



05 December 2018

MEMORANDUM NO. 386
Series of 2018

T O: All Heads of Academic & RDE Units and Faculty Members

R E: Appointments to Support Recommendation for Vacation – Sick Leave Status

Please be informed that recommendations for Vacation – Sick Leave Status of faculty should be supported by an official appointment of the faculty's administrative designation and/or his/her involvement in research, extension or production projects. Such appointment (Annex A) is addressed to the faculty concerned and is signed by the University President. An approved recommendation letter addressed to the Vice President for Research and Extension (Annex B) is required before this office issues the appointment.

Please be guided.


EDGARDO E. TULIN
President