


Procedure No:	ADM-PROC-0017
Procedure Title:	Processing of Overload Pay
Related Policy:	ADM-POL- 0021 Faculty Member's Salary
Date of Issuance:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Financial Affairs Division
"Supersedes" Notification:	
Procedure Description:	The procedure is designed to standardize the assignment and payment of Overload assigned to faculty members.
Areas of Responsibility:	Comptrollership – Payroll Section
Procedure Details:	<p>Step 1. In cases when there are excess subject loads that needs to be distributed, the selection of faculty members who will be given the Overload shall be based on</p> <ul style="list-style-type: none"> • Tenure • Specialization • PMAS Rating and • Availability. <p>Step 2. The Area Chairman makes the initial assignment of the Overload.</p> <p>Step 3. The Area Chairman submits the proposed Overload assignment to the Dean for approval.</p> <p>Step 4. The names of the Faculty Members and their Overload assignments are submitted to the Vice Rector for Academic Affairs for approval.</p> <p>Step 5. The Payroll Section and the Human Resources Department are furnished with a copy of the approved Overload assignments. The HRD is given a copy of the Overload assignments for the checking of faculty attendance.</p> <p>Step 6. The Payroll Section computes the appropriate salary rates of the faculty members with Overload assignments.</p>
Procedure Approval Authority:	Comptroller
References:	Employee Manual 2009
Definition:	
Help Page:	Comptrollership
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Asst. Prof. Ariel de las Alas
Date of Approval:	

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