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Office of the President

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MEMORANDUM CIRCULAR NO. 59

Series of 2014

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

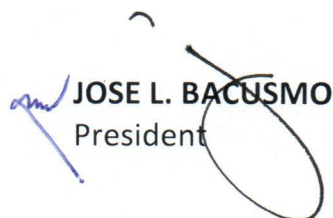
R E: Teacher's Leave for SY 2014-2015

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 2014-2015, the following number of days was computed as follows:

December 20-31, 2014	-	12 days
January 1 – 4, 2015	-	4 days
April 7 – 30, 2015	-	24 days
May 1 – 31, 2015	-	31 days
June 1 – 13, 2015	-	<u>13 days</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 15th day of June 2015 subject to revision since the university has no approved school calendar yet for SY 2015-2016.

For information and guidance.


JOSE L. BACUSMO
President

cc: OVPI
Registrar
ODAHRD/PRPEO
Records
File