

# Visayas State University

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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**

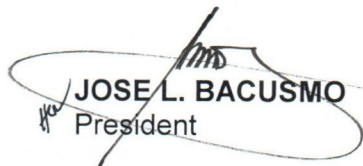
Please be informed that during the 77<sup>th</sup> University Administrative Council meeting dated 02 October 2009, the Council approved the grant of service credits to faculty on teacher's leave status undertaking only the following activities:

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