



19 April 2018

MEMORANDUM CIRCULAR NO. 31

Series of 2018

T O: All Faculty Concerned

R E: 2018 Schedule of Teacher's Leave

The Board of Regents has approved the revised leave benefits of academic faculty under Teacher's Leave status through BOR Resolution No. 13, s. 2018 as follows:

1. Christmas vacation will start the day after the University Christmas Program as indicated in the University Academic Calendar until the day prior to the first regular working day of the next year.
2. The Midyear vacation will start after the last day of the final examination for non-graduating students plus fourteen (14) calendar days based on the University Academic Calendar until the day prior to start of the General Registration.
3. Ten (10) days non-cumulative sick leave for the whole school year. Pro-rated for those who are not appointed at the start of the school year.

In this regard, the schedule of teacher's leave is as follows:

Midyear break: June 10, 2018 - July 24, 2018

Christmas break: December 15, 2018 - January 2, 2019

For your information and guidance.


EDGARDO E. TULIN

President