



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

Office of the President

20 March 2014

MEMORANDUM CIRCULAR NO. 10
Series of 2014

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

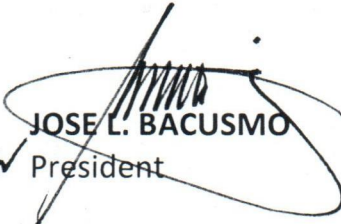
R E: Teacher's Leave for SY 2013-2014

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 2013-2014, the following number of days was computed as follows:

| | | |
|----------------------|---|---------------|
| November 11-24, 2013 | - | 14 days |
| December 21-31, 2013 | - | 11 days |
| January 1-5, 2014 | - | 5 days |
| April 16-30, 2014 | - | 15 days |
| May 1-31, 2014 | - | 31 days |
| June 1-8, 2014 | - | <u>8 days</u> |
| | | 84 days |

With the above schedule of teacher's leave, all academic faculty on teacher's leave status should be back for work on the 9th day of June 2014.

For information and guidance.


JOSE L. BACUSMO
President