

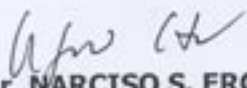


DE LA SALLE ARANETA UNIVERSITY

Office of the Brother President

May 14, 2015

To: **TERTIARY EDUCATION DEPARTMENT (TED) Faculty**

Fr:  **Br. NARCISO S. ERGUIZA, Jr. FSC**

Re: **Updates on Trimestral Calendar (Implications to TED Faculty)**

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Greetings in St. La Salle!

In reference to Ms. Haireen Malayang's April 14, 2015 letter to me detailing her concern and recommendations related to the implications of the Trimestral Calendar to the TED Faculty, I would like to share to you more detailed responses to that letter:

1. A 4-day per week schedule. While our schedule in the past had combinations of two (2) days, all faculty members were still required to be visibly present for 8 hours on the day they do not have any classes to complete a 40-hour a week requirement. Faculty members take the opportunity to attend meetings, conduct student activities and do student consultations on this day.
2. A week-long furlough right after the final exams, a time utilized for checking papers and grade computation. We have also emphasized that our workplace is the best place for checking papers and grade computation due to the conducive working atmosphere as well as the available facilities that can assist faculty members to do such activities. We can be open to this request as long as we, particularly the students are assured to get their grades on time.



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3. 2 weeks Christmas vacation. As in the past and will continue on with the Trimestral, we will have the two weeks Christmas vacation. A concrete example of this is for SY 2015-2016, Christmas break is from December 21, 2015 to January 3, 2016.
4. Faculty vacation at the end of each semester. This is to clarify that we have never had as a policy a vacation for faculty members in between semesters. As such this period in between semesters is to be used by faculty members to prepare themselves and plan for the upcoming semester. While they report during this in between time, their workload is very light as they primarily work individually to prepare for their classes the next semester.
5. Additional number of leaves. Whether under a semestral or trimestral calendar, teachers will continue to be given the one-month leave (usually between April 15 to May 14). This one-month leave is still on top of Christmas, legal holidays as well as suspension of classes due to inclement weather.
6. Lunch breaks as part of the 4 hours. Lunch breaks (whatever time they are taken, ideally between 11AM – 2PM) are there to allow faculty members to have their meals and rest and prepare for the afternoon sessions. As faculty members do not teach all the time in their usual 8-hour daily schedule, faculty members have the opportunity to rest and have their breaks during their free time within the day.



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7. Incorporate 6 units overload under the basic salary. I have already responded to this request in my March 20 letter to the TED Faculty. This overload pay will be during the January to April Term only. We cannot give the 6 units overload every trimester as we will overpay our faculty members. Kindly see the table below:

Semestral: 24 units + 24 units = **48 units**

Trimestral: 18 units per term X 3 terms = **54 units**
Payment of 6 units overload on the January – April Term

Your Proposal: 18 units (+ 6 units) = 24 X 3 terms = **72 units**

I hope this further clarifies and answers your queries, recommendations and requests on Ms. Malayang's April 14, 2015 letter. Thank you for your continued support to the Trimestral Calendar!

cc: *Mr. Christopher Polanco, University Chancellor*
Dr. Bjorn Santos, Vice-Chancellor for Academics & Research/CVMAS Dean
Dr. Rosario Chu, CAST Dean
Dr. Nelson Layague, CB Dean
Dr. William Enrique, CED Dean
Dr. Allison Parpan, Vice-Chancellor for Students & Mission
Mr. Paul Zaldarriaga, Chief Finance Officer
Mrs. Delia Table, Controller
Ms. Haireen Malayang, Faculty Society President