



4 December 2017

MEMORANDUM CIRCULAR NO. 91
Series of 2017

T O: Deans, Department Heads, Directors and Faculty Members on Teachers' Leave Status

R E: Effectivity of Teachers' Leave

Please be informed that the official start of the teachers' leave for the Christmas Break is December 16, 2017 and will end on January 1, 2018.

Faculty members are expected to report during the SCUAA 2017 Athletic Meet. They should also be present during the 2nd Semester 2017-2018 general registration period to attend to the enrollment and other academic concerns of their academic and thesis advisees.

For your information and guidance.


EDGARDO E. TULIN
President