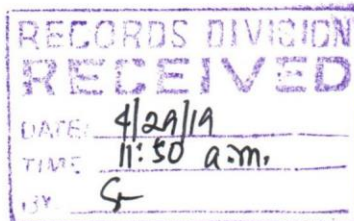




22 April 2019

MEMORANDUM CIRCULAR NO. 48
Series of 2019



T O: All Faculty Concerned
R E: 2019 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 Res. 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 fourteen (14) calendar days after the last day of the final examination for non-graduating students based on the University Academic Calendar until the day prior to start of the General Registration. (The 14 days will be used for checking test papers, computing and submitting of grades).
- 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 7, 2019 – July 24, 2019
Christmas break: Dec. 14, 2019- Jan. 5, 2020

For your information and guidance.


EDGARDO E. TULIN
President



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