



VISAYAS
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**OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 276
Series of 2024

**TO: All Chancellors
All College Deans
All Department Heads
All Faculty Members**

RE: Teacher's Leave Schedule during Christmas Break School Year 2024-2025

FROM: DR. PROSE IVY G. YEPES
University President

For and on behalf of the University President:

DR. ELWIN JAY V. YU
Vice President for Administration and Finance

DATE: December 5, 2024

Please be informed of the Teacher's Leave schedule for Christmas Break SY 2024-2025 as computed below:

Teacher's Leave at Christmas Break 2024-2025	December 21, 2024	11 days
	January 12, 2024	12 days
Teacher's Leave for Midyear Break 2025	June 7-30, 2025	24 days
	July 1-31, 2025	31 days
	August 1-6, 2025	6 days
TOTAL		84 days

1. Faculty members who are requested to report for duty due to involvement during general registration will be granted service credits.
2. Faculty on teacher's leave status shall submit their clearance before going on midyear break 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 Human Resource Management Office on or before June 7, 2025 so that they can continue to receive their salary even without clearance.

For your information and guidance.

OFFICE OF THE PRESIDENT

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