



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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

website: www.vsu-visca.edu.ph

Office of the President

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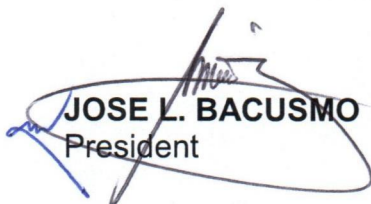
T O: All Professors/Instructors on Teacher's Leave Status

R E: Teacher's Leave for SY 2010-2011

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 2010-2011, the following number of days was computed as follows:

December 17-31, 2010	-	15 days
January 1-2, 2011	-	2 days
April 1-30, 2011	-	30 days
May 1-31, 2011	-	31 days
June 1-6, 2011	-	<u>6 days</u>
		84 days

For information and guidance.


JOSE L. BACUSMO
President