



OVCA FORM 120: DIRECT TEACHING/ACADEMIC-RELATED SERVICE RENDERED BY FACULTY MEMBERS AND ACADEMIC SERVICE FACULTY

Date: _____

For: **The Finance and Controllership Department**

Through: Payroll Office

From: _____
Signature of Instructor/Professor/ASF over Printed Name

Full-time Full-time Fixed Part time
 Permanent Probationary
(1) (2) (3) _____

Department: _____ College: _____

Rank: _____ Rate/Hour: _____

Subject: **Direct Teaching/Academic-Related Service Rendered by Faculty Members/ASF**

This is to inform the Finance and Controllership Department through the Payroll Office that I have rendered the following:

- Lecture
- Clinical Teaching
- Proctoring
- Attendance in the Planning Workshop of the College/Department
- Others, please specify: _____
- Laboratory Sessions
- Academic Rotations
- Substitution

Title of Lecture/Nature of Clinical Teaching/Academic Rotations/Topic of the Laboratory Sessions/Nature of the Planning Workshop of the College/Department/Subject Proctored: _____

Period Covered: Month: _____ Date: _____ Year: _____

Total Number of Hours Rendered: _____

Service Rendered to (Class/Section/Group): _____

Thank you very much.

VERIFIED/RECOMMENDED:

ENDORSED:

Department Chair/Program Director/Director

Dean

NOTE: This form must be submitted to the Finance and Controllership Department immediately in time for the payday schedule so as to avoid delay in the release of salary.

cc: College/Department Concerned, File