



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A  
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

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## MEMORANDUM CIRCULAR NO. 16

Series of 2008

**T O: All Professors/Instructors on Teacher's Leave Status**

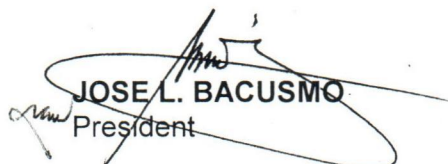
**R E: Teacher's Leave for SY 2007-2008**

As a policy of the university, academic faculty on teacher's leave status can avail of 14 days Christmas leave and 70 days summer leave or a total of 84 days. To have uniformity in the filing of teacher's leave for SY 2007-2008, the following number of days was computed as follows:

December 22-31, 2007	- 10 days
January 1-6, 2008	- 6 days
March 26-31, 2008	- 6 days
April 1-30, 2008	- 30 days
May 1-31, 2008	- 31 days
June 1, 2008	- <u>1 day</u>
	84 days

With the above schedule of teacher's leave, all academic faculty on teacher's leave status should be back for work on the 3<sup>rd</sup> day of June 2008 with one day extension in lieu of the graduation.

For information and guidance.

  
**JOSE L. BACUSMO**  
President