



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

20 February 2012

MEMORANDUM CIRCULAR NO. 12

Series of 2012

T O: All College Deans, Department Heads & Other Concerned

R E: Leave Status of VSU Faculty

Quoted below for the guidance of all concerned is a portion of the amendments to Rule XVI of the Omnibus Rules implementing Book V of EO 292 relative to leave of teachers including faculty members of state colleges and universities pursuant to CSC Resolution No. 98-3142 as disseminated through CSC Memorandum Circular No. 41, s. of 1998 to wit:

"Section 1. **Entitlement of leave privileges** – In general appointive officials and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays and Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate.

"xxx;

"Section 6. **Teachers' leave** – Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1½ days is entitled to 84 days of proportional vacation pay.

"Other leave benefits of teachers such as study leave and indefinite sick leave are covered by Section 24 and 25 of RA 4670 (Magna Carta for Public School Teachers).

"Section 7. **Other employees under teacher's leave basis** – Day care workers and all other appointive employees whose work schedule is the same as that of teachers, earn leave credits in accordance with Section 6 and 9 hereof.

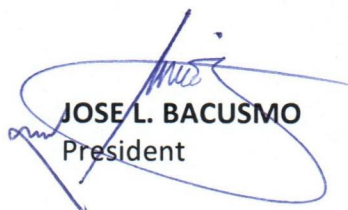
"Section 8. **Teachers who are designated to perform non-teaching functions** – Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave.

"Section 9. **Vacation service credits for teachers** – Teachers' vacation service credits refer to leave credits earned for services rendered on activities, during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation due to absences for personal reasons or late appointment. The manner by which service credits may be earned by teachers is subject to the guidelines issued by the Department of Education, Culture and Sports (DECS).

As provided for by the above quoted provision of law, only teachers who are designated to perform non-teaching functions should be on vacation-sick leave status while those performing purely teaching functions should be on teachers leave status. As a state university, non-teaching functions in VSU only refers to functions involving research, extension and production activities and designated to perform administrative functions. Other assignments of teachers which cannot be classified under any of these four (4) functions cannot be used as basis to recommend a faculty member under vacation-sick leave status. However, service credits may be granted as provided for in VSU Memorandum Circular no. 58, series of 2009 as approved by BOR Resolution No. 62, s. 2009 regarding grant of service credits to faculty members on teacher's leave for their services other than teaching but which can't be used as basis to recommend them under vacation-sick leave status.

At the beginning of each school year, Department Heads and College Deans are reminded to take note of the above quoted revisions of the Omnibus Rules relative to leave status of teacher in making their yearly recommendation as to the leave status of faculty members in the respective departments and colleges. The Vice President for Instruction is likewise requested to review recommendations before submitting the same to this Office for approval.

For guidance and compliance of all concerned.


JOSE L. BACUSMO
President



Office of the Secretary of the University
and of the Board of Regents

**EXCERPT FROM THE APPROVED MINUTES OF THE
45th VSU Board of Regents Meeting**

29 October 2009 * VSU, Visca, Baybay, Leyte

Proposal to Grant Service Credits to Faculty on Teacher's Leave

The President informed the Board that the proposal was approved by the University Administrative Council and that the Office of the President has issued a Memorandum to this effect.

Chairperson Ricafort suggested that the guidelines be strictly followed until such time that these are changed.

President Jose L. Bacusmo moved for the approval of the proposal, as presented.

Regent Bernardo H. Tocmo seconded the motion.

The Board passed

BOR Resolution No. 62, s. 2009

Approving the proposal to grant Service Credits to faculty on Teacher's Leave, as presented.

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary



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website: www.vsu-visca.edu.ph

Office of the President

6 October 2009

MEMORANDUM CIRCULAR NO. 58

Series of 2009

T O: All Faculty

R E: Grant of Service Credits to Faculty on Teacher's Leave Status

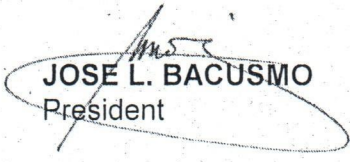
Please be informed that during the 77th University Administrative Council meeting dated 02 October 2009, the Council approved the grant of service credits to faculty on teacher's leave status undertaking only the following activities:

1. *service during registration and election days (for national and local elections);*
2. *service for calamity assistance and rehabilitation whenever the university or any of its component campuses is/are used as an evacuation center(s);*
3. *attendance in in-service training courses/services during summer and vacations/holidays **provided that** it is required by the University;*
4. *teaching in non-formal education classes and the like;*
5. *service during summer in connection with civic action programs;*
6. *service rendered in connection with the early opening of a school year;*
7. *teaching during summer or in the extramural program.*

The Council reiterates that vacation/sick leave status can only be availed of whenever a faculty has an administrative designation or has an on-going research/extension work which require them to report full time year round except during legal holidays.

In the exigency of the service, only the University President may approve the grant of service credits on activities other than those in the aforementioned list of activities, on a case-to-case basis, and only after a written request signed by the head of unit/department/center justifying the request is filed.

For the information and guidance of all concerned.


JOSE L. BACUSMO
President