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
Effectivity: S.Y. 2009-2010
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Office of Origin: Financial Affairs Division
"Superseded" Notification: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:

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:
- Tenure
- Specialization
- PMAS Rating and
- Availability.

Step 2. The Area Chairman makes the initial assignment of the Overload.

Step 3. The Area Chairman submits the proposed Overload assignment to the Dean for approval.

Step 4. The names of the Faculty Members and their Overload assignments are submitted to the Vice Rector for Academic Affairs for approval.

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.

Step 6. The Payroll Section computes the appropriate salary rates of the faculty members with Overload assignments.

Procedure Approval Authority: Comptroller

References: Employee Manual 2009

Definition:

Help Page: Comptrollership

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Date of Approval: