 2-7, 2020 (OVPAA Memorandum No. 2020-117), suspension of work and synchronous/asynchronous classes (12nn November 11 – November 15) and recovery period in the aftermath of typhoon Ulysses (November 16-21; OVPAA memorandum 2020-139). The Office of the Chancellor issued suspension of classes for the period November 16-21 (UPD-Announcement-2020-s.17) following OVPAA memorandum 2020-139.

As the lecturer is paid based on the actual service, the total number of hours should not exceed 48 hours for a three-unit lecture course on a regular academic year. However, due to the shortened semester, suspension of classes, and academic breaks, the number of actual class hours is reduced.

This advisory clarifies the payment of honoraria for the Academic Year 2020-2021:

1. Lecturers will be paid during the wellness break for the period November 2-7 and during the recovery period November 16-21. The lecturer shall attach a report of activities for their claims of compensation as a basis of payment during these periods.

OVPAA Memo No. 2020-117 states that “for faculty members, this break may be a time to further reflect on adjustments to be made in course delivery and assessment.” On the other hand, OVPAA Memo No. 2020-139 identifies the following five activities that may be done by the faculty during the recovery period:

- a. identify the students who may need printed course packs or advice on course requirements and their submission in the spirit of compassion and flexibility;
- b. review the coverage of their courses considering their students’ load, mindful of the expected learning outcomes in the course and the content and activities essential to achieving these outcomes;
- c. calibrate the requirements for the remaining semester;
- d. address common students concern with an overwhelming volume of work;
- e. inform students of the changes.

2. The lecturers are not paid on declared national and local holidays and on the mandatory leave period of December 21 to December 31, 2020.
3. As the number of academic weeks for the semester is reduced by two weeks, the contract can be extended for two weeks after the end of classes until the last day of submission of grades to cover actual service rendered for grading of class requirements. This will be for a total of six hours (two weeks at 3 hours per week) regardless of whether the course handled is lecture or laboratory. This will also be implemented in the second semester AY 2020-2021.

The lecturer is requested to report the number of requirements checked during this period as a basis of payment.

4. The total number of hours rendered for actual service must not exceed 48 hours for a three-unit semester course.

For your information and guidance, please.

Thank you.



ADELINE A. PACIA
Vice-Chancellor for Administration