

Republic of the Philippines
CAGAYAN STATE UNIVERSITY
The Vice-President for Administration and Finance
Andrews Campus
Tuguegarao City

August 19, 2019

VPAF-5206-OO-2019-019

RULE ON PETITIONED SUBJECTS FOR THE FIRST SEMESTER
ACADEMIC YEAR 2019 – 2020

The following rules are to be followed STRICTLY in respect to petitioned subjects:

1. All petitioned subjects, as long as these are CURRICULAR (i.e., required by the curriculum under which the student is to graduate) are covered by the provisions of R.A. 10931.
2. When, as a result of the lack of a professor or an instructor, or the miniscule size of the class, opening the petitioned subject will be impracticable both for the university and for the campus, THERE IS NO OBLIGATION to open a petitioned subject.
3. Petitioned subjects, when opened, should be assigned to under-loaded full-time instructors or professors, regardless of the number of students petitioning the subject. When the assigned professor or instructor is already fully loaded, the assigned petitioned subject will be treated as an overload, but the remuneration thereof SHALL BE LIMITED TO THE AMOUNT remitted by UNIFAST for the particular subject.
4. If a lecturer (COS teacher) is indispensable to teach the petitioned subject, the student may make use of the VOLUNTARY CONTRIBUTION SCHEME of R.A. 10931 and its IRRs together with the UNIFAST IRRs, provided that in no case shall a student be assessed more than Five Thousand Pesos (PHP 5,000.00).
5. No departure from these rules shall be allowed.

FR. RANHILIO CALLANGAN AQUINO

Cc:

Chair Prospero de Vera III, Commission on Higher Education, Quezon City
Com. Lilian de las Llagas, Chair, Board of Regents, CHED, Quezon City
President Urdujah Alvarado Tejada
UNIFAST, Manila