



4 January 2022

**MEMORANDUM CIRCULAR NO. 02**

Series of 2022

**T O: Chancellors, College Deans, Directors, Department Heads and Faculty**

**R E: Clarification on the Entitlement of Teachers' Leave Privilege**

Please be reminded that faculty members who were on study leave or sabbatical leave in 2021 and reinstated this January 2022 are not entitled to the Teachers' Leave privilege as they were not on active service in 2021. Thus, they are required to physically report back to office on January 3, 2022, **NOT** January 10, 2022. The Teachers' Leave privilege (Christmas Break and Summer/Midyear Term) can only be availed by those who rendered full-year active service the previous year.

Those who failed to report on January 3, 2022 will be considered absent or will be charged to their leave credits if they have any.

College Deans and Department Heads are hereby directed to ensure that their faculty comply to the policy.

For your information and guidance.

  
**EDGARDO E. TULIN**  
President