



Bicol University
**Human Resource Management and
Development Office**
Legazpi City
Contact No: 0919-000-4921
Email: bu-hrmdo@bicol-u.edu.ph

REQUIREMENTS FOR THE REQUEST TO PRACTICE AFTER OFFICE HOURS PER OFFICE MEMO No. 171 s. 2013

- ☐ Recommendation of the Dean, Director/Head of Office
- ☐ Invitation from the Institution addressed to the University
- ☐ President through Dean, Director or Head of Office specifying the time schedule of the job/teaching load to be handled
- ☐ Letter of transmittal/Request of concerned personnel
- ☐ Properly accomplished Application Form
- ☐ Medical Certificate
- ☐ Performance Rating for the preceding semester

FOR TEACHING PERSONNEL:

- ☐ Properly accomplished Individual Faculty Load Form, noted by the Department Chair and the Dean (Summary of the Teaching Load, Research, Extension, and/or Production Involvement in BU for the current semester)

FOR NON-TEACHING PERSONNEL:

- ☐ Summary of Office Task/List Workload with corresponding schedule noted by the Chief/Head of Office



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