



25 September 2018

MEMORANDUM CIRCULAR NO. 74
Series of 2018

T O: All Center Directors

R E: Leave Status

For computation of claims from accumulated leave credits upon retirement, the Department of Budget and Management (DBM) now requires approved recommendations for vacation-sick leave status for the retiree.

At present, only those faculty members from academic departments have approved recommendations for leave status. Those in research centers and research institutes do not have. Thus, to avoid problems later on, center directors must submit recommendation for leave status of their staff holding faculty positions. Those who are conducting RDE or holding administrative positions shall be recommended for vacation-sick leave while those who are not, shall be on teacher's leave status.

Recommendations for VS status should be supported by official appointments for their RDE involvement or administrative designation issued by the Office of the President.

Please take note that recommendations for leave status are submitted every start of the school year. Thus for SY 2018-2019, recommendation of leave status shall commence August 1, 2018 until July 31, 2019.

For your guidance.


EDGARDO E. TULIN
President