



25 April 2018

MEMORANDUM CIRCULAR NO. 33

Series of 2018

T O: All College Deans, Department Heads and Faculty

R E: Official End of the 2nd Semester, SY 2017-2018

Please be informed that classes for the 2nd Semester, SY 2017-2018 will officially end on May 18, and last day for final examination is May 26. Faculty on Teacher's Leave Status shall start officially their teacher's leave on June 10.

The semester is not yet over and regular classes in all levels should go on as scheduled. No faculty should be allowed to cut short the number of class hours or days in the courses they handled or conduct advanced final examinations, to enable them to file an early leave and spend the summer/midyear break in advance. This is a clear violation of civil service and CHED policies and shall be dealt with administratively.

Deans and department heads are hereby directed to ensure compliance of this memorandum.

For strict compliance.


EDGARDO E. TULIN
President

Vision: *A globally competitive university of science and technology and environmental conservation.*

Mission: *Development of highly competitive human resource, scientific knowledge and innovation for sustainability of the environment and mankind.*