

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



19 June 2001

MEMORANDUM CIRCULAR NO. 50 Series of 2001

T O: All Department Heads and Faculty Members

R E: Renewal of Appointment for Leave Status

It has been brought to the attention of the Administration that there are a number of courses regularly offered during summer and most of the teachers handling those courses are on teachers' leave status. Please identify those who are tasked to handle summer courses on a regular basis and have their teachers' leave status changed to vacation-sick leave effective June 2001 to May 2002. Such teachers must handle a minimum of two (2) subjects per summer to qualify. Henceforth, only teachers on vacation-sick leave status will be allowed to teach regular summer classes. This measure is undertaken to offset budgetary deficiency during summer and to identify faculty members whose services are needed throughout the year.

All Heads of Academic Departments are requested to re-assess or re-evaluate the status of faculty members in order to rationalize loading, merit promotion and incentives in their respective units.

For information and guidance.

PACIENCIA P. MILAN
President

cc: OVPAA
ODI
HRMDO
FMO
Records
File