



17 May 2023

MEMORANDUM CIRCULAR NO. 78

Series of 2023

T O: All Concerned

R E: 2022-2023 Teachers' Leave Schedule

This is to inform everyone of the SY 2022-2023 Teachers' Leave schedule for faculty under Teachers' Leave Status. This coming school year, AY 2023-2024, we are trying our best to return to the August start of classes to synchronize with the start of classes in other universities, because of this, we can no longer have the usual 2-month summer vacation for faculty under Teachers' Leave status. However, we have made special arrangements so that the faculty can still avail of the privilege due to them.

Below is the schedule:

Final Examinations	June 19 – 23, 2023		
Computation and Submission of Final Grades	June 25 – July 7, 2023		
Start of Teacher's Leave for Summer:	July 8 - 31, 2023	-	24 days
	Aug. 1- 15, 2023	-	15 days
2022 Christmas Break	Dec. 17 - 31, 2022	-	15 days
	Jan. 1 - 2, 2023	-	2 days
Non-Cumulative Sick Leave		-	10 days
Service Credits		-	18 days
Total number of teachers' leave			84 days

In relation to the above, please take note of the following:

1. Faculty on Teachers' Leave shall report back to the office on Aug. 16 in time for the first day of classes for 1st Semester 2023-2024.
2. Those who have academic advisers to attend to, shall report to the office during the enrolment period (Aug. 7-15) to perform their duties and responsibilities to their respective advisees. They will earn an additional 9 days of service credits for reporting during enrolment.
3. Faculty members who will be able to submit their final grades before July 7, 2023, and have no thesis or special problem manuscripts/OJT reports/engineering project

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reports to check, may opt to start their Teachers' Leave earlier than July 8. However, the number of days spent in advance shall be deducted from their 18 days service credits. They need to write to the OVPAA, endorsed by Department Head and Dean, signifying their intention to go on teachers' leave earlier indicating the effective date and justification.

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 8, 2023**, so that they can continue to receive their salary even without clearance.

For your guidance and compliance.


EDGARDO E. TULIN
President