



GUIDELINES FOR ONLINE INFRASTRUCTURE SUPPORT FOR FACULTY MEMBERS

For Permanent Faculty Members

A. Computer (Laptop) Acquisition Support

1. Permanent faculty members can avail of the University computer (laptop) acquisition through salary loan scheme.
2. Interested faculty members can fill-up the **Computer/Laptop Loan Application Form** available at ISMIS → Downloadable Forms → Vice President for Finance. Choose the unit that suits your needs based on specifications provided by the different suppliers.
3. It is a 0% loan (previously 8% per annum) deductible up to a maximum of 12 months. Monthly deduction will start the payday after the faculty receives the unit. Down payment that serves as equity is not anymore required.
4. A take home pay which is one-third (1/3) of the gross pay must be met after deducting the government mandatory contributions and personal loans including the monthly amortization of the laptop.
5. The accomplished form shall be endorsed by the respective Department Chairs and Deans and email it to the Purchasing Office at purchasingoff@usc.edu.ph. Only applications using the official USC email will be processed.
6. The faculty will be informed through email as soon as the application is approved and when the unit is available for pick-up at the Finance Office of either Downtown or Talamban campus. You may email the Purchasing Office for any further inquiry or concern.

B. Internet Connectivity Support

1. Permanent faculty members can avail of either the following:
 - a. Postpaid package with one-time installation fee to be deducted in three (3) months and monthly salary deduction scheme for the monthly subscription based on the term applied; or
 - b. Prepaid unit with one-time salary deduction scheme.

2. Interested faculty members can fill up the **Internet Connection Application Form** and email it to the Purchasing Office at purchasingoff@usc.edu.ph. Only applications using the official USC email will be processed.
3. The faculty will be informed through email when the application is approved and as soon as the unit is available for pick-up at the Purchasing Office either at the Downtown or Talamban campus for the prepaid units. For postpaid package, the notice and schedule of installation from the provider will be emailed to the faculty.

For Non-Permanent Full-time Faculty Members

1. Non-permanent full-time faculty members can avail of the University Laptop Acquisition Support and the Internet Connectivity Support through salary loan payable within the period of employment contract (e.g. 1 semester = 5 months).
2. Interested non-permanent full-time faculty must submit a copy of the fully-signed contract as a requirement to avail of the loan.
3. For internet connectivity, wifi prepaid unit with one-time salary deduction may be availed.
4. The procedures of availing these supports will follow that of the permanent faculty members. Please refer to A & B above except for the terms specified in this section.

Approved by the Cabinet
June 9, 2020