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Office of the President

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MEMORANDUM CIRCULAR NO. 68

Series of 2011

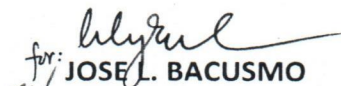
T O: All Professors/Instructors on Teacher's Leave Status
R E: Teacher's Leave Schedule for SY 2011-2012

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. In order to have uniformity in the filing of teacher's leave for SY 2011-2012, the following dates must be used:

December 17 – 31, 2011	- 15 days
January 1 – 2, 2012	- 2 days
March 28 – 31, 2012	- 4 days
April 1, 3 – 30, 2012	- 29 days
May 1 – 31, 2012	- 31 days
June 1 – 3, 2012	- <u>3 days</u>
	84 days

With the above schedule of teacher's leave, all academic faculty on teacher's leave status are required to attend the 59th Commencement Exercises set on April 2, 2012. Any faculty not attending this occasion should file the appropriate leave of absence.

For information and guidance.

for: 
JOSE L. BACUSMO
President ^{sc} 12/2/11