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## Office of the President

14 May 2012

MEMORANDUM CIRCULAR NO. 26

Series of 2012

**T O: All College Deans, Department Heads & Others Concerned**

**R E: Reporting Schedule of Faculty Members on Vacation/Sick Leave Status**

It has been brought to the attention of this Office that there are faculty members on vacation sick leave status who do not follow the government working hours as if they are still on teachers' leave status whose reporting time is flexible as long as they render six hours of actual teaching and 40 hours of work per week.

All College Deans, Department Heads and Center/Institute Directors are hereby directed to remind your faculty members on vacation/sick leave status to strictly follow the provisions of Sec. 5, Rule XVII of the Omnibus Rules implementing Book V of EO 292 in reporting to work since they are no longer covered with the reporting time for teachers having opted to be on vacation/sick leave status just like ordinary employees. The specific provision of the abovementioned Sec. 5 is herewith quoted to wit:

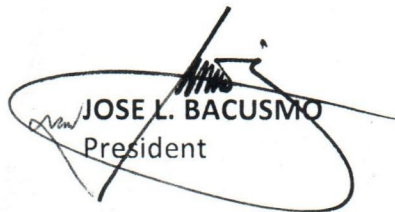
"SEC 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays." (underlining supplied)

Please be informed, however, that when justified by circumstances especially due to early morning or late afternoon classes, the reporting time of teachers concerned may follow a flexible working schedule subject to approval of this office and as recommended by the Academic Personnel Board. The flexi-time schedule shall be constant and strictly followed

for the applicable semester and not changed within the semester without approval from this office. The approved working schedule should be used as basis in reporting to work of the faculty and in monitoring attendance of these faculty members concerned.

You are therefore directed to strictly implement this memorandum by ensuring that all faculty members record their attendance in the attendance logbook in your respective departments/units. The Records Office personnel who are monitoring attendance of administrative staff should likewise monitor the attendance of faculty members on vacation leave status through their logbook of attendance to ensure that they record their correct time of arrival and departure from their work stations. Undertime of faculty members concerned shall be recorded and deducted from their accumulated leave credits.

For strict compliance.

  
JOSE L. BACUSMO  
President