



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 117
Series of 2024

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

RE: Teacher's Leave Schedule for School Year 2023-2024

**FROM: 
DR. PROSE IVY G. YEPES
University President**

DATE: June 14, 2024

Please be informed of the Teacher's Leave Schedule for School Year 2023-2024 as computed below:

Teacher's Leave at Christmas Break 2023-2024	December 22-31, 2023	10 days
	January 1-11, 2024	11 days
Teacher's Leave for Midyear Break 2024	June 8-30, 2024	23 days
	July 1-31, 2024	31 days
	August 1-9, 2024	9 days
TOTAL		84 days

Faculty members who are requested to report for duty due to involvement in the following academic activities will be granted services credits:

Serve as academic adviser during general registration for Second Semester SY 2023-2024	Jan 4-13, 2024
Serve as thesis adviser until last day for submission of academic requirements for graduation	Jun 14, 2024
Serve as academic adviser during general registration for First Semester SY 2024-2025	Jul 29 - Aug 4, 2024

For your information and usual support.

OFFICE OF THE PRESIDENT

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