



# Visayas State University

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## Office of the President

20 December 2010

### MEMORANDUM CIRCULAR NO. 75

Series of 2010

**T O: All Concerned**

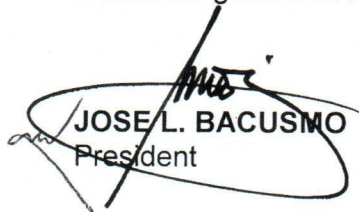
**R E: Recall of Forced/Mandatory Leave**

It has come to the attention of this office that some Department/Center/Institute/Office Heads recalled the forced/mandatory leave application of their staff.

Please be reminded of OP Memorandum Circular No. 07, Series of 2009, which was based on Sec. 25, Rule XVI (Leave of Absence) of the Omnibus Rule Implementing Book V of Executive Order 292 that states "All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions: (a) The Head of Agency, shall upon prior consultation with the employees, prepare a staggered schedule of the mandatory annual five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave."

Hence, only the University President has the authority to cancel any previously scheduled forced/mandatory leave due to exigency of service of the applicant.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: ODAHRD  
PRPEO  
Records  
File