



6 December 2023

MEMORANDUM CIRCULAR NO. 181
Series of 2023

T O: All Concerned
R E: SY 2023-2024 Teachers' Leave Schedule

This is to inform everyone that the SY 2023-2024 Teachers' Leave schedule for faculty under Teachers' Leave Status is as follows:

Christmas Break	Dec. 22 – 31, 2023	-	10 days
	Jan. 1, 2024	-	1 day
General Registration:	Jan. 2 – 13, 2024		
Classes Begin	Jan. 15, 2024		
Summer/Midyear Break:	June 6 – 30, 2024	-	25 days
	July 1 – 28, 2024	-	28 days
Non-Cumulative Sick Leave		-	10 days
Service Credits (to complete the 84 days)		-	<u>10 days</u>
Total			84 days

Faculty members on Teachers' Leave Status, who are not academic advisers, thus their services are not needed during enrolment, will report to office on January 12, 2024, but they will no longer be given the 10 days Service Credits.

For your guidance and compliance.


DANIEL LESLIE S. TAN,
OIG-President