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Office of the President

19 January 2009

MEMORANDUM CIRCULAR NO. 07

Series of 2009

T O: All Concerned

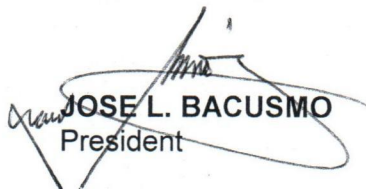
R E: Forced/Mandatory Leave

Sec. 25, Rule XVI (Leave of Absence) of the Omnibus Rule Implementing Book V of Executive Order 292 states that "All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually."

In this connection, all faculty and staff who are on vacation/sick leave status with 10 days vacation leave credits are requested to submit their mandatory leave application to their respective offices for approval and consolidation by HRMDO not later than February 15, 2009.

The mandatory five days forced leave cannot be accumulated and shall be forfeited if not taken during the year. Only the University President has the authority to cancel any previously scheduled vacation leave due to exigency of service of the applicant. The applicant has the option to reschedule his/her mandatory leave to a later date within the year.

For your guidance and compliance.


JOSE L. BACUSMO
President