



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum Circular No. 246-A
Series of 2024

TO: All VSU Employees

RE: Clarification of the Academic Wellness Break as per OP Memorandum Circular No. 246 and Suspension of Work in Preparation of the All Souls' Day and All Saint's Day as per Memorandum Circular No. 67 from the Office of the President, Malacañang

FROM: DR. PROSE IVY G. YEPES
University President

DATE: October 30, 2024

This is to reiterate the observance of the Academic Wellness Break and the Memorandum Circular No. 67 to allow government employees to travel and observe the All Saints' and All Souls' Day activities. Thus, the following shall be observed in the university:

- 1) All classes at all levels across all campuses will be suspended starting 7:00 am on October 31, 2024 per OP Memorandum Circular No. 246.
- 2) Part-time instructors shall report to the office and will be paid in the morning only based on the official schedule of classes, subject to submission of accomplishment report as work will be suspended starting 12:00pm.
- 3) JO workers shall report to the office and will be paid in the morning only as work will be suspended starting 12:00pm.
- 4) Permanent and temporary faculty members shall report to the office in the morning and work will be suspended starting 12:00pm.
- 5) Permanent, casual and contractual administrative staff shall report to the office in the morning and work will be suspended starting 12:00pm.

However, those employees (regular and JO) whose functions involve the delivery of health services, preparedness/response to disasters and calamities, and/or the performance of other vital services such as security, animal feeding, garbage disposal etc. shall continue their operations and render the necessary services.

For your information and guidance.

OFFICE OF THE PRESIDENT

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