



# UNIVERSITY OF THE PHILIPPINES

Diliman - Extension Programs in Pampanga & Olongapo  
Clark Freeport Zone, Pampanga 2009

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## MEMO GGJ 16-34

FOR: All Lecturers

FROM: Dr. Grace R. Gorospe-Jamon  
Director

SUBJECT: Absenteeism, Make-Up Classes, and DTR Submission

DATE ISSUED: November 5, 2016

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It has come to our attention that some Lecturers frequently absent themselves from class. You are gently reminded that it is our duty and responsibility to attend classes regularly and that UPDEPP follows a **No Work, No Pay** policy for Lecturers.

Make-up classes are discouraged except for officially cancelled classes or in emergency cases. Please note that classes cancelled officially in order to allow for student participation in school-related activities need NOT be re-scheduled, as they are considered class participation. In such rare cases, please adjust your class schedule to accommodate topics and activities for the missed class.

Please coordinate with Mr. Eddie Judilla regarding room availability prior to scheduling a make-up class, and submit a Make-Up Class Schedule Form (signed by Mr. Judilla) to Ms. Kimberly Surla no later than 3 days before your scheduled make-up class.

As you know, our administrative office processes your fees based on verified information from your Daily Time Record. So we avoid delays in the release of your fees, you are please enjoined to submit your fully-accomplished DTR for the preceding month to Ms. Kimberly Surla ONLY from the 1<sup>st</sup> until the 7<sup>th</sup> day of each month.

Thank you.