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Office of the President

10 March 2009

MEMORANDUM CIRCULAR NO. 14
Series of 2009

T O: All Professors/Instructors on Teacher's Leave Status

R E: Teacher's Leave for SY 2008-2009

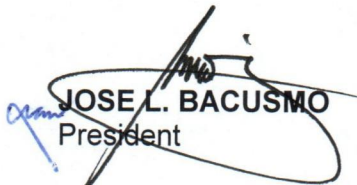
As a policy of the university, academic faculty on teacher's leave status can avail of 14 days Christmas leave and 70 days summer leave or a total of 84 days. To have uniformity in the filing of teacher's leave for SY 2008-2009, the following number of days was computed as follows:

December 22 - 31, 2008	- 10 days
January 1 - 4, 2009	- 4 days
March 28 - 31, 2009	- 4 days
April 1 - 30, 2009	- 30 days
May 1 - 31, 2009	- 31 days
June 1 - 5, 2009	- 5 days

	84 days

With the above schedule of teacher's leave, all academic faculty on teacher's leave status should be back for work on the 8th day of June 2009.

For information and guidance.


JOSE L. BACUSMO
President