

Memorandum Circular No. 289

Series of 2024

TO: **All Heads of Offices/Units/Centers/Projects**

RE: **Recall on previously scheduled and approved force/vacation leave due to exigency of services for the period of Dec. 23, 26, and 27, 2024**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **December 20, 2024**

In light of the need to ensure the continuous and smooth operations of the offices during the last working days of 2024, certain employees are required to report to work and render services even if they have previously approved forced/vacation leave on **December 23, 26, and 27, 2024**. The following shall be observed:

1. Heads of offices are required to promptly submit the names of the affected personnel, along with the specific services needed, using the template provided below.

Name of Personnel	Date of Approved Leave	Specific Service Rendered
a.	December 23 and 26, 2024	
b.	December 23, 26, and 27, 2024	

The list of names shall be submitted to the Human Resource and Management Office thru odhrd@vsu.edu.ph, cc: op@vsu.edu.ph for consolidation and approval by the University President through issuance of the memorandum of recall of leave.

2. The approved forced/vacation leave not enjoyed due to recall shall no longer be deducted from the total accumulated vacation leave, pursuant to Section 25 of the Omnibus Rules on Leave.
3. Employees on work-from-home status during the aforementioned period, as per OP Memorandum Circular #285, series of 2024, are also covered by this directive and may be required to report to work, if necessary.

OFFICE OF THE PRESIDENT

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For your information, guidance, and usual support.

cc: HRMO

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.