

# Visayas State University

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Office of the President

12 March 2010

**MEMORANDUM CIRCULAR NO. 12**

Series of 2010

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

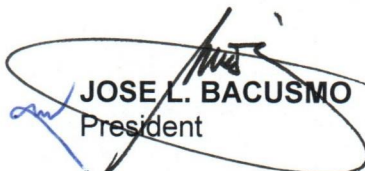
**R E: Teacher's Leave for SY 2009-2010  
2010 Graduation Schedule and Attire**

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 2009-2010, the following number of days was computed as follows:

<b>December 18-31, 2009</b>	<b>- 14 days</b>
<b>January 1-3, 2010</b>	<b>- 3 days</b>
<b>April 1-30, 2010</b>	<b>- 30 days</b>
<b>May 1-31, 2010</b>	<b>- 31 days</b>
<b>June 1-6, 2010</b>	<b>- <u>6 days</u></b>
	<b>84 days</b>

With the above schedule of teacher's leave, all academic faculty on teacher's leave status should be back for work on the 7<sup>th</sup> day of June 2010. Moreover, the graduation on April 8, 2010 is a regular working day and everybody is required to attend the ceremony. Faculty on teacher's leave status will be given service credits for their attendance. Mr. Simeon P. Sedrome is designated to check the attendance of the faculty at the Gymnatorium. Furthermore, all members of the University Academic Council (UAC) are requested to wear Academic Gown while Non-members of UAC shall wear the Thursday uniform.

For information and guidance.

  
**JOSE L. BACUSMO**  
President

cc: Mr. Simeon P. Sedrome