

April 3, 1986

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MEMO-CIRCULAR NO. 50

T O: All Department Heads

SUBJECT: One-Month Summer Vacation of Faculty Members

To facilitate and economize on paper work and office supplies in the preparation and processing of summer pay, the one-month summer vacation shall be scheduled uniformly. All faculty members who are entitled to a one-month summer vacation and are not scheduled to teach summer courses should schedule their vacation on a quincena basis, i.e. either beginning on the 1st or 16th of a month.

All dept. heads are hereby requested to submit to the Accounting Division and Personnel Office a list of their faculty members with the following information:

1. Teachers who are assigned to teach summer courses.
2. Schedule of the one-month summer vacation of those who have no summer workload.

As usual, College clearance is required before payment of summer pay could be made. However, those teaching this summer need not pass their clearance but a certification issued by the Dept. Head that you are made to teach this summer should be submitted to the Personnel Office in lieu of the College clearance.

Requesting your prompt action on this matter to facilitate the preparation of the summer vacation pay of your faculty members.

M. R. VILLANUEVA
Officer-in-Charge