



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

18 February 2002

MEMORANDUM CIRCULAR NO. 12

Series of 2002

T O: All Department/Center/Unit Heads/Directors and Faculty & Staff

R E: Compensatory Day-Off

The additional ten (10) days non-cumulative vacation leave with pay to regular faculty and staff on vacation-leave status is a form of day off after the scheduled work is accomplished. For faculty members, this means that the compensatory day-off cannot be availed during class days even if a substitute teacher is willing to take over the missed classes. However, for exceptional cases or emergency reasons, the compensatory day-off can be availed.

Busy periods such as at least one week before the deadline for manuscripts/case studies/field practice reports or during examination days and grade submission, should not be considered as the time to enjoy this privilege. Everyone is also expected to be present during important occasions, i.e., Graduation Rites, Convocation Program and the LSU Anniversary Celebration.

You are, therefore, advised to re-schedule your compensatory leave if it violates this memorandum. Failure to comply or to submit the schedule on or before March 1, 2002 for approval by the Office of the President shall mean that you are foregoing your right to make use of this privilege.

For strict compliance.


PACIENCIA P. MILAN
President

cc: HRMDO - 2/26/mng