



9 June 2022

MEMORANDUM NO. 512
Series of 2022

T O: All Concerned

**R E: Amendment to OP Memorandum No. 510, s. 2022 re SY 2021-2022
Teachers' Leave Schedule**

This is to inform everyone that the SY 2021-2022 Teachers' Leave schedule for faculty under Teachers' Leave Status is as follows:

Final Examinations	June 13 – 18, 2022		
Computation and Submission of Final Grades	June 20 – July 1		
Start of Teacher's Leave for Summer:	July 2 - 31, 2022	-	29 days
	Aug. 1- 29, 2022	-	29 days
2021 Christmas Break	Dec. 25 - 31, 2021	-	7 days
	Jan. 1 - 9, 2022	-	9 days
<u>Non-Cumulative Sick Leave</u>		-	<u>10 days</u>
Total Number of teacher's leave			84 days

Faculty on teacher's leave status shall submit their clearance before going on leave except those who will handle summer classes. However, the department has to submit a certification indicating the faculty who will be teaching during midyear/summer (and the subjects they will teach) to the Office of the Head of Recruitment, Selection and Placement and Personnel Records on or before July 2, 2022 so that they can continue to receive their salary even without clearance.

Faculty on teacher's leave status are expected to report on Aug. 30 in time for the first day of enrolment for 1st Semester 2022-2023 on Aug. 31. Academic Advisers must be present during the enrolment and perform their duties and responsibilities as advisers to their respective advisees.

For your guidance and compliance.


EDGARDO E. TULIN
President